



London Breed  
Mayor

Carol Isen  
Human Resources Director

Date: January 12, 2024

To: The Honorable Civil Service Commission

Through: Carol Isen  
Human Resources Director

From: Joan Lubamersky / Lynn Khaw, GSA  
Rebecca Lui, CON  
Terry Jones, HRC  
Vincent Lee, POL  
Alysabeth Alexander-Tut, PRT  
Reanna Albert / Kelly Hiramoto, DPH  
Shawndrea Hale / Daniel Kwon, PUC  
Alexander Burns, DPW  
Rachel Garcia, HOM  
Sean McFadden, REC  
Jolie Gines, TIS

Subject: **Personal Services Contracts Approval Request**

This report contains twenty-two (22) 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 Fiscal Year 23/24 to date:

Total of this Report	YTD Expedited Approvals FY2023-2024	Total for FY2023-2024
\$226,008,567	\$381,381,426	\$3,461,593,235

Joan Lubamersky / Lynn Khaw  
City Administrator  
1 Dr. Carlton B. Goodlett Pl., Rm. 362  
San Francisco, CA 94102  
JL: (415) 554-4859  
LK: (415) 554-6296

Rebecca Lui  
Controller  
1 Dr. Carlton B. Goodlett Pl., Rm. 306  
San Francisco, CA 94102  
(415) 554-6636

Terry Jones  
Human Rights Commission  
25 Van Ness Ave., Ste. 800  
San Francisco, CA 94102  
(415) 252-2551

Vincent Lee  
Police  
1245 3<sup>rd</sup> St.,  
San Francisco, CA 94158  
(415) 837-7127

Alysabeth Alexander-Tut  
Port  
Pier 1  
San Francisco, CA 94111  
(415) 274-0558

Reanna Albert / Kelly Hiramoto  
Public Health  
1380 Howard St.,  
San Francisco, CA 94103  
RA: (628) 271-6178  
KH: (415) 255-3492

Shawndrea Hale / Daniel Kwon  
Public Utilities Commission  
525 Golden Gate Ave., 8<sup>th</sup> Floor  
San Francisco, CA 94102  
SH: (415) 551-4540  
DK: (415) 934-5722

Alexander Burns  
Public Works  
49 South Van Ness, Ste. 1600  
San Francisco, CA 94103  
(415) 554-6411

Rachel Garcia  
Homelessness and Supportive Housing  
440 Turk St.,  
San Francisco, CA 94102

Sean McFadden  
Recreation and Park Commission  
501 Stanyan St.,  
San Francisco, CA 94117  
(415) 831-2779

Jolie Gines  
Technology  
1 South Van Ness Ave., 2<sup>nd</sup> Floor  
San Francisco, CA 94103  
(628) 652-5074

Table of Contents  
PSC Submissions

<b>Regular PSCs</b>	<b>Department</b>	<b>Page</b>
46300 - 23/24	City Administrators	1
49854 - 23/24	City Administrators	6
47440 - 23/24	Controller	22
41725 - 23/24	Human Rights Commission	36
42740 - 23/24	Human Rights Commission	43
45484 - 23/24	Police	48
42790 - 23/24	Port	59
47988 - 23/24	Public Health	75
49726 - 23/24	Public Health	80
38629 - 23/24	Public Utilities Commission	85
41527 - 23/24	Public Utilities Commission	90
42794 - 23/24	Public Utilities Commission	99
49686 - 23/24	Public Utilities Commission	110
42950 - 23/24	Public Works	126
48355 - 23/24	Public Works	138
<b>Modification PSCs</b>		
46100 - 22/23	Homelessness and Supportive Housing	148
31270 - 22/23	Human Rights Commission	157
43506 - 21/22	Public Health	165
49806 - 20/21	Public Utilities Commission	174
41604 - 18/19	Recreation and Park Commission	189
46699 - 23/24	Technology	201
49137 - 14/15	Public Health	213

# POSTING FOR

January 30, 2024

## PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<a href="#">46300 - 23/24</a>	GENERAL SERVICES AGENCY - CITY ADMIN	\$2,500,000.00	The Office of Contract Administration (OCA) manages eight contracts for the purchase of proprietary system furniture to be used Citywide. The furniture includes cubicles, wall panels, seating, and other materials required to configure a workspace, and manufacturers include: K1, Knoll, Haworth, National, and Allsteel. Each contract has been awarded to an authorized distributor for that manufacturer based on being the lowest responsive bidder to solicitations issued by OCA in 2020. While these are commodity contracts awarded in 2020, they require the awarded suppliers to oversee the selection/configuration of furniture for a particular space and its installation within that space. Because of the proprietary and complex nature of the furniture, only authorized distributors of the manufacturer have (A) the expertise to select and configure the appropriate system furniture for a space and (B) the authority by the manufacturers they represent to install it in that space. Further, any warranty on the system would be voided if the City were to attempt to install such furniture on its own.	August 1, 2020	September 30, 2026	REGULAR
<a href="#">49854 - 23/24</a>	GENERAL SERVICES AGENCY - CITY ADMIN	\$1,750,000.00	The proposed work is for contractors to provide American Sign Language (ASL) interpreter services for City departments. The contractors will be responsible for dispatching interpreters when requested, matching the skills of interpreters with specific requests, and tracking and billing for the services provided. ASL is a complete and natural language with the same linguistic	March 1, 2024	February 28, 2029	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			properties as spoken languages but with a unique grammar different from English. It is expressed through hand and facial movements and is the primary language of many North Americans who are deaf or hard of hearing. ASL interpreters provide specialized language services to ASL users, which will be provided as needed.			
<a href="#">47440 - 23/24</a>	CONTROLLER	\$15,000,000.00	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, and protect critical City data infrastructure.	February 5, 2024	January 28, 2029	REGULAR
<a href="#">41725 - 23/24</a>	HUMAN RIGHTS COMMISSION	\$150,000.00	<p>Contractors shall provide on-call consultant services to design and facilitate racial equity and restorative justice discussion spaces and trainings for employees of law enforcement and justice departments in the City and County of San Francisco.</p> <p>The consultant would lead:</p> <p>Large group discussion spaces or training for employees in law enforcement and justice departments:</p> <ul style="list-style-type: none"> <li>-Identify objectives and structure for discussion spaces (e.g. circles, trainings, workshops, activities, etc.), in collaboration with Racial Equity Leaders, the Office of Racial Equity, and department management.</li> <li>-Design activities and content for the discussion spaces.</li> <li>-Facilitate the discussion spaces.</li> <li>-Identify areas for further learning and recommend next steps.</li> </ul> <p>Small group discussion spaces for Racial Equity Leaders in law enforcement and justice departments:</p> <ul style="list-style-type: none"> <li>-Debrief the large group discussion spaces with Racial Equity Leaders.</li> <li>-Design and facilitate healing-centered activities for Racial</li> </ul>	January 1, 2024	December 29, 2028	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>Equity Leaders, as needed, including around how to move racial equity work within their agencies.</p> <p>-The small discussion spaces would be around six-times per year (bi-monthly or quarterly) in 2024 and 2025.</p> <p>The consultant needs to have knowledge of and/or experience with:</p> <p>-Healing-centered approaches to facilitation and learning, especially for communities that are disproportionately incarcerated. (e.g. Black, American Indian, Latinx, Pacific Islander)</p> <p>-Cultures within law enforcement and related departments. (e.g. police, sheriff, probation, district attorney, public defender)</p> <p>-Emerging practices to dismantle racism in law enforcement and justice systems.</p> <p>-Restorative justice training.</p>			
<u>42740 - 23/24</u>	HUMAN RIGHTS COMMISSION	\$550,000.00	<p>The Contract and Grant Monitoring System and Support (CGMS) is an online application that serves as the primary contract monitoring and invoicing mechanism between grantees and the Human Rights Commission. This contract will provide CGMS system and support services related to daily application and data backup, application hosting and connectivity, project management, user support, security, implementation and monitoring, data integration, software bug fixes, additions to data collection, browser compatibility testing, general code optimization, and ongoing customization's.</p>	January 1, 2024	December 31, 2027	REGULAR
<u>45484 - 23/24</u>	POLICE	\$335,000.00	<p>One-time Professional Services engagement to set up ALPR cameras. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Safety Standard Implementation Service Brief.</p>	March 1, 2024	February 28, 2025	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<a href="#">42790 - 23/24</a>	PORT	\$4,000,000.00	To create an as-needed engineering contract with consulting teams capable of providing a wide range of engineering and construction management services on an as-needed basis for Port capital and on-going projects. Such projects may be marine related for maintenance and improvements of the Port's aging infrastructure. This is for a contract that received prior approval under PSC number 49819 – 21/22 approved on April 15, 2022 but because of lengthy contract negotiations, we are needing to return to the Commission for approval.	December 1, 2023	November 30, 2027	REGULAR
<a href="#">47988 - 23/24</a>	PUBLIC HEALTH	\$4,000,000.00	The selected Contractor(s) will support the Department in various short-term projects in support of Behavioral Health Services (BHS) programs and initiatives, California Advancing and Innovating Medi-Cal (CalAIM) initiatives and other programs all with the aim to improve care and outcomes for vulnerable populations including Medi-Cal enrollees. For the initial project the selected contractor(s) will provide services to assess, plan, design and brief the department on the following topics: 1. Street Interventions: Design/assessment of ways to collaborate with police in order to decrease distressing street behaviors associated with serious mental illness and substance use; 2. Crisis Responses: Provide input on program design of a planned crisis response unit; 3. 911 Clinicians: Support the design of a 911 embedded clinician triage function, a planned new program to embed clinicians, while also examining 911, EMS and law enforcement interactions; and 4. Involuntary Transports Support: designing involuntary transport system for people on an involuntary psychiatric hold OR involuntary medication order.	January 1, 2024	December 31, 2027	REGULAR
<a href="#">49726 - 23/24</a>	PUBLIC HEALTH	\$7,500,000.00	In support of Laguna Honda Hospital's (LHH) recertification efforts in the Center for Medicare and Medicaid Services provider participation program, the selected contractor will support San Francisco Department of Public Health (SFDPH)	March 1, 2024	February 28, 2027	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>leadership in designing, creating, establishing and maintaining critical processes related to LHH recertification, facility improvement and long-term stabilization. Specifically, selected contractor will facilitate strategy deployment, overarching project management, facilitation and follow up, as well as develop and implement an information reporting structure and process. Selected contractor will also enhance strategic communication abilities by providing a triage function for incoming requests internal to the City, as well as creation of communication documents, messaging and related collateral as required. Selected contractor will also serve as project manager and leader, potentially managing all aspects of the project lifecycle, including project development, defining deliverables, team facilitation, driving towards defined goal completion, aiding in decision support and managing timelines and ensuring deadlines are met.</p>			
<u>38629 - 23/24</u>	PUBLIC UTILITIES COMMISSION	\$3,800,000.00	<p>The California Public Utilities Commission (CPUC) has awarded \$3.8mil to CleanPowerSF to fully fund the administration of a new energy program to benefit CleanPowerSF's customers. The Program will provide cost-effective energy efficiency through retrofits and direct installation of equipment for businesses and organizations in the food service sector. CleanPowerSF will solicit and contract for this work from an Energy Service Company (ESCO), as this will be fully funded by the CPUC, which specifically directs CleanPowerSF to enlist an ESCO for program implementation, per the approved program design.</p> <p>The ESCO will provide turnkey professional services including customer acquisition and conducting customer pre-qualification and securing customer consent energy audits and site visits (that may be virtual) of the customer's facility to assess energy savings opportunities, execution of a contract between the ESCO and the customer and subcontracting the installation of the energy</p>	June 1, 2024	February 28, 2029	REGULAR



<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			efficiency measures identified in the energy audit. The ESCO will conduct installation via its pool of pre-qualified and vetted installation contractors. Each installation contractor will work with the customer to schedule and install the measures selected. The ESCO will also conduct commissioning and training as needed.			
<u>41527 - 23/24</u>	PUBLIC UTILITIES COMMISSION	\$18,000,000.00	The SFPUC requires a highly specialized Consultant firms capable to handle confidential knowledge of the SFPUC's security vulnerabilities and overall security program. It is critical to the SFPUC Homeland Security's strategy to confine this critical knowledge of SFPUC's facilities, utility systems, systems design, and vulnerabilities to limited sources. A confidentiality agreement is required for all intellectual information and related documents shared with and produced by technical security consultants set to safeguard the institutional history and confidential information of the SFPUC's facilities and assets, security vulnerabilities and that of the overall security program. The consultant(s) are needed to support the SFPUC's Enterprise-wide security design criteria and elements, regional and master security server hardware and software requirements, communications and network strategy, and security policies and procedures. The consultant(s) would coordinate this work with other City and SFPUC Departments including ITS, Operations, Infrastructure, San Francisco Public Works (SFPW), SFPW Building Design Construction - Architecture (SFPW-BDC), Department of Technology Information Systems (DTIS), and Homeland Security. The security projects scope encompasses all the facilities for Water, Wastewater, and Power Enterprises. Major capital projects at various operating facilities require security upgrade components in order to benefit already planned process, mechanical and electrical upgrades scopes. By integrating security scope with other planned capital	June 3, 2024	June 2, 2031	REGULAR

<u>PSC No</u>	<b>Dept Designation</b>	<b>PSC Amount</b>	<b>Description of Work</b>	<b>PSC Estimated Start Date</b>	<b>PSC Estimated End Date</b>	<b>Type of Approval</b>
			improvement upgrades allows project delivery efficiencies to limit facility disruptions during construction phase.			
<a href="#">42794 - 23/24</a>	PUBLIC UTILITIES COMMISSION	\$5,000,000.00	The contract will conduct hydrologic, geomorphic, biological, and related river ecosystem science and management work on an as-needed basis in relation to existing and future agreements with the US Department of Interior under the Raker Act.	May 5, 2024	May 4, 2033	REGULAR
<a href="#">49686 - 23/24</a>	PUBLIC UTILITIES COMMISSION	\$17,000,000.00	Provide the back-office services necessary to operate CleanPowerSF, the City's Community Choice Aggregation (CCA) program. In the context of CCA, back-office services include comprehensive customer care, account management, billing, and data services for the program. This allows for the tracking of participating customers, recording electric usage and billings via electronic data exchange with PG&E, and supporting the PUC's customer care call center in handling CCA related calls.	November 1, 2024	November 30, 2029	REGULAR
<a href="#">42950 - 23/24</a>	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$187,000.00	Provide consulting services in support of a strategic initiative surrounding employee engagement and workplace satisfaction. This also builds capacity within the department to continue efforts done in the previous years that are related to employee engagement and workplace satisfaction. Consultant will design, develop, and administer all aspects of a workplace culture survey for San Francisco Public Works employees with the objective of detecting overall employee engagement and satisfaction, while achieving a high employee participation rate. Consultant will use survey response data to produce a concise, comprehensive executive summary of findings along with an analysis to assist Department in seeking additional information and feedback for potential improvement actions. Consultant will also provide support in identifying and prioritizing action items based in survey results, as well as guidance in implementing them.	January 30, 2024	January 30, 2030	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			Consultant may provide services to address survey findings and support workplace culture.			
<a href="#">48355 - 23/24</a>	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$21,000,000.00	Provide architectural and multi-discipline design services involving renovation, relocation, adaptive re-use of existing health facilities, installation of specialized medical equipment, modifications to life safety systems and other infrastructure, new health facilities, and other City facilities. Selected firms shall have extensive knowledge of, and experience with general acute care facilities under jurisdiction of the Office of Statewide Health and Planning (OSHPD).	January 30, 2024	July 30, 2030	REGULAR
<b>TOTAL AMOUNT \$100,772,000</b>						

# Posting For January 30, 2024

## Proposed Modifications to Personal Services Contracts

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
46100 - 22/23 - MODIFICATIONS	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING -- HOM	\$961,567	\$1,681,567	This request pertains to HSH's COVID-19 response efforts to acquire properties to serve as Permanent Supportive Housing (PSH) options for guests exiting Shelter In Place (SIP) hotels and emergency COVID-19 shelter sites. Acquiring properties to house current SIP guests is a critical component of the City's SIP Rehousing Plan, and for vulnerable guests with comorbidities, successful rehousing could mean the difference between life and death. The Contractor will assist with coordination of property acquisition due diligence and related activities, including but not limited to: •Initial Feasibility Assessments as requested prior to the City entering into Letter of Intent (LOI) for acquisition, including site reports and preliminary physical needs assessments •Closing Due Diligence and Financial Modeling, including due diligence reports and analysis and project management.	02/01/2024	06/30/2025	REGULAR
31270 - 22/23 - MODIFICATIONS	HUMAN RIGHTS COMMISSION -- HRC	\$460,000	\$500,000	The Public Relations (PR) Consultant shall provide public relations, writing and editing support to the Human Rights Commission's in-house staff. The scope of this work shall include: • Public relations support to the Human Rights Commission as needed to generate positive media attention surrounding the Human Rights Commission's programs, initiatives and	09/30/2022	06/30/2025	REGULAR

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
				overall mission. This can include but is not limited to producing and distributing press releases, organizing events, community outreach, crisis communication, internal communications and organizing press conferences, including securing locations, drafting speaker talking points and providing logistical support. • Providing culturally sensitive public relations support including but not limited to translation of press releases, connection to language specific press contacts, and culturally sensitive press events. • Using analysis of market research and the Human Rights Commission's program and initiative goals, design creative collateral and content strategies for social media outlets			
43506 - 21/22 - MODIFICATIONS	PUBLIC HEALTH -- DPH	\$9,500,000	\$24,500,000	Contractors will provide subacute skilled nursing care for patients who require ongoing specialized care, such as tracheostomy care, complex wound management, intravenous tube feeding and/or ventilator care after an acute hospitalization. Contractors may also provide skilled nursing level of care to accommodate surge overflow or other emergency situations. The patients will be treated for as long as medically necessary, providing uninterrupted service for the duration of the PSC.	12/01/2023	06/30/2026	REGULAR
49806 - 20/21 - MODIFICATIONS	PUBLIC UTILITIES COMMISSION -- PUC	\$11,000,000	\$29,000,000	PSC 41117-18/19 was approved by the Civil Service Commission on August 5, 2019 for the scope of work in this request. PSC 41117-18/19 expired on August 5, 2020, before execution of SFPUC Contract PRO-0140. This request will allow the	12/18/2023	03/31/2029	REGULAR

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
41604 - 18/19 - MODIFICATIONS	RECREATION AND PARK	\$315,000	\$1,960,000	Overall remedial engineering and dredge design services for the 900 Innes Park	12/07/2023	07/31/2027	REGULAR

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
	COMMISSION -- REC			Project in San Francisco's Bay View Hunters Point Neighborhood. The work to be performed includes in-water sediment and hazardous building materials testing, treatment and stabilization analyses, hydrodynamic modeling, chemical partitioning and breakthrough analysis, preparation of cap design criteria to ensure cap performance, preparation of construction documentation for public bidding and construction administration. Sub-consultant services include surveying and regulatory permitting support to complete the regulatory permit approval process. Work to be performed by sub-consultants include bathymetric, topographic, boundary and utilities location/surveying. Other work required includes responding to queries from the various agencies arising from the permitting process, preparation of additional exhibits and figures, and compensatory mitigation analysis and planning for addressing potential loss/impacts to aquatic habitat.			
46699 - 23/24 - MODIFICATIONS	GENERAL SERVICES AGENCY - TECHNOLOGY - - TIS	\$3,000,000	\$7,000,000	Training users on the citywide Enterprise Licensed Geographic Information System (GIS) software products, and Geographic Information System Project consulting, on an as-needed basis. Prior to 2022 CSC did not require departments to include the proprietary licensing and maintenance costs for on-premise and cloud based software products. The totality of this request is \$3.5M for proprietary software licensing and maintenance for both on-premises and cloud software products, as well as up to	07/01/2024	06/30/2029	REGULAR

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
				<p>\$500k in training and consultative services on an as-needed basis. Not all departments actually utilize the 100 hours of technical training and up to 100 hours of learning and service credits. This amount also encompasses the vendors GIS training pass which includes up to 50 training days per year for client departments use to learn about new features on the software suite of products.</p> <p><b>Scope Change:</b> No changes from the original request, just extending 2 years to the agreement</p>			
49137 - 14/15 - MODIFICATIONS	PUBLIC HEALTH -- DPH	\$100,000,000	\$269,748,074	<p>Contractors will provide San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH) a continuous, reliable source of intermittent, supplemental, and travel nursing personnel during high patient census, high acuity, unexpected staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements. In addition, SFGH is scheduled to transition to a new acute care facility in December of 2015. In order for that transition to be successful, the current staff will require training on the new equipment, technology, patient flow and workflow processes. Supplemental contract nurses and ancillary personnel will be necessary to provide surge capacity in order to backfill SFGH staff while they attend training sessions and scheduled "day-in-the-life" training simulations.</p>	12/01/2023	10/31/2027	REGULAR

**TOTAL AMOUNT \$125,236,567**



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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Assembly & Installation of Proprietary System Furniture

Funding Source: General Fund

PSC Amount: \$2,500,000

PSC Est. Start Date: 08/01/2020

PSC Est. End Date 09/30/2026

**1. Description of Work**

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

The Office of Contract Administration (OCA) manages eight contracts for the purchase of proprietary system furniture to be used Citywide. The furniture includes cubicles, wall panels, seating, and other materials required to configure a workspace, and manufacturers include: K1, Knoll, Haworth, National, and Allsteel. Each contract has been awarded to an authorized distributor for that manufacturer based on being the lowest responsive bidder to solicitations issued by OCA in 2020.

While these are commodity contracts awarded in 2020, they require the awarded suppliers to oversee the selection/configuration of furniture for a particular space and its installation within that space. Because of the proprietary and complex nature of the furniture, only authorized distributors of the manufacturer have (A) the expertise to select and configure the appropriate system furniture for a space and (B) the authority by the manufacturers they represent to install it in that space. Further, any warranty on the system would be voided if the City were to attempt to install such furniture on its own.

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

These services are necessary to ensure the City is able to purchase systems furniture for its office and workspaces and have that furniture installed in the intended manner of the manufacturer. Because of the proprietary and complex nature of the furniture, only authorized distributors of the manufacturer have (A) the expertise to select and configure the appropriate system furniture for a space and (B) the authority by the manufacturers they represent to install it in that space. The consequences of denial would be the warranty on furniture will be voided if supplier technician(s) are not used.

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.

As an industry standard, these services have always been provided by the designated distributors of the furniture manufacturers.

D. Will the contract(s) be renewed?

Yes. The City may exercise its option to extend these contracts for an additional three years, depending on the ongoing need.

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.

City departments have an ongoing need for office and systems furniture. Further, longer-term contracts provide an incentive for suppliers to offer better pricing.

**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:

These are as-needed contracts for the purchase of proprietary system furniture to be used Citywide. It is not known when a department may choose to purchase under these agreements. But when they do, they will need the services described in this request. Further, because of the proprietary and complex nature of the furniture, only authorized distributors of the manufacturer have (A) the expertise to select and configure the appropriate system furniture for a space and (B) the authority by the manufacturers they represent to install it in that space. The consequences of denial would be the warranty on furniture will be voided if supplier technician(s) are not used.

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

- A. Specify required skills and/or expertise: Installers/workers must be employed or contracted by authorized and certified distributors of the manufacturer.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7215, General Laborer Supervisor 1; 7514, General Laborer; 7524, Institution Utility Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the technicians who install it at the job site will supply their own equipment to be used.

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

None. These services need to be provided by the designated distributors in order for the warranty to be valid.

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

- A. Explain why civil service classes are not applicable.  
Because of the proprietary and complex nature of the furniture, only authorized distributors of the manufacturer have (A) the expertise to select and configure the appropriate system furniture for a space and (B) the authority by the manufacturers they represent to install it in that space. The consequences of denial would be the warranty on furniture will be voided if supplier technician(s) are not used.
- 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 proprietary and complex nature of the furniture, only authorized distributors of the manufacturer have (A) the expertise to select and configure the appropriate system furniture for a space and (B) the authority by the manufacturers they represent to install it in that space. The consequences of denial would be the warranty on furniture will be voided if supplier technician(s) are not used.

**6. Additional Information**

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

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

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

7. **Union Notification:** On 10/23/2023, the Department notified the following employee organizations of this PSC/RFP request:  
Laborers, Local 261; SEIU Local 1021

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

Name: Lynn Khaw Phone: 4155546296 Email: lynn.khaw@sfgov.org

Address: City Hall, Room 430 San Francisco, CA

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46300 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/30/2024

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

**From:** [dhrr-psccordinator@sfgov.org](mailto:dhrr-psccordinator@sfgov.org) on behalf of [lynn.khaw@sfgov.org](mailto:lynn.khaw@sfgov.org)  
**To:** [RECEIPT for Union Notification for PSC 46300 - 23/24 more than \\$100k](mailto:Khaw, Lynn (ADM); oumar.fall@seiu1021.org; cade.crowell@seiu1021.org; SF-DHR-Info@seiu1021.org; max.porter@seiu1021.org; Jason Klumb; Laxamana, Junko (DBI); sarah.wilson@seiu1021.org; Thomas Vitale; Ricardo.lopez@sfgov.org; Kbasconcillo@sfwater.org; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Wendy Frigillana; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; XiuMin Li; Sin.Yee.Poon@sfgov.org; David Canham; jtanner940@aol.com; laborers261@gmail.com; Khaw, Lynn (ADM); DHR-PSCCoordinator, DHR (HRD)</a><br/><b>Subject:</b> Receipt of Notice for new PCS over $100K PSC # 46300 - 23/24<br/><b>Date:</b> Monday, October 23, 2023 4:36:52 PM</p><hr/></div><div data-bbox=)

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 46300 - 23/24 for \$2,500,000 for Initial Request services for the period 08/01/2020 – 09/30/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrrupal/node/21553> 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: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: As Needed Citywide American Sign Language (ASL) Interpretation Services

Funding Source: General Fund

PSC Duration: 5 years

PSC Amount: \$1,750,000

**1. Description of Work**

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

The proposed work is for contractors to provide American Sign Language (ASL) interpreter services for City departments. The contractors will be responsible for dispatching interpreters when requested, matching the skills of interpreters with specific requests, and tracking and billing for the services provided. ASL is a complete and natural language with the same linguistic properties as spoken languages but with a unique grammar different from English. It is expressed through hand and facial movements and is the primary language of many North Americans who are deaf or hard of hearing. ASL interpreters provide specialized language services to ASL users, which will be provided as needed.

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

The Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA) prohibit employment discrimination against employees on the basis of disability. In accordance with the law, it is the policy of the City and County of San Francisco to provide equal employment opportunities to qualified individuals with disabilities. City departments require the services of ASL interpreters on a regular basis for effective communication with employees with disabilities. In addition, under Title II of the ADA and the California Civil Rights Act, the City and County of San Francisco is required to provide accessible communications for interactions with the public. City departments arrange for ASL interpreting services for interactions with the public and for public meetings. The consequences of denial would be to lose this opportunity to provide these essential services and risk the City's legal liability for not providing such services.

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

These services have been provided in the past under PSC #46270 - 22/23 and are being utilized by the Mayor's Office on Disability (MOD).

D. Will the contract(s) be renewed?

Yes, if services continue to be required.

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

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

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

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

B. Explain the qualifying circumstances:

City departments arrange for ASL interpreting services for interactions with the public and for public meetings on intermittent days or hours and are required on an as-needed basis.

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

A. Specify required skills and/or expertise: ASL interpreters are professional individuals who are certified by the Registry of Interpreters of the Deaf, Inc. (RID) (<https://rid.org/>) to provide interpretation of the spoken word to ASL while adhering to the RID and the National Association of the Deaf (NAD) Code of Professional Conduct (<https://rid.org/ethics/code-of-professional-conduct>).

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?**

These services are intermittent, and there are no resources available within the City.

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

A. Explain why civil service classes are not applicable.

ASL interpreting is a highly specialized professional service that cannot be performed by individuals who are not specially trained and certified.

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 services are intermittent and provided on an 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 contract? If so, please explain what that will entail; if not, explain why not.  
No. No training will be provided.

C. Are there legal mandates requiring the use of contractual services?  
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.

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

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Yes. Please see the attached contract scopes of services.



7. **Union Notification:** On 12/15/2023, 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: Lynn Khaw Phone: 4155546296 Email: lynn.khaw@sfgov.org

Address: City Hall, Room 430 San Francisco, CA

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49854 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/30/2024

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

**From:** [dhr-psccoordinator@sfgov.org](mailto:dhr-psccoordinator@sfgov.org) on behalf of [lynn.khaw@sfgov.org](mailto:lynn.khaw@sfgov.org)  
**To:** [RECEIPT for Union Notification for PSC 49854 - 23/24 more than \\$100k](mailto:Khaw, Lynn (ADM); jegy.sering@seiu1021.org; joshv@smw104.org; oumar.fall@seiu1021.org; oumar.fall@seiu1021.org; sportillo@ifpte21.org; sportillo@ifpte21.org; matthew.torres@seiu1021.org; matthew.torres@seiu1021.org; cade.crowell@seiu1021.org; iduritz@uapd.com; kdavis@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; mweirick@ifpte21.org; mweirick@ifpte21.org; dho@ifpte21.org; dho@ifpte21.org; dvickers@iam1414.org; SF-DHR-Info@seiu1021.org; SF-DHR-Info@seiu1021.org; sbabaria@cirseiu.org; andrea@sfmea.com; camaguey@sfmea.com (contact); camaguey@sfmea.com (contact); cpark@local39.org; cpark@local39.org; khughes@ibew6.org; ewallace@ifpte21.org; ewallace@ifpte21.org; plangrooferslocal40@gmail.com; rooferslocal40@gmail.com; Stan Eichenberger; dtuttle@oe3.org; dtuttle@oe3.org; pkim@ifpte21.org; Najuwanda Daniels; Pierre King - UAPD; president@sanfranciscodsa.com; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; roger.marengo; pwilson@twusf.org; cmoyer@nccrc.org; Frigault, Noah (HRC); sfdpoa@cloud.com; mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; Laxamana, Junko (DBI); jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; miobre@sfpoa.org; @sfpoa.org; Tracy McCray; mleach; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Meyers, Julie (HSA); Stan Eichenberger; Jason Klumb; camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Kbasconillo@sfwater.org; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy Frigillana; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmllocal300.org; Ramon.Hernandez; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; XiuMin Li; Sin.Yee.Poon@sfgov.org; Sean McGarry; rrmitchell@twusf.org; grojo@local39.org; iduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; l21pscreview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; David Canham; jitanner940@aol.com; Osha Ashworth; l21pscreview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; christina@sfmea.com; ecdemvoter@aol.com; Thomas Vitale; Khaw, Lynn (ADM); DHR-PSCCoordinator, DHR (HRD)</a><br/><b>Subject:</b> Receipt of Notice for new PCS over $100K PSC # 49854 - 23/24<br/><b>Date:</b> Friday, December 15, 2023 10:08:32 AM</p><hr/></div><div data-bbox=)

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 49854 - 23/24 for \$1,750,000 for Initial Request services for the period 03/01/2024 – 02/28/2029. 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/21772> 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)**

## Appendix A Scope of Services

The Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA) prohibit employment discrimination against employees on the basis of disability. In accordance with the law, it is the policy of the City and County of San Francisco to provide equal employment opportunities to qualified individuals with disabilities.

In support of Federal and State law and City and County of San Francisco, Department of Human Resources policy, the Contractor shall provide as-needed, in-person and virtually, American Sign-language (ASL) interpretation services (ASL Services) to the Mayor's Office on Disability (MOD), to support the City with the service generally rendered virtually on Zoom and MS Teams platforms and in-person at 1155 Market Street, San Francisco, California 94103.

### 1. Definitions.

- a. American Sign Language (ASL). American Sign Language (ASL) is a complete, natural language that has the same linguistic properties as spoken languages, with grammar that differs from English. ASL is expressed by movements of the hands and face. It is the primary language of many North Americans who are deaf and hard of hearing and is used by some hearing people as well.
- b. ASL Interpreter(s). A professional individual(s) who is/are certified with the Registry of Interpreters of the Deaf, Inc (RID) (<https://rid.org/>) to provide interpretation of spoken word to ASL, while adhering to the RID/ National Association of the Deaf (NAD) Code of Professional Conduct (<https://rid.org/ethics/code-of-professional-conduct/>).
- c. Independent Contractor Interpreter Pool. A pool of screened, nationally certified interpreters numbering over 150 in the Bay Area, and over 400 Nationwide. Contractor shall maintain a set of ASL Interpreters from the Independent Contractor Interpreter Pool who possess the required skills to serve the needs of specialized populations including, but not limited to, Deaf- Blind accessible language (close vision and tactile), modified sign language (foreign-born Deaf individuals with minimal knowledge of ASL), and specialized language (cognitively delayed Deaf and Hard of Hearing individuals).

### 2. Description of Services.

The Contractor shall provide qualified ASL Interpreters from the Interpreters Independent Contractor Interpreter Pool for the following:

- a. As-Needed Meetings. As-Needed Meetings will occur on an as-needed basis involving key stakeholders, MOD employees, Mayor's Disability Council (MDC)

members and third-party vendors. All may either attend in-person or virtually on Zoom or MS Teams platform.

As-Needed Meetings may vary in length between thirty (30) minutes and eight (8) hours in duration.

- i. **Location of Services for As-Needed Meetings.** As-Needed Meetings will be held at the MOD main office, 1155 Market Street, San Francisco, California, 94103; San Francisco City Hall, 1 Drive Carlton B. Goodlett Place, Room 400, San Francisco, California, 94102; or virtually on Zoom or MS Teams platform, however, they may not be limited to locations mentioned. The City will notify the Contractor, within the time frames noted below (a.ii), of the location of services.
- ii. **Scheduling Notice Requirement.** City will notify Contractor in writing no less than ten (10) business days in advance to request ASL Services for As-Needed Meetings. The City will also clarify the location of the services within this request.
  1. **Urgent or Emergent Request.** Contractor agrees to reasonably work with City in the case of an emergent or urgent ASL Service requests of less than ten (10) business days including, but not limited to, for public meetings, and extending an interpreter's work assignment hours as needed and contingent on interpreter availability; and Contractor will not unreasonably deny requests for ASL Services, which are requested using a shorter notice period. If the Contractor is not available for an urgent or emergency Service request then the City reserves the right to go to any other source for the Services.
- b. **Contractor Availability for Service Requests and Standard Business Hours.** Contractor is available to respond to Service requests eight (8) hours/day, five (5) days/week, PST Monday through Friday. Contractors' standard business hours are 8:00 am-5:00 pm PST Monday through Friday, accessible via email, phone, and web request during business hours.
- c. **Contractor Availability for Service Requests and Non-standard Hours.** Contractor is available to respond to Service requests outside of the standard hours on an as-needed basis. Non-standard hours include 8:00 am – 6:00 pm PST on weekends and 5:00 pm – 9:00 pm PST on weekdays. The City will notify Contractor during standard business hours to request ASL services performed during non-standard hours.
- d. **Number of Interpreters Per Request.** For occupational safety and quality assurance reasons, assignments that are near one (1) hour or more in length may require two (2) ASL Interpreters, from the Interpreters Independent Contractor Interpreter Pool, to work together. This decision rests with the Contractor and depends upon the nature of the job. Some assignments less than one (1) hour will require two (2) ASL Interpreters depending on the nature of the assignment. The Contractor shall notify

the City within forty-eight (48) hours, after the City’s written request for ASL services, of the name(s) and count of ASL Interpreters.

- i. The City, in its sole determination, may request that the Contractor provide specific ASL Interpreters, from the Interpreters Independent Contractor Interpreter Pool, to support MOD.
- ii. Should the City determine in its sole and absolute discretion that an ASL Interpreter has failed to provide the Services the City shall notify Contractor in writing and the ASL Interpreter shall be immediately removed and prohibited from providing Services to the City. Failure to provide the Services by an ASL Interpreter shall include, but not be limited to, providing inaccurate or inconsistent interpretation of spoken words or ASL, tardiness, or unprofessional and/or abusive conduct. If such a failure to provide the Services occurs during the immediate provision of Services and results in a material interruption of the Services, any fees or charges associated with the Services of the removed ASL Interpreter shall be waived by Contractor.
- e. **Cancellations and Changes.** Requests for ASL Services canceled or their duration changed less than two (2) business days (48 hours) (Cancellation Change Deadline) in advance, by City, will be billed at the two (2) hour minimum per interpreter, if two (2) hours or less were reserved. If more than two (2) hours were reserved, the fee will be for the entire time reserved per interpreter.
- f. **Cancellation/Change Procedure.** Cancellations/changes must be sent to Contractor, at least two (2) business days in advance of the scheduled Services (Cancellation Change Deadline), either via email or telephone, at which time a confirmation of the cancellation/change will be sent to the City. There must be enough leeway to receive the message, process the cancellation/change, and send confirmations. It is requested that the City allow at least fifteen (15) minutes processing time. Cancellations/changes are not final until confirmations have been sent back to City.
  - i. **Urgent Notice of Cancellation.** Email messages are monitored by Contractor during the office hours.

**3. Department Liaison.** In performing the Services provided for in this Agreement, Contractor’s Primary liaison with the Mayor's Office on Disability will be John Koste.

<b>Department Liaison Name</b>	<b>Title</b>	<b>Telephone</b>	<b>Text</b>	<b>Email</b>
John Koste	Jr. Management Assistant	(415) 554-5420	(510) 435-[REDACTED]	<a href="mailto:john.koste@sfgov.org">john.koste@sfgov.org</a>

**Appendix B  
Calculation of Charges**

<b>Resource Classification</b>	<b>Name</b>	<b>Standard Hourly Rate</b>
ASL Interpreter	Aaron Brace	\$ 106.50
ASL Interpreter	Richard Owen	\$ 106.50
ASL Interpreter	Sarah Sims	\$ 106.50
ASL Interpreter	Ann Smith	\$ 106.50
ASL Interpreter	Jennifer Brooke Fulton	\$ 106.50
ASL Interpreter	Cheryl Anton	\$ 106.50
ASL Interpreter	Pamela Cavazos	\$ 106.50
ASL Interpreter	Jodi Terry	\$ 106.50
ASL Interpreter	Laurie Rivard	\$ 106.50
ASL Interpreter	Adina Kaplin	\$ 106.50
ASL Interpreter	Nora Scully	\$ 106.50
ASL Interpreter	Debbie Taylor	\$ 106.50
ASL Interpreter	Joe Quinn	\$ 106.50
ASL Interpreter	Robin Mills	\$ 106.50
ASL Interpreter	Kendra Keller	\$ 106.50
ASL Interpreter	Jim Henderson	\$ 106.50
ASL Interpreter	Patty Lessard	\$ 106.50
ASL Interpreter	Pilar Marsh	\$ 106.50
ASL Interpreter	Carol Mclaggen	\$ 106.50
ASL Interpreter	Rebecca Edens	\$ 106.50
ASL Interpreter	Robin Hunter	\$ 106.50
ASL Interpreter	Carson Alqhist	\$ 106.50
ASL Interpreter	Charlotte Toothman	\$ 106.50
ASL Interpreter	jennifer Odonnell	\$ 106.50
ASL Interpreter	Juan Ramirez	\$ 106.50
ASL Interpreter	Hannah Kanzell	\$ 106.50
ASL Interpreter	Michelle Okamoto	\$ 106.50
ASL Interpreter	Beth Abdallah	\$ 106.50

- \$106.50/hour, 7am to 5pm per interpreter
- \$111.50/hour, 5pm to 12am per interpreter
- \$129.00/hour, 12am to 7am per interpreter



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN

Dept. Code: ADM

Type of Request:  Initial  Modification of an existing PSC (PSC # 46270 - 22/23)

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

Type of Service: As Needed American Sign Language (ASL) Interpretation

Funding Source: General Fund

PSC Original Approved Amount: \$250,000 PSC Original Approved Duration: 04/01/23 - 03/02/28 (4 years 48 weeks)

PSC Mod#1 Amount: \$100,000 PSC Mod#1 Duration: 04/01/23-06/30/28 (17 weeks 23 hours)

PSC Cumulative Amount Proposed: \$350,000 PSC Cumulative Duration Proposed: 5 years 13 weeks

**1. Description of Work**

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

The proposed work of the vendor will be to take requests for American Sign Language (ASL) interpreter services, provide interpreters upon request, match the skills of interpreters with the specific requests, track and bill for requests. American Sign Language (ASL) is a complete, natural language that has the same linguistic properties as spoken languages, with grammar that differs from English. ASL is expressed by movements of the hands and face. It is the primary language of many North Americans who are deaf and hard of hearing and is used by some hearing people as well. ASL interpreters provide specialized language services to the ASL users. Services will be as needed.

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

The Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA) prohibit employment discrimination against employees on the basis of disability. In accordance with the law, it is the policy of the City and County of San Francisco to provide equal employment opportunities to qualified individuals with disabilities. The Mayor's Office on Disability (MOD) employs a deaf staff member, and MOD requires the services of ASL interpreters on a regular basis for effective communication with this employee. In addition, under Title II of the ADA and the California Unruh Civil Rights Act, the City and County of San Francisco are required to provide accessible communications for interactions with the public. MOD arranges for ASL interpreting services for interactions with the public of the City Administrators Office and for the public meetings of the Mayor's Disability Council. Consequences of denial would be to lose this opportunity to provide these essential services and risk legal liability of the City for not providing them.

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.

By contract

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:

**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:

American Sign Language services will be as-needed.

B. Reason for the request for modification:

Add \$100K. The Civil Service Commission approved the dates requested earlier. We would prefer to be able to move the duration dates to about three months later. 7.1.23 to 6.30.28) However, we must use the start date

approved earlier.

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

- A. Specify required skills and/or expertise: ASL interpreters are professional individual(s) who is/are certified with the Registry of Interpreters of the Deaf, Inc (RID) (<https://rid.org/>) to provide interpretation of spoken work to ASL, while adhering to the RID/ National Association of the Deaf (NAD) Code of Professional Conduct (<https://rid.org/ethics/code-of-professional-conduct>).
- 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.  
ASL interpreting is a highly specialized professional service that cannot be performed by individuals who are not specially trained and certified.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: The department is looking into the idea of a new classification.

**6. Additional Information**

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

**7. Union Notification: On 06/29/23, 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: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

Address: One Carlton B. Goodlett Place Room 362, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46270 - 22/23

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 07/07/2023

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: As Needed American Sign Language (ASL) Interpretation

Funding Source: General Fund

PSC Duration: 4 years 48 weeks

PSC Amount: \$250,000

**1. Description of Work**

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

The proposed work of the vendor will be to take requests for American Sign Language (ASL) interpreter services, provide interpreters upon request, match the skills of interpreters with the specific requests, track and bill for requests. American Sign Language (ASL) is a complete, natural language that has the same linguistic properties as spoken languages, with grammar that differs from English. ASL is expressed by movements of the hands and face. It is the primary language of many North Americans who are deaf and hard of hearing and is used by some hearing people as well. ASL interpreters provide specialized language services to the ASL users. Services will be as needed.

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

The Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA) prohibit employment discrimination against employees on the basis of disability. In accordance with the law, it is the policy of the City and County of San Francisco to provide equal employment opportunities to qualified individuals with disabilities. The Mayor's Office on Disability (MOD) employs a deaf staff member, and MOD requires the services of ASL interpreters on a regular basis for effective communication with this employee. In addition, under Title II of the ADA and the California Unruh Civil Rights Act, the City and County of San Francisco are required to provide accessible communications for interactions with the public. MOD arranges for ASL interpreting services for interactions with the public of the City Administrators Office and for the public meetings of the Mayor's Disability Council. Consequences of denial would be to lose this opportunity to provide these essential services and risk legal liability of the City for not providing them.

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

These services have been provided using other City procurement methods. We have been advised to request approval of the Personal Services Contract (PSC) at this time.

D. Will the contract(s) be renewed?

Yes

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

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

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

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

- B. Explain the qualifying circumstances:  
American Sign Language services will be as-needed.

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

- A. Specify required skills and/or expertise: ASL interpreters are professional individual(s) who is/are certified with the Registry of Interpreters of the Deaf, Inc (RID) (<https://rid.org/>) to provide interpretation of spoken work to ASL, while adhering to the RID/ National Association of the Deaf (NAD) Code of Professional Conduct (<https://rid.org/ethics/code-of-professional-conduct>).
- 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?**

These services are not available within the City.

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

- A. Explain why civil service classes are not applicable.  
ASL interpreting is a highly specialized professional service that cannot be performed by individuals who are not specially trained and certified.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. The department is looking into the idea of a new classification.

**6. Additional Information**

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

7. **Union Notification:** On 03/02/2023, 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: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

Address: One Carlton B. Goodlett Place Room 362 San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46270 - 22/23

DHR Analysis/Recommendation:

action date: 04/03/2023

Commission Approval Required

Approved by Civil Service Commission

04/03/2023 DHR Approved for 04/03/2023

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: City Service Auditor Consulting Services

Funding Source: General Fund

PSC Amount: \$15,000,000

PSC Est. Start Date: 02/05/2024

PSC Est. End Date 01/28/2029

**1. Description of Work**

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

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, and protect critical City data infrastructure.

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

This service is necessary so the City can perform services mandated in the City Charter and SF Administrative Code including: Proposition C (City Charter Section 3.104, Section F1 (112) of Appendix F) and ordinances passed by the SF Board of Supervisors. Proposition C, passed by the City's voters in November 2003, amending City Charter Section 3.105 to instruct the Controller to also serve as the City Services Auditor. Per Section F1 (112) of Appendix F, "the Controller shall be authorized to contract with outside, independent experts to assist in performing the requirements of this Appendix. In doing so, the Controller shall make good faith efforts as defined in Chapter 12D of the Administrative Code to comply with the provisions of Chapter 12 et seq. of the Administrative Code, but shall not be subject to the approval processes of other City Agencies." In addition to performing services mandated in the City Charter and Administrative code, the City Services Auditor also conducts mandated work from various regulatory agencies and government agencies including but not limited to: - San Francisco Board of Supervisors - Revenue Bond Oversight Committee (RBOC) - Health Insurance Portability and Accountability Act of 1996 (HIPAA) - Payment Card Industry Data Security Standard (PCI DSS) - National Institute of Standards and Technology (NIST) - Committee on Information Technology (COIT) - Federal Information Security Management Act (FISMA) If this request is denied, then City IT networks would be at risk for cybersecurity threats and fraud which would have a significant negative impact on City security, operations and services. IT network and vulnerability assessments of City networks have increased significantly in recent years and these services will continue to increase to monitor and improve the City's cybersecurity controls environment. Cybercriminals are increasingly compromising government systems, publishing sensitive data, and using stolen data to commit fraud. Systems that are not properly secured are vulnerable to unauthorized users who could compromise the confidentiality, availability, and integrity of sensitive information or negatively affect the City's operations and services.

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

These services were provided through PSC 46073 - 18/19, Mod 1 and Mod 2.

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

Contracts are not intended to be ongoing or long-term. However, some contracts may be renewed (executed under Office of Contract Administration, OCA, solicitation and procurement processes) if annual compliance reporting requirements are needed (such as for HIPAA, PCI), or to fulfill any law, regulations, guidelines or policy assurance.

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

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

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

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

Due to passage of Prop C, there is an emergent need to address this additional service. Requests for performance audits, financial audits, and information technology services and analyses are unanticipated, short-term, and specialized in nature. Our current employees do not have the necessary expertise skills to perform the audits and analyses. There will be circumstances where there is a demonstrable conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations.)

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

A. Specify required skills and/or expertise: For most contractors, they must have successfully performed at least two or more projects in a specified service area/type for a complex governmental organization or related enterprise and demonstrate expertise through firm and staff qualifications, project plans and approaches, and client references. Such services may include: financial, performance, and management auditing services; organizational and programmatic assessment and technical assistance services; establishing and implementing comparative jurisdictional performance; network penetration testing, cybersecurity vulnerability and web application security assessments; software configuration, disaster recovery, and risk management IT audits. Some services may require contractors to hold certification such as a Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Internal Auditor (CIA), Committee of Sponsoring Organizations (COSO) Internal Control Certificate, or Certified Management Accountant (CMA). Specialized IT audits, for example network penetration tests, often require professionals to hold security certifications such as Certified Information Systems Auditor (CISA), Certified Information Security Manager (CISM), Certified Information Systems Security Professional (CISSP), Certified Ethical Hacker (CEH), Certified Cloud Security Professional (CCSP), Systems Security Certified Practitioner (SSCP), or Offensive Security Certified Professional (OSCP).

B. Which, if any, civil service class(es) normally perform(s) this work? 1684, Auditor II; 1686, Auditor III; 1803, Performance Analyst I; 1805, Performance Analyst II; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II; 1830, Perf Analyst III Project Mgr; 1867, Auditor I; 0922, Manager I; 0923, Manager II; 0931, Manager III; 0933, Manager V;

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

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

Based on the qualifications stated above, no civil service class normally performs this work, as it includes a wide range of scale, scope and required expertise based on numerous factors including policymaker and department head requests and needs identified on both a periodic and ad-hoc basis. Selected consultants would work with the job classifications: 0922 Manager I, 0923 Manager II, 0931 Manager III, 0933 Manager V, 1684 Auditor II, 1686 Auditor III, 1805 Performance Analyst II, 1830 Performance Analyst III-Project Manager, 1823 Senior Administrative Analyst, 1824 Principal Administrative Analyst, 1825 Principal Administrative Analyst II. It is expected that services would result in knowledge transfer from contractors to City staff.

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

A. Explain why civil service classes are not applicable.

Current civil service classes do not possess expertise for highly specialized audits, assessments, investigations, comparative or best practice analyses, or training services to improve City department performance. There will be circumstances where there is a demonstrable conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations.)



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. These services are short-term, intermittent, and specialized in nature.

**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.  
Yes. It is expected that services would result in knowledge transfer from contractors to City employees. Trainings will entail contractors sharing auditing experiences and methodologies/techniques on the subject matter including lessons learned.

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 12/06/2023, the Department notified the following employee organizations of this PSC/RFP request:  
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: Rebecca Lui Phone: 415-554-6636 Email: rebecca.lui@sfgov.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47440 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/30/2024

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

**From:** [dhrrpscordinator@sfgov.org](mailto:dhrrpscordinator@sfgov.org) on behalf of [rebecca.lui@sfgov.org](mailto:rebecca.lui@sfgov.org)  
**To:** [Lui, Rebecca \(CON\)](mailto:Lui,Rebecca@CON); [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [jharding@ifpte21.org](mailto:jharding@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [agarza@ifpte21.org](mailto:agarza@ifpte21.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [l21pscreview@ifpte21.org](mailto:l21pscreview@ifpte21.org); [andrea@sfmea.com](mailto:andrea@sfmea.com); [Laxamana, Junko \(DBI\)](mailto:Laxamana,Junko@DBI); [Criss@sfmea.com](mailto:Criss@sfmea.com); [christina@sfmea.com](mailto:christina@sfmea.com); [staff@sfmea.com](mailto:staff@sfmea.com); [Lui, Rebecca \(CON\)](mailto:Lui,Rebecca@CON); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator,DHR@HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 47440 - 23/24  
**Date:** Wednesday, December 6, 2023 5:19:35 PM

---

RECEIPT for Union Notification for PSC 47440 - 23/24 more than \$100k

The CONTROLLER -- CON has submitted a request for a Personal Services Contract (PSC) 47440 - 23/24 for \$15,000,000 for Initial Request services for the period 02/05/2024 – 01/28/2029. 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/21759> 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: CONTROLLER

Dept. Code: CON

Type of Request:  Initial  Modification of an existing PSC (PSC # 46073 - 18/19)

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

Type of Service: City Services Auditor Consulting Services

Funding Source: General Fund

PSC Original Approved Amount: \$8,000,000 PSC Original Approved Duration: 07/15/19 - 06/30/24 (4 years 50 weeks)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 06/30/22-11/30/26 (2 years 21 weeks)

PSC Mod#2 Amount: \$3,999,999 PSC Mod#2 Duration: no duration added

PSC Cumulative Amount Proposed: \$11,999,999 PSC Cumulative Duration Proposed: 7 years 20 weeks

**1. Description of Work**

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

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.

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

Proposition C, passed by the City's voters in November 2003, amending City Charter Section 3.105 to instruct the Controller to also serve as the City Services Auditor. Per Section F1 (112) of Appendix F,

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 46073 - 18/19

D. Will the contract(s) be renewed?

Contracts are not intended to be ongoing or long-term.

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:

**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).

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

Explain the qualifying circumstances:

Due to passage of Prop C, there is an emergent need to address this additional service. Requests for performance and financial audit services and analyses are unanticipated, short-term, and specialized in nature. Our current employees do not have the necessary expertise skills to perform the audits and analyses. There will be circumstances where there is a demonstrable conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations.)

B. Reason for the request for modification:

We would like to increase the existing PSC 46073 - 18/19 funds by \$3,999,999, which is less than half of the previously approved total amount of this PSC in order to allow for continuing services, amendments on existing contracts and new contracts for the same services executed through this PSC.

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

- A. Specify required skills and/or expertise: Contractors must have successfully performed at least two or more projects in a specified service area/type for a complex governmental organization or related enterprise and demonstrate expertise through firm and staff qualifications, project plans and approaches, and client references. Such services may include: financial, performance, and management auditing services; organizational and programmatic assessment and technical assistance services; establishing and implementing comparative jurisdictional performance.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1684, Auditor II; 1686, Auditor III; 1805, Performance Analyst II; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II; 1830, Perf Analyst III Project Mgr; 0922, Manager I; 0923, Manager II; 0931, Manager III; 0933, Manager V;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
Current civil service classes do not possess expertise for highly specialized audits, investigations, comparative or best practice analyses, and training services to improve City department performance. There will be circumstances where there is a demonstrable conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations.)
- 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. These services are short-term, intermittent, and specialized in nature.

**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.  
It is expected that services would result in knowledge transfer from contractors to City employees.
- 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.  
This Mod for amendments with existing suppliers & new contracts

**7. Union Notification: On 09/26/23, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Municipal Executive Association; Management & Superv Local 21; Architect & Engineers, Local 21;**

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

Name: Rebecca Lui Phone: 415-554-6636 Email: rebecca.lui@sfgov.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46073 - 18/19

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 10/24/2023

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER

Dept. Code: CON

Type of Request:  Initial  Modification of an existing PSC (PSC # 46073 - 18/19)

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

Type of Service: City Services Auditor Consulting Services

Funding Source: General Fund

PSC Original Approved Amount: \$8,000,000 PSC Original Approved Duration: 07/15/19 - 06/30/24 (4 years 50 weeks)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 06/30/22-11/30/26 (2 years 21 weeks)

PSC Cumulative Amount Proposed: \$8,000,000 PSC Cumulative Duration Proposed: 7 years 20 weeks

**1. Description of Work**

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

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.

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

Proposition C, passed by the City's voters in November 2003, amending City Charter Section 3.105 to instruct the Controller to also serve as the City Services Auditor. Per Section F1 (112) of Appendix F,

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 46073 - 18/19

D. Will the contract(s) be renewed?

Contracts are not intended to be ongoing or long-term.

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:

**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).

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

Explain the qualifying circumstances:

Due to passage of Prop C, there is an emergent need to address this additional service. Requests for performance and financial audit services and analyses are unanticipated, short-term, and specialized in nature. Our current employees do not have the necessary expertise skills to perform the audits and analyses. There will be circumstances where there is a demonstrable conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations.)

B. Reason for the request for modification:

We would like to extend the existing PSC 46073 - 18/19 by 2 years and 22 weeks, which is less than half of the previously approved time period in order to allow for continuing services, amendments on existing contracts and new contracts for the same services executed through this PSC. We will not be adding funds or otherwise changing the scope of this PSC.



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

- A. Specify required skills and/or expertise: Contractors must have successfully performed at least two or more projects in a specified service area/type for a complex governmental organization or related enterprise and demonstrate expertise through firm and staff qualifications, project plans and approaches, and client references. Such services may include: financial, performance, and management auditing services; organizational and programmatic assessment and technical assistance services; establishing and implementing comparative jurisdictional performance.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1684, Auditor II; 1686, Auditor III; 1805, Performance Analyst II; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II; 1830, Perf Analyst III Project Mgr; 0922, Manager I; 0923, Manager II; 0931, Manager III; 0933, Manager V;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
Current civil service classes do not possess expertise for highly specialized audits, investigations, comparative or best practice analyses, and training services to improve City department performance. There will be circumstances where there is a demonstrable conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations.)
- 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. These services are short-term, intermittent, and specialized in nature.

**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.  
It is expected that services would result in knowledge transfer from contractors to City employees.
- 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.  
This Mod for amendments with existing suppliers & new contracts

**7. Union Notification: On 06/30/22, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Municipal Executive Association; Management & Superv Local 21; Architect & Engineers, Local 21;**

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

Name: Rebecca Lui Phone: 415-554-6636 Email: rebecca.lui@sfgov.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46073 - 18/19

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 07/11/2022

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: City Services Auditor Consulting Services

Funding Source: General Fund

PSC Duration: 4 years 50 weeks

PSC Amount: \$8,000,000

**1. Description of Work**

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

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.

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

Proposition C, passed by the City's voters in November 2003, amending City Charter Section 3.105 to instruct the Controller to also serve as the City Services Auditor. Per Section F1 (112) of Appendix F, "the Controller shall be authorized to contract with outside, independent experts to assist in performing the requirements of this Appendix. In doing so, the Controller shall make good faith efforts as defined in Chapter 12D of the Administrative Code to comply with the provisions of Chapter 12 et seq. of the Administrative Code, but shall not be subject to the approval processes of other City Agencies."

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

These services were provided through PSC 48282-17/18 and PSC 48282-17/18 Modification 1.

D. Will the contract(s) be renewed?

Contracts are not intended to be ongoing or long-term.

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

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

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

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

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:

Due to passage of Prop C, there is an emergent need to address this additional service. Requests for performance and financial audit services and analyses are unanticipated, short-term, and specialized in nature. Our current employees do not have the necessary expertise skills to perform the audits and analyses. There will be circumstances where there is a demonstrable conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations.)

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

A. Specify required skills and/or expertise: Contractors must have successfully performed at least two or more projects in a specified service area/type for a complex governmental organization or related enterprise and demonstrate expertise through firm and staff qualifications, project plans and approaches, and client references. Such services may include: financial, performance, and management auditing services; organizational and programmatic assessment and technical assistance services; establishing and implementing comparative jurisdictional performance.

B. Which, if any, civil service class(es) normally perform(s) this work? 1684, Auditor II; 1686, Auditor III; 1805, Performance Analyst II; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II; 1830, Perf Analyst III Project Mgr; 0922, Manager I; 0923, Manager II; 0931, Manager III; 0933, Manager V;

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

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

Based on the qualifications stated above, no civil service class normally performs this work, as it includes a wide range of scale, scope and required expertise based on numerous factors including policymaker and department head requests and needs identified on both a periodic and ad-hoc basis. Selected consultants would work with the following job classifications: 0922 Manager I, 0923 Manager II, 0931 Manager III, 0933 Manager V, 1684 Auditor II, 1686 Auditor III, 1805 Performance Analyst II, 1830 Performance Analyst III-Project Manager, 1823 Senior Administrative Analyst, 1824 Principal Administrative Analyst, 1825 Principal Administrative Analyst II. It is expected that services would result in knowledge transfer from contractors to City staff.

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

- A. Explain why civil service classes are not applicable.  
Current civil service classes do not possess expertise for highly specialized audits, investigations, comparative or best practice analyses, and training services to improve City department performance. There will be circumstances where there is a demonstrable conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations.)
- 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. These services are short-term, intermittent, and specialized in nature.

**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.  
Yes. It is expected that services would result in knowledge transfer from contractors to City employees.
- 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 05/20/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; 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, City Hall, Room 306 San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46073 - 18/19

DHR Analysis/Recommendation:

action date: 07/15/2019

Commission Approval Required

Approved by Civil Service Commission

07/15/2019 DHR Approved for 07/15/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN RIGHTS COMMISSION -- HRC

Dept. Code: HRC

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

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

Type of Service: As-Needed Racial Equity and Restorative Justice Spaces and Trainings

Funding Source: General Fund

PSC Amount: \$150,000

PSC Est. Start Date: 01/01/2024

PSC Est. End Date 12/29/2028

**1. Description of Work**

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

Contractors shall provide on-call consultant services to design and facilitate racial equity and restorative justice discussion spaces and trainings for employees of law enforcement and justice departments in the City and County of San Francisco.

The consultant would lead:

Large group discussion spaces or training for employees in law enforcement and justice departments:

-Identify objectives and structure for discussion spaces (e.g. circles, trainings, workshops, activities, etc.), in collaboration with Racial Equity Leaders, the Office of Racial Equity, and department management.

-Design activities and content for the discussion spaces.

-Facilitate the discussion spaces.

-Identify areas for further learning and recommend next steps.

Small group discussion spaces for Racial Equity Leaders in law enforcement and justice departments:

-Debrief the large group discussion spaces with Racial Equity Leaders.

-Design and facilitate healing-centered activities for Racial Equity Leaders, as needed, including around how to move racial equity work within their agencies.

-The small discussion spaces would be around six-times per year (bi-monthly or quarterly) in 2024 and 2025.

The consultant needs to have knowledge of and/or experience with:

-Healing-centered approaches to facilitation and learning, especially for communities that are disproportionately incarcerated. (e.g. Black, American Indian, Latinx, Pacific Islander)

-Cultures within law enforcement and related departments. (e.g. police, sheriff, probation, district attorney, public defender)

-Emerging practices to dismantle racism in law enforcement and justice systems.

-Restorative justice training.

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

The City has a racial equity mandate for all departments, including law enforcement departments. Meeting the mandate requires some facilitated trainings and discussions from a trainer with restorative justice and healing, racial equity, and familiarity with law enforcement and government cultures. The Office of Racial Equity staff would be coordinating and have some expertise in racial equity work but needs additional expertise in restorative justice trainings and facilitation. Should these services be denied, the staff in enforcement agencies responsible for the implementation of their Racial Equity plans and other staff within those departments would be less equipped and supported to carry out the difficult work of racial equity, justice and healing that is critical to successful implementation and better community outcomes.

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

This service has not previously been provided.

D. Will the contract(s) be renewed?

If the work continues beyond December 29, 2028, the Human Rights Commission may seek to renew this contract.

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

not applicable

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

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

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

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

B. Explain the qualifying circumstances:

As indicated previously, the services to be provided by contractor entail a high level of expertise and facilitation on racial equity and restorative justice discussion spaces and trainings for employees of law enforcement and justice departments. The contractor also must have substantial experience in lecturing and giving presentations. Thus, this contractor will provide important and relevant services and assist the city in institutionalizing these practices.

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

A. Specify required skills and/or expertise: The consultant needs to have knowledge of and/or experience with: -Healing-centered approaches to facilitation and learning, especially for communities that are disproportionately incarcerated. (e.g. Black, American Indian, Latinx, Pacific Islander) -Cultures within law enforcement and related departments. (e.g. police, sheriff, probation, district attorney, public defender) - Emerging practices to dismantle racism in law enforcement and justice systems. -Restorative justice training.

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?**

No resources are available within the City as these services are primarily performed on non-City-owned equipment. Services are typically needed intermittently and under temporary circumstances.

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

A. Explain why civil service classes are not applicable.

There is no current employees that perform these services in the City at the citywide level, across multiple enforcement departments.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It could be practical for a new civil service class to perform this work but it'd take time to figure out a class and a process, as well as required certifications and trainings for such as classification.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No. Explanation of training(s) was shared in the Proposed 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 10/03/2023, 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: Terry Jones Phone: 4152522551 Email: terry.jones@sfgov.org

Address: 25 Van Ness Avenue, Suite 800 San Francisco, CA, 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41725 - 23/24

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 01/30/2024

Civil Service Commission Action:



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

## Receipt of Notice for new PCS over \$100K PSC # 41725 - 23/24

dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org>

on behalf of

terry.jones@sfgov.org <terry.jones@sfgov.org>

Tue 10/3/2023 6:01 PM

To: Jones, Terry (HRC) <terry.jones@sfgov.org>;oumar.fall@sieu1021.org <oumar.fall@sieu1021.org>;  
oumar.fall@sieu1021.org <oumar.fall@sieu1021.org>;sportillo@ifpte21.org <sportillo@ifpte21.org>;sportillo@ifpte21.org  
<sportillo@ifpte21.org>;matthew.torres@seiu1021.org <matthew.torres@seiu1021.org>;matthew.torres@seiu1021.org  
<matthew.torres@seiu1021.org>;cade.crowell@seiu1021.org <cade.crowell@seiu1021.org>;jduritz@uapd.com  
<jduritz@uapd.com>;kdavis@ifpte21.org <kdavis@ifpte21.org>;kdavis@ifpte21.org <kdavis@ifpte21.org>;  
jharding@ifpte21.org <jharding@ifpte21.org>;mweirick@ifpte21.org <mweirick@ifpte21.org>;mweirick@ifpte21.org  
<mweirick@ifpte21.org>;agarza@ifpte21.org <agarza@ifpte21.org>;dho@ifpte21.org <dho@ifpte21.org>;  
dho@ifpte21.org <dho@ifpte21.org>;dvickers@iam1414.org <dvickers@iam1414.org>;SF-DHR-Info@seiu1021.org <SF-  
DHR-Info@seiu1021.org>;SF-DHR-Info@seiu1021.org <SF-DHR-Info@seiu1021.org>;sbabaria@cirseiu.org  
<sbabaria@cirseiu.org>;andrea@sfmea.com <andrea@sfmea.com>;camaguey@sfmea.com (contact)  
<camaguey@sfmea.com>;camaguey@sfmea.com (contact) <camaguey@sfmea.com>;cpark@local39.org  
<cpark@local39.org>;cpark@local39.org <cpark@local39.org>;khughes@ibew6.org <khughes@ibew6.org>;  
ewallace@ifpte21.org <ewallace@ifpte21.org>;ewallace@ifpte21.org <ewallace@ifpte21.org>;  
plangrooferlocal40@gmail.com <plangrooferlocal40@gmail.com>;rooferslocal40@gmail.com  
<rooferslocal40@gmail.com>;Stan Eichenberger <seichenberger@local39.org>;dtuttle@oe3.org <dtuttle@oe3.org>;  
dtubbble@oe3org <dtubbble@oe3org>;pkim@ifpte21.org <pkim@ifpte21.org>;Najuawanda Daniels  
<najuawanda.daniels@seiu1021.org>;Pierre King - UAPD <pking@UAPD.com>;president@sanfranciscodsa.com  
<president@sanfranciscodsa.com>;max.porter@seiu1021.org <max.porter@seiu1021.org>;kennethlomba@gmail.com  
<kennethlomba@gmail.com>;snaranjo@cirseiu.org <snaranjo@cirseiu.org>;mdennis@twusf.org <mdennis@twusf.org>;  
roger marenco <rmarenco@twusf.org>;pwilson@twusf.org <pwilson@twusf.org>;cmoyer@nccrc.org <cmoyer@nccrc.org>;  
Frigault, Noah (HRC) <noah.frigault@sfgov.org>;sfdpoa@icloud.com <sfdpoa@icloud.com>;mjayne@iam1414.org  
<mjayne@iam1414.org>;Emanuel, Rachel (DEM) <rachel.emanuel@sfgov.org>;laborers261@gmail.com  
<laborers261@gmail.com>;Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>;jennifer.esteen@seiu1021.org  
<jennifer.esteen@seiu1021.org>;emathurin@cirseiu.org <emathurin@cirseiu.org>;abush@cirseiu.org <abush@cirseiu.org>;  
sbabaria@cirseiu.org <sbabaria@cirseiu.org>;anthony@dc16.us <anthony@dc16.us>;mlobre@sfpoa.org  
<MLobre@sfpoa.org>;@sfpoa.org <@sfpoa.org>;Tracy McCray <tracym@sfpoa.org>;mleach <mleach@ibt856.org>;  
rooferslocal40@gmail.com <rooferslocal40@gmail.com>;sal@local16.org <sal@local16.org>;Criss@sfmea.com  
<Criss@sfmea.com>;Meyers, Julie (HSA) <julie.meyers@sfgov.org>;Stan Eichenberger <seichenberger@local39.org>;Jason  
Klumb <Jason.Klumb@seiu1021.org>;camaguey@sfmea.com (contact) <camaguey@sfmea.com>;ablood@cirseiu.org  
<ablood@cirseiu.org>;kcartermartinez@cirseiu.org <kcartermartinez@cirseiu.org>;ecassidy@ifpte21.com  
<ecassidy@ifpte21.com>;WendyWong26@yahoo.com <WendyWong26@yahoo.com>;WendyWong26@yahoo.com  
<WendyWong26@yahoo.com>;sarah.wilson@seiu1021.org <sarah.wilson@seiu1021.org>;kschumacher@ifpte21.org  
<kschumacher@ifpte21.org>;kpage@ifpte21.org <kpage@ifpte21.org>;tjenkins@uapd.com <tjenkins@uapd.com>;  
eerbach@ifpte21.org <eerbach@ifpte21.org>;tmathews@ifpte21.org <tmathews@ifpte21.org>;amakayan@ifpte21.org  
<amakayan@ifpte21.org>;jb@local16.org <jb@local16.org>;Ricardo.lopez@sfgov.org <Ricardo.lopez@sfgov.org>;  
Kbasconillo@sfwater.org <Kbasconillo@sfwater.org>;Sandeep.lal@seiu1021.me <Sandeep.lal@seiu1021.me>;  
pcamarillo\_seiu@sbcglobal.net <pcamarillo\_seiu@sbcglobal.net>;MRainsford@local39.org <MRainsford@local39.org>;  
Wendy Frigillana <wendy.frigillana@seiu1021.org>;pscreview@seiu1021.org <pscreview@seiu1021.org>;pkim@ifpte21.org  
<pkim@ifpte21.org>;agonzalez@iam1414.org <agonzalez@iam1414.org>;ted.zarzecki@seiu1021.net  
<ted.zarzecki@seiu1021.net>;leah.berlanga@seiu1021.org <leah.berlanga@seiu1021.org>;gail@sfflocal798.org  
<gail@sfflocal798.org>;cityworker@sfcwu.org <cityworker@sfcwu.org>;davidmkersten@gmail.com  
<davidmkersten@gmail.com>;djohnson@opcmialocal300.org <djohnson@opcmialocal300.org>;Ramon Hernandez  
<ramonliuna261@gmail.com>;ablood@cirseiu.org <ablood@cirseiu.org>;pkarinen@nccrc.org <pkarinen@nccrc.org>;  
tony@dc16.us <tony@dc16.us>;stevek@bac3-ca.org <stevek@bac3-ca.org>;XiuMin Li <xiumin.li@seiu1021.org>;  
Sin.Yee.Poon@sfgov.org <Sin.Yee.Poon@sfgov.org>;smcgarry@nccrc.org <smcgarry@nccrc.org>;rmitchell@twusf.org  
<rmitchell@twusf.org>;grojo@local39.org <grojo@local39.org>;jduritz@uapd.com <jduritz@uapd.com>;staff@sfmea.com  
<staff@sfmea.com>;mike@dc16.us <mike@dc16.us>;khughes@ibew6.org <khughes@ibew6.org>;  
l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>;sfsmsa@gmail.com <sfsmsa@gmail.com>;bart@dc16.us  
<bart@dc16.us>;David Canham <david.canham@seiu1021.org>;jtanner940@aol.com <jtanner940@aol.com>;Osha  
Ashworth <oashworth@ibew6.org>;l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>;laborers261@gmail.com  
<laborers261@gmail.com>;local200twu@sbcglobal.net <local200twu@sbcglobal.net>;speedy4864@aol.com

<speedy4864@aol.com>;christina@sfmea.com <christina@sfmea.com>;ecdemvoter@aol.com <ecdemvoter@aol.com>;  
Thomas Vitale <thomas.vitale@seiu1021.org>;Jones, Terry (HRC) <terry.jones@sfgov.org>;DHR-PSCCoordinator, DHR (HRD)  
<dhr-psccordinator@sfgov.org>

RECEIPT for Union Notification for PSC 41725 - 23/24 more than \$100k

The HUMAN RIGHTS COMMISSION -- HRC has submitted a request for a Personal Services Contract (PSC) 41725 - 23/24 for \$150,000 for Initial Request services for the period 01/01/2024 – 12/29/2028. 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/21501> 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: HUMAN RIGHTS COMMISSION -- HRC

Dept. Code: HRC

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

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

Type of Service: Contract and Grant Monitoring System and Support

Funding Source: Human Rights Commission

PSC Amount: \$550,000

PSC Est. Start Date: 01/01/2024

PSC Est. End Date 12/31/2027

**1. Description of Work**

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

The Contract and Grant Monitoring System and Support (CGMS) is an online application that serves as the primary contract monitoring and invoicing mechanism between grantees and the Human Rights Commission. This contract will provide CGMS system and support services related to daily application and data backup, application hosting and connectivity, project management, user support, security, implementation and monitoring, data integration, software bug fixes, additions to data collection, browser compatibility testing, general code optimization, and ongoing customization's.

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

The CGMS will be an essential component of our department operations, tracking the financial and programmatic activities of nonprofit grantees across contracts and grants.

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

This service has not previously been provided.

D. Will the contract(s) be renewed?

If the work continues beyond December 31, 2027, the Human Rights Commission may seek to renew this contract.

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

not applicable

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

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

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

B. Explain the qualifying circumstances:

The City does not hold the necessary proprietary access to CGMS software.

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

A. Specify required skills and/or expertise: The contract requires proprietary access to the CGMS in order to maintain and support the software.

B. Which, if any, civil service class(es) normally perform(s) this work? 9976, 9976;

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?**

CGMS requires proprietary access to the system software which is not available to the City.

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

A. Explain why civil service classes are not applicable.

Maintenance and customization of the CGMS requires proprietary access to the software which City civil service classes do not possess.

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. Due to the proprietary nature of the software, it is not possible for civil service employees to maintain it.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No. This contract does not involve staff training.

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 10/17/2023, the Department notified the following employee organizations of this PSC/RFP request:**

Architect & Engineers, Local 21; Management & Superv Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Professional & Tech Engrs, SFAPP

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

Name: Terry Jones Phone: 4152522551 Email: terry.jones@sfgov.org

Address: 25 Van Ness Avenue, Suite 800 San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42740 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/30/2024

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

## Receipt of Notice for new PCS over \$100K PSC # 42740 - 23/24

dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org>

on behalf of

terry.jones@sfgov.org <terry.jones@sfgov.org>

Tue 10/17/2023 8:03 PM

To: Jones, Terry (HRC) <terry.jones@sfgov.org>; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; sportillo@ifpte21.org <sportillo@ifpte21.org>; agarza@ifpte21.org <agarza@ifpte21.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; kdavis@ifpte21.org <kdavis@ifpte21.org>; jharding@ifpte21.org <jharding@ifpte21.org>; mweirick@ifpte21.org <mweirick@ifpte21.org>; dho@ifpte21.org <dho@ifpte21.org>; ewallace@ifpte21.org <ewallace@ifpte21.org>; ecassidy@ifpte21.com <ecassidy@ifpte21.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; tmathews@ifpte21.org <tmathews@ifpte21.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; kpage@ifpte21.org <kpage@ifpte21.org>; eerbach@ifpte21.org <eerbach@ifpte21.org>; l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>; Jones, Terry (HRC) <terry.jones@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

RECEIPT for Union Notification for PSC 42740 - 23/24 more than \$100k

The HUMAN RIGHTS COMMISSION -- HRC has submitted a request for a Personal Services Contract (PSC) 42740 - 23/24 for \$550,000 for Initial Request services for the period 01/01/2024 – 12/31/2027. 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/21508> 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: POLICE -- POL

Dept. Code: POL

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

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

Type of Service: Implementation Services for ALPR setup and installation

Funding Source: Organized Retail Theft Grant

PSC Amount: \$335,000

PSC Est. Start Date: 03/01/2024

PSC Est. End Date 02/28/2025

**1. Description of Work**

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

One-time Professional Services engagement to set up ALPR cameras. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Safety Standard Implementation Service Brief.

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

The City has received a grant to purchase and install 400 automatic license plate reader (ALPR) cameras to address organized retail theft. The consequence of denial is that the City would not be able to meet and fulfill its grant goals and objectives if the ALPR equipment cannot be installed.

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?

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.

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

B. Explain the qualifying circumstances:

This project is funded by a grant. The requested service is for the installation and setup of 400 fixed post ALPR cameras. The professional services for installation is a one-time request.

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

A. Specify required skills and/or expertise: Ability to perform site and safety assessments, camera setup and testing of proprietary ALPR equipment.

B. Which, if any, civil service class(es) normally perform(s) this work? 1093, IT Operations Support Admn III; 1093, IT Operations Support Administrator 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?**

The installation and setup is for proprietary ALPR equipment

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

A. Explain why civil service classes are not applicable.

The installation and setup is for proprietary ALPR equipment

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. 1093 class exists.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No. There is no training associated with the requested 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 12/14/2023, 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: Vincent Lee Phone: 4158377127 Email: vincent.lee@sfgov.org

Address: 1245 3rd Street San Francisco, CA 94158

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45484 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/30/2024

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

## Leung, Patrick (POL)

---

**From:** dhr-psccordinator@sfgov.org on behalf of vincent.lee@sfgov.org  
**Sent:** Thursday, December 14, 2023 11:52 AM  
**To:** Lee, Vincent (POL); Laxamana, Junko (DBI); sportillo@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; l21pscreview@ifpte21.org; Leung, Patrick (POL); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45484 - 23/24

RECEIPT for Union Notification for PSC 45484 - 23/24 more than \$100k

The POLICE -- POL has submitted a request for a Personal Services Contract (PSC)

45484 - 23/24 for \$335,000 for Initial Request services for the period 03/01/2024 – 02/28/2025. 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/21788> 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

**From:** [Emily Wallace](#)  
**To:** [Leung, Patrick \(POL\)](#); [Lee, Vincent \(POL\)](#); [Laxamana, Junko \(DBI\)](#); [Stefanie Portillo](#); [Kevin Davis](#); [Julia Harding](#); [Mark Weirick](#); [Audrey Garza](#); [WendyWong26@yahoo.com](#); [tmathews@ifpte21.org](#); [kschumacher@ifpte21.org](#); [amakayan@ifpte21.org](#); [l21pscreview@ifpte21.org](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)  
**Cc:** [Kao, Ryan \(POL\)](#)  
**Subject:** Re: Receipt of Notice for new PCS over \$100K PSC # 45484 - 23/24  
**Date:** Friday, December 22, 2023 12:41:42 PM

---

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi Patrick,

Local 21 agrees to waive our remaining review period, and this PSC may proceed. We will be sure to contact the Department if we have any questions or concerns prior to the CSC meeting.

For the Union,

Emily Wallace  
IFPTE Local 21 Representative

---

**From:** Leung, Patrick (POL) <patrick.n.leung@sfgov.org>  
**Date:** Thursday, December 14, 2023 at 12:03 PM  
**To:** Lee, Vincent (POL) <vincent.lee@sfgov.org>, Lee, Vincent (POL) <vincent.lee@sfgov.org>, Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>, Stefanie Portillo <sportillo@ifpte21.org>, Kevin Davis <kdavis@ifpte21.org>, Julia Harding <jharding@ifpte21.org>, Mark Weirick <mweirick@ifpte21.org>, Audrey Garza <agarza@ifpte21.org>, Emily Wallace <ewallace@ifpte21.org>, WendyWong26@yahoo.com <WendyWong26@yahoo.com>, WendyWong26@yahoo.com <WendyWong26@yahoo.com>, tmathews@ifpte21.org <tmathews@ifpte21.org>, Kristen Schumacher <kschumacher@ifpte21.org>, amakayan@ifpte21.org <amakayan@ifpte21.org>, L21PSC Review <L21PSCReview@ifpte21.org>, DHR <dhr-psccordinator@sfgov.org>  
**Cc:** Kao, Ryan (POL) <ryan.kao@sfgov.org>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 45484 - 23/24

Good afternoon,

The SFPD would like to request for a Local 21 to waive the required 30 day-notice for this PSC. If Local 21 wants any additional information or would like to discuss the matter, please let us know.

Thank you,

Patrick Leung

San Francisco Police Department  
Chief Financial Officer  
Fiscal Division  
1245 3rd Street, 6th Floor  
San Francisco, CA 94158  
patrick.n.leung@sfgov.org  
415-837-7213 (work)

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of  
vincent.lee@sfgov.org  
Sent: Thursday, December 14, 2023 11:52 AM  
To: Lee, Vincent (POL) <vincent.lee@sfgov.org>; Laxamana, Junko (DBI)  
<Junko.Laxamana@sfgov.org>; sportillo@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org;  
mweirick@ifpte21.org; agarza@ifpte21.org; ewart@ifpte21.org; WendyWong26@yahoo.com;  
wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org;  
amakayan@ifpte21.org; l21pscreview@ifpte21.org; Leung, Patrick (POL)  
<patrick.n.leung@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>  
Subject: Receipt of Notice for new PCS over \$100K PSC # 45484 - 23/24

RECEIPT for Union Notification for PSC 45484 - 23/24 more than \$100k

The POLICE -- POL has submitted a request for a Personal Services Contract  
(PSC)  
45484 - 23/24 for \$335,000 for Initial Request services for the period  
03/01/2024 – 02/28/2025. 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/21788> 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)**

## Flock Safety + San Francisco PD

---

Flock Group Inc.  
1170 Howell Mill Rd, Suite 210  
Atlanta, GA 30318

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

PO Number:



# flock safety

## Budgetary Quote

This document is for informational purposes only. Pricing is subject to change.



### Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
<b>Flock Safety Platform</b>			<b>\$1,200,000.00</b>
<b>Flock Safety Flock OS</b>			
FlockOS™	Included	1	Included
<b>Flock Safety LPR Products</b>			
Flock Safety Falcon®	Included	400	Included

### Professional Services and One Time Purchases

Item	Cost	Quantity	Total
<b>One Time Fees</b>			
<b>Flock Safety Professional Services</b>			
Professional Services - Standard Implementation Fee	\$650.00	200	\$130,000.00
Professional Services - Advanced Implementation Fee	\$1,900.00	100	\$190,000.00
Professional Services - Existing Infrastructure Implementation Fee	\$150.00	100	\$15,000.00
		<b>Subtotal Year 1:</b>	\$1,535,000.00
		<b>Annual Recurring Subtotal:</b>	\$1,200,000.00
		<b>Estimated Tax:</b>	\$0.00
		<b>Contract Total:</b>	\$3,935,000.00

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This is not an invoice – this document is a non-binding proposal for informational purposes only. Pricing is subject to change.

Billing Schedule	Amount (USD)
<b>Year 1</b>	
At Contract Signing	\$1,535,000.00
<b>Annual Recurring after Year 1</b>	\$1,200,000.00
<b>Contract Total</b>	\$3,935,000.00

\*Tax not included

## Product and Services Description

Flock Safety Platform Items	Product Description
Flock Safety Falcon ®	An infrastructure-free license plate reader camera that utilizes Vehicle Fingerprint® technology to capture vehicular attributes.

One-Time Fees	Service Description
Installation on existing infrastructure	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Advanced Implementation Fee	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.

## FlockOS Features & Description

### Package: Essentials

FlockOS Features	Description
Community Cameras (Full Access)	Access to all privately owned Flock devices within your jurisdiction that have been shared with you.
Unlimited Users	Unlimited users for FlockOS
State Network (LP Lookup Only)	Allows agencies to look up license plates on all cameras opted in to the statewide Flock network.
Nationwide Network (LP Lookup Only)	Allows agencies to look up license plates on all cameras opted in to the nationwide Flock network.
Time & Location Based Search	Search full, partial, and temporary plates by time at particular device locations
License Plate Lookup	Look up specific license plate location history captured on Flock devices
Vehicle Fingerprint Search	Search footage using Vehicle Fingerprint™ technology. Access vehicle type, make, color, license plate state, missing / covered plates, and other unique features like bumper stickers, decals, and roof racks.
Flock Insights/Analytics page	Reporting tool to help administrators manage their LPR program with device performance data, user and network audits, plate read reports, hot list alert reports, event logs, and outcome reports.
ESRI Based Map Interface	Flock Safety's maps are powered by ESRI, which offers the ability for 3D visualization, viewing of floor plans, and layering of external GIS data, such as City infrastructure (i.e., public facilities, transit systems, utilities), Boundary mapping (i.e., precincts, county lines, beat maps), and Interior floor plans (i.e., hospitals, corporate campuses, universities)
Real-Time NCIC Alerts on Flock ALPR Cameras	Alert sent when a vehicle entered into the NCIC crime database passes by a Flock camera
Unlimited Custom Hot Lists	Ability to add a suspect's license plate to a custom list and get alerted when it passes by a Flock camera
Custom Hot List Deconfliction Portal	Allows Flock users to identify overlapping investigations and provide the contact information of opted-in parties to facilitate collaboration.
Direct Share - Surrounding Jurisdiction (Full Access)	Access to all Flock devices owned by law enforcement that have been directly shared with you. Have ability to search by vehicle fingerprint, receive hot list alerts, and view devices on the map.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT -- PRT

Dept. Code: PRT

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

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

Type of Service: As-Needed Engineering

Funding Source: Port Operating Budget

PSC Duration: 4 years

PSC Amount: \$4,000,000

**1. Description of Work**

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

To create an as-needed engineering contract with consulting teams capable of providing a wide range of engineering and construction management services on an as-needed basis for Port capital and on-going projects. Such projects may be marine related for maintenance and improvements of the Port's aging infrastructure. This is for a contract that received prior approval under PSC number 49819 – 21/22 approved on April 15, 2022 but because of lengthy contract negotiations, we are needing to return to the Commission for approval.

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

These services are necessary because although the Port's engineering division provides multi-disciplinary engineering services to all Port divisions, at times, the required services exceed the available staff expertise. The categories are highly specialized, but sporadic and varied. Denial would impact revenues, public safety, and services.

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

This service has been provided by SC number 49819 – 21/22, 41597-18/19.

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 proposed services for this project are short-term, as needed and specifically related to engineering projects located along the waterfront on Port property. The work associated with this project is as-needed and generally performed on a less than full time basis, and short-term. In some cases, the expertise is highly specialized and otherwise not available.

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

- A. Specify required skills and/or expertise: Advanced Structural engineering, dredging inspection, marine structural engineering, plumbing design including sump, force-main systems. Marine structures under-piping, coastal engineering including shoreline protection, sediment transport, evaluation of sea level rise, architecture, geotechnical engineering, historic preservation, marine geotechnical engineering, ADA design, inspections and ADA transition plan, civil engineering, CAD support, mechanical engineering, facility inspection, construction management, constructability reviews including value engineering and peer review, electrical engineering, electrical systems and equipment design, cost estimating, fire protection engineering, specification writing, environmental engineering, haz material evaluation and monitoring, special inspection and testing, permit/building construction inspection services, utility location services, naval architecture, project management, cruise terminal operations, project programming and planning, economic studies, demolition engineering, life-cycle cost analysis, numerical modeling, utilities piping and metering, corrosion engineering, pile driving barge design, railroad engineering consulting, shoreside power design, marina design, dry dock inspection and design, resilience planning, building occupancy resumption program, crane inspection, testing and certification services, forensic investigation, materials testing, construction litigation support, facility security, evaluation services, code development, grant application support, environmental support services including CEQA and NEPA, building permit plan review, physical modeling, archeology, elevator/escalator consulting, envision review, enterprise asset management, system development, LEED certification and standards, transportation and traffic engineering, utility and energy efficiency, green building design, interpretive sign design and reproduction.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5241, Engineer; 5268, Architect; 5274, Landscape Architect; 5314, Survey Associate; 6318, Construction Inspector; 6331, Building Inspector;
- 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?**

Because the expertise in specific discipline sought through the as-needed contracts are highly specialized and required occasionally for specific tasks, that expertise generally is not within the scope of existing civil service classifications and is not available from existing City staff. Many of the services sought through the as-needed contracts involve resources are not available with the City. In the past, Port staff notify other City Departments who have staff with related skills before we issued each task order to see if existing City staff could perform any or all of the services needed. We do evaluate staff and Port Works when there is a skills match for street, sewer, and waterline work for a City Department and request proposals from Departments.

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

- A. Explain why civil service classes are not applicable.  
The services will be required on an as-needed basis and generally less than full-time basis. Although some of the work can be performed by Port and other City staff, the timing of the service needs does not always align with staff workloads and availability to perform the work and is not long-term enough to justify staff additions. In some cases, the expertise is highly specialized and otherwise not available.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt a new civil service classification for work that will be sporadically needed or only needed for a single project.

### **6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No. There is no training that will be provided by the consultant.
- 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 10/10/2023, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Building Inspectors - 6331, 6333; Management & Superv Local 21; 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: Alysabeth Alexander-Tut Phone: 415-274-0558 Email: alysabeth.alexander-tut@sfport.com

Address: Pier 1, The San Francisco, CA 94111

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42790 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/30/2024

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

## Receipt of Notice for new PCS over \$100K PSC # 42790 - 23/24

dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org>

on behalf of

alysabeth.alexander-tut@sfport.com <alysabeth.alexander-tut@sfport.com>

Tue 10/10/2023 6:09 PM

To:Alexander Tut, Alysabeth (PRT) <alysabeth.alexander-tut@sfport.com>;Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; sportillo@ifpte21.org <sportillo@ifpte21.org>;agarza@ifpte21.org <agarza@ifpte21.org>;amakayan@ifpte21.org <amakayan@ifpte21.org>;kdavis@ifpte21.org <kdavis@ifpte21.org>;jharding@ifpte21.org <jharding@ifpte21.org>; mweirick@ifpte21.org <mweirick@ifpte21.org>;dho@ifpte21.org <dho@ifpte21.org>;ewallace@ifpte21.org <ewallace@ifpte21.org>;ecassidy@ifpte21.com <ecassidy@ifpte21.com>;WendyWong26@yahoo.com <WendyWong26@yahoo.com>;WendyWong26@yahoo.com <WendyWong26@yahoo.com>;tmathews@ifpte21.org <tmathews@ifpte21.org>;kschumacher@ifpte21.org <kschumacher@ifpte21.org>;kpage@ifpte21.org <kpage@ifpte21.org>; eerbach@ifpte21.org <eerbach@ifpte21.org>;l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>;Alexander Tut, Alysabeth (PRT) <alysabeth.alexander-tut@sfport.com>;DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

RECEIPT for Union Notification for PSC 42790 - 23/24 more than \$100k

The PORT -- PRT has submitted a request for a Personal Services Contract (PSC)

42790 - 23/24 for \$4,000,000 for Initial Request services for the period 12/01/2023 – 11/30/2027. 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/21545> 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



## Ready for DHR Review PSC # 42790 - 23/24

SFPORT-Proposals <proposals@sfport.com>

Fri 11/17/2023 1:35 PM

To:SFPORT-Proposals <proposals@sfport.com>

Bcc:Sean McGarry <smcgarry@nccrc.org>;Sean McGarry <smcgarry@nccrc.org>;mleach <mleach@ibt856.org>;Donnelly, Edward (DBI) <edward.donnelly@sfgov.org>;sfbia14@gmail.com <sfbia14@gmail.com>

RECEIPT for Union Notification for PSC 42790 - 23/24 more than \$100k

The PORT -- PRT has submitted a request for a Personal Services Contract (PSC) 42790 - 23/24 for \$4,000,000 for Initial Request services for the period 12/01/2023 – 11/30/2027. 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/21545> 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: PORT -- PRT

Dept. Code: PRT

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

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

Type of Service: As Needed Engineering and Related Services

Funding Source: Port Operating Budget

PSC Duration: 4 years

PSC Amount: \$16,000,000

**1. Description of Work**

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

The Port intends to establish a pool of qualified consultant teams capable of providing a wide range of engineering and construction management on an as-needed basis for Port capital and on-going projects. Such projects may be maritime related for maintenance and improvements of the Port's aging infrastructure. Multiple as-needed contracts will be immediately awarded to the highest ranked respondents.

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

The Port intends to establish a pool of qualified consultant teams capable of providing a wide range of engineering and construction management on an as-needed basis for Port capital and on-going projects. Such projects may be maritime related for maintenance and improvements of the Port's aging infrastructure. Denial will likely affect the infrastructure and may result in some failures. With the influx of temporary federal dollars, we have the ability to increase the capacity and volume of work at a capacity we do not expect to be able to maintain on an on-going basis.

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

These services have been provided in the past under PSC 45417 - 18/19, PSC 4081 - 02/03, PSC 4101 - 08/09, PSC 4120 - 11/12, and PSC 41969 - 15/16.

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 proposed services for this project are short-term, as-needed, and specifically relate to engineering projects located along the waterfront on Port property. The work associated with this project is as-needed and generally performed on less than a full-time basis. Although some of the work may be performed by Port and other City staff, the timing of the services needs does not always align with staff workloads and availability to perform the work. In some cases, the expertise is highly specialized and otherwise not available.

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

- A. Specify required skills and/or expertise: Training, knowledge, license (as applicable), skill and ability in performing advanced Structural Engineering, Dredging Inspection, Marine Structures Engineering, Plumbing design including sump, force-main systems. Marine structures under-piping, Coastal Engineering including shoreline protection, sediment transport, evaluation of sea level rise, Architecture, Geotechnical Engineering (on land), Historic Preservation, Marine Geotechnical Engineering, ADA Design, Inspections, and ADA Transition Plan, Civil Engineering, CAD Support Services, Mechanical Engineering, Facility Inspection, Construction Management, Constructability Reviews including Value Engineering and Peer Review, Electrical Engineering including high voltage, electrical systems and equipment design, Cost Estimating, Fire Protection Engineering, Specification Writing (Construction and Professional Services), Environmental Engineering including hazardous material evaluation and monitoring, Special Inspection and Testing, Permit/Building Construction Inspection Services, Utility Location Services, Naval Architecture including Mooring and Berthing Analysis and Design, Project Management, Cruise Terminal Operations, Project Programming and Planning, Economic Studies, Demolition Engineering, Life-Cycle Cost Analysis, Numerical Modeling, Utilities Piping and Metering, Corrosion Engineering, Pile Driving Barge Design, Railroad Engineering Consulting, Shoreside power Design, Marina Design, Dry Dock Inspection and Design, Resilience Planning, Building Occupancy Resumption Program, Crane Inspection, Testing and Certification Services, Forensic Investigation, Materials Testing, Construction Litigation Support, Facility Security, Evaluation Services, Code Development, Grant Application Support, Environmental Support Services including CEQA and NEPA, Building Permit Plan Review, Physical Modeling, Archeology, Elevator/Escalator Consulting, Envision Review, Enterprise Asset Management System Development, LEED Certification and Standards, Transportation and Traffic Engineering, Utility and Energy Efficiency, Green Building Design, Interpretive Sign Design and Reproduction.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5241, Engineer; 5268, Architect; 5274, Landscape Architect; 5314, Survey Associate; 6318, Construction Inspector; 6331, Building Inspector;
- 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?**

Because the expertise in specific discipline sought through the as-needed contracts are highly specialized and required occasionally for specific tasks, that expertise generally is not with the scope of existing civil service classifications and is not available from existing City staff. Many of the services sought through the as-needed contracts involve resources are not available with the City. In the past, Port staff notify other City Departments who have staff with related skills before we issued each task order to see if existing City staff could perform any or all of the services needed. We do evaluate staff and Public Works when there is a skills match for street, sewer, and waterline work with a City Department and request proposals from departments.

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

- A. Explain why civil service classes are not applicable.  
The services will be required on an as-needed and generally less than full-time basis. Although some of the work can be performed by Port and other City staff, the timing of the service needs does not always align with staff workloads and availability to perform the work. In some cases, the expertise is highly specialized and otherwise not available.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt new civil service classifications for work that will be sporadically needed or only needed for a single project.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No. There is no training that will be provided by the consultant.
- 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 05/13/2022, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Building Inspectors - 6331, 6333; Management & Superv Local 21; 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: Stephanie Tang Phone: 415-274-0483 Email: stephanie.tang@sfport.com

Address: Pier 1 San Francisco, CA 94111

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49819 - 21/22

DHR Analysis/Recommendation:

action date: 08/15/2022

Commission Approval Required

Approved by Civil Service Commission

08/15/2022 DHR Approved for 08/15/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT

Dept. Code: PRT

Type of Request:  Initial  Modification of an existing PSC (PSC # 41597 - 18/19)

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

Type of Service: Professional Services

Funding Source: Port Operating Budget

PSC Original Approved Amount: \$4,000,000 PSC Original Approved Duration: 07/01/19 - 07/01/23 (4 years 1 day)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 08/05/23-08/14/24 (1 year 6 weeks)

PSC Cumulative Amount Proposed: \$4,000,000 PSC Cumulative Duration Proposed: 5 years 6 weeks

**1. Description of Work**

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

The Port intends to establish a pool of four qualified micro-LBE consultant teams capable of providing a wide range of engineering and construction management on an as-needed basis for Port capital and on-going projects. Such projects may be maritime related for maintenance and improvements of the Port's aging infrastructure.

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

These services are necessary because although the Port's engineering division provides multi-disciplinary engineering services to all Port divisions, at times, the required services exceeded the available staff resources. The need for consultant services is sporadic and the required expertise is often highly specialized. Denial would impact revenues and services.

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

Services have been provided in the past through earlier PSC request. See 41597 - 18/19

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:

n/a

**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 proposed services for this project are short-term, as-needed, and specifically relate to engineering projects located along the waterfront on Port property. The work associated with this project is as-needed and generally performed on less than a full-time basis. Although some of the work may be performed by Port and other City staff, the timing of the service needs does not always align with staff workloads and availability to perform the work. In some cases, the expertise is highly specialized and otherwise not available. This work is specifically set-aside for micro-LBE firms.

B. Reason for the request for modification:

The Port wishes to execute our option of extending the contract terms for one year. The Contractor is working on a scope of work that likely will not be completed in the current contractual time period. Therefore, the Port wishes to extend the terms of the current contract.

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

- A. Specify required skills and/or expertise: Training, knowledge, license (as applicable), skill and ability to perform civil engineering, planning, design, preparation of plans and cost estimates, traffic engineering, structural design, code compliance reviews, project management, construction management/inspecting.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5241, Engineer; 5268, Architect; 5274, Landscape Architect; 5314, Survey Associate; 6318, Construction Inspector; 6331, Building Inspector;
- 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 services will be required on an as-needed and generally less than full-time basis. Although some of the work can be performed by Port and other City staff, the timing of the service needs does not always align with staff workloads and availability to perform the work. In some cases, the expertise is highly specialized and otherwise not available.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: It would not be practical to adopt new civil service classifications for work that will be sporadically needed or only needed for a single project.

**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 contractor will not train employee. They will perform on-call engineering services with a single scope of 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.  
Yes, approved on July 9, 2019
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
This is a modification to current PSC for time only.

**7. Union Notification: On 03/04/22, the Department notified the following employee organizations of this PSC/RFP request:**

Building Inspectors - 6331, 6333; 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: Alysabeth Alexander-Tut Phone: 415-274-0558 Email: alysabeth.alexander-tut@sfport.com

Address: Pier 1, San Francisco, CA

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41597 - 18/19

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 04/15/2022



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT -- PRT

Dept. Code: PRT

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

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

Type of Service: Professional Services

Funding Source: Port Operating Budget

PSC Amount: \$4,000,000

PSC Est. Start Date: 07/01/2019

PSC Est. End Date 07/01/2023

**1. Description of Work**

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

The Port intends to establish a pool of four qualified micro-LBE consultant teams capable of providing a wide range of engineering and construction management on an as-needed basis for Port capital and on-going projects. Such projects may be maritime related for maintenance and improvements of the Port's aging infrastructure.

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

These services are necessary because although the Port's engineering division provides multi-disciplinary engineering services to all Port divisions, at times, the required services exceeded the available staff resources. The need for consultant services is sporadic and the required expertise is often highly specialized. Denial would impact revenues and services.

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

These services have been provided in the past under PSC #4101-08/09 and PSC #41969-15/16.

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 proposed services for this project are short-term, as-needed, and specifically relate to engineering projects located along the waterfront on Port property. The work associated with this project is as-needed and generally performed on less than a full-time basis. Although some of the work may be performed by Port and other City staff, the timing of the service needs does not always align with staff workloads and availability to perform the work. In some cases, the expertise is highly specialized and otherwise not available. This work is specifically set-aside for micro-LBE firms.

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

A. Specify required skills and/or expertise: Training, knowledge, license (as applicable), skill and ability to perform civil engineering, planning, design, preparation of plans and cost estimates, traffic engineering, structural design, code compliance reviews, project management, construction management/inspecting.

B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5241, Engineer; 5268, Architect; 5274, Landscape Architect; 5314, Survey Associate; 6318, Construction Inspector; 6331, Building Inspector;

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?**

Because the expertise in specific disciplines sought through the as-needed contracts are highly specialized and required occasionally for specific tasks, that expertise generally is not with the scope of existing civil service classifications and is not available from existing City staff. Many of the services sought through the as-needed contracts involve resources are not available with the City. In the past, Port staff notify other City departments who have staff with related skills before we issued each task order to see if existing City staff could perform any or all of the services needed.

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

A. Explain why civil service classes are not applicable.

The services will be required on an as-needed and generally less than full-time basis. Although some of the work can be performed by Port and other City staff, the timing of the service needs does not always align with staff workloads and availability to perform the work. In some cases, the expertise is highly specialized and otherwise not available.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt new civil service classifications for work that will be sporadically needed or only needed for a single project.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No. The contractor will not train employee. They will perform on-call engineering services with a single scope of 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.  
Yes.

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

**7. Union Notification:** On 03/06/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Building Inspectors - 6331, 6333

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

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

Address: Pier 1 San Francisco, CA

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41597 - 18/19

DHR Analysis/Recommendation:

action date: 08/05/2019

Commission Approval Required

Approved by Civil Service Commission

08/05/2019 DHR Approved for 08/05/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Services in Support of Medi-Cal CalAIM Initiatives and Behavioral Health Programs

Funding Source: General Fund, Federal and State Grant

PSC Duration: 4 years

PSC Amount: \$4,000,000

**1. Description of Work**

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

The selected Contractor(s) will support the Department in various short-term projects in support of Behavioral Health Services (BHS) programs and initiatives, California Advancing and Innovating Medi-Cal (CalAIM) initiatives and other programs all with the aim to improve care and outcomes for vulnerable populations including Medi-Cal enrollees. For the initial project the selected contractor(s) will provide services to assess, plan, design and brief the department on the following topics: 1. Street Interventions: Design/assessment of ways to collaborate with police in order to decrease distressing street behaviors associated with serious mental illness and substance use; 2. Crisis Responses: Provide input on program design of a planned crisis response unit; 3. 911 Clinicians: Support the design of a 911 embedded clinician triage function, a planned new program to embed clinicians, while also examining 911, EMS and law enforcement interactions; and 4. Involuntary Transports Support: designing involuntary transport system for people on an involuntary psychiatric hold OR involuntary medication order.

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

Without these services the Department will be unable to respond to new topic areas that have been identified. As such, there may be an impact to the overall delivery of services to newly covered individuals and the general public. Specifically, the Department will be less well equipped to deal with the effects of increased levels of psychiatric distress, increased levels of substance use, violence, trauma, poor health and death.

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

D. Will the contract(s) be renewed?  
Only if there is a need and corresponding funding.

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

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

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

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

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

B. Explain the qualifying circumstances:

Short-term or capital projects requiring diverse skills, expertise and/or knowledge: General health and Behavioral Health programs with specific focus on California and the City of San Francisco. Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload): during the start-up phase and implementation of CalAIM initiatives and Behavioral Health programs and initiatives, the projects will be as-needed and intermittent and it would be difficult to staff permanent positions for these intermittent projects.

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

A. Specify required skills and/or expertise: Selected contractors must have experience designing, assessing, and consulting on new general health and Behavioral Health programs with specific focus on California and the City of San Francisco. In addition, the contractors will have specific experience on topics specific to CalAIM initiatives.

B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 0923, Manager II;

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 Department does not have the capacity, resources or the facilities to provide these optimizations to meet these highly specialized and short-term initiatives, so the Department must utilize contractors to meet these needs in order to meet initiatives.

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

A. Explain why civil service classes are not applicable.

The topic areas of the proposed work are outside of the normal scope of current positions. Since the projects are limited in term and duration, reassigning current employees to work on these projects is unfeasible. Current employees will have the opportunity to gain knowledge from the hired contractors in up-to-date approaches to the various specialized initiatives.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, there are existing classifications performing this work, however, the demand for services exceeds the capacity of City resources to meet specialized initiatives, which are limited and of a short duration and require specialized knowledge.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. The purpose of the services does not include formal training of civil service staff, however, there may be transfer of knowledge through City staff's close coordination and collaboration with providers.

C. Are there legal mandates requiring the use of contractual services?  
No.

- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 11/29/2023, the Department notified the following employee organizations of this PSC/RFP request:  
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: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard Street San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47988 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/30/2024

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

## Receipt of Notice for new PCS over \$100K PSC # 47988 - 23/24

dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org>

on behalf of

reanna.albert@sfdph.org <reanna.albert@sfdph.org>

Wed 11/29/2023 4:18 PM

To: Albert, Reanna (DPH) <reanna.albert@sfdph.org>; sportillo@ifpte21.org <sportillo@ifpte21.org>; kdavis@ifpte21.org <kdavis@ifpte21.org>; jharding@ifpte21.org <jharding@ifpte21.org>; mweirick@ifpte21.org <mweirick@ifpte21.org>; agarza@ifpte21.org <agarza@ifpte21.org>; ewallace@ifpte21.org <ewallace@ifpte21.org>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; tmathews@ifpte21.org <tmathews@ifpte21.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>; andrea@sfmea.com <andrea@sfmea.com>; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; Criss@sfmea.com <Criss@sfmea.com>; christina@sfmea.com <christina@sfmea.com>; staff@sfmea.com <staff@sfmea.com>; Qin, Kevin (DPH) <kevin.qin@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

RECEIPT for Union Notification for PSC 47988 - 23/24 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 47988 - 23/24 for \$4,000,000 for Initial Request services for the period 01/01/2024 – 12/31/2027. 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/21374> 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: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Various Services Related to Laguna Honda Hospital Recertification

Funding Source: General Funds

PSC Amount: \$7,500,000

PSC Est. Start Date: 03/01/2024

PSC Est. End Date 02/28/2027

**1. Description of Work**

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

In support of Laguna Honda Hospital's (LHH) recertification efforts in the Center for Medicare and Medicaid Services provider participation program, the selected contractor will support San Francisco Department of Public Health (SFDPH) leadership in designing, creating, establishing and maintaining critical processes related to LHH recertification, facility improvement and long-term stabilization. Specifically, selected contractor will facilitate strategy deployment, overarching project management, facilitation and follow up, as well as develop and implement an information reporting structure and process. Selected contractor will also enhance strategic communication abilities by providing a triage function for incoming requests internal to the City, as well as creation of communication documents, messaging and related collateral as required. Selected contractor will also serve as project manager and leader, potentially managing all aspects of the project lifecycle, including project development, defining deliverables, team facilitation, driving towards defined goal completion, aiding in decision support and managing timelines and ensuring deadlines are met.

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

These services are critical to ensure that LHH regains, and sustains, its certification in the Medicare and Medicaid programs, and that all improvements and enhancements to the facility are operationalized and continue after recertification, ensuring that LHH remains a safety net skilled nursing facility for years to come. Denial of services will risk LHH's recertification and jeopardize the facility's long-term stability and sustainability efforts.

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

These are new services.

D. Will the contract(s) be renewed?

Yes, if the need is ongoing.

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):

Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.

B. Explain the qualifying circumstances:

In support of LHH's recertification efforts in the Center for Medicare and Medicaid Services provider participation program, the selected contractor will support SFDPH leadership in designing, creating, establishing and maintaining critical processes related to LHH recertification, facility improvement and long-term stabilization. These services are required immediately during this transitional recertification process.

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

- A. Specify required skills and/or expertise: Contractor must have staff experienced in any of the following, but not limited to: strategic planning, Centers for Medicare & Medicaid Services regulations, meeting facilitation, consensus building, quality improvement models such as a Plan-Do-Study-Act (PDSA) cycle, communication and/or project management, as well as experience working within a skilled nursing facility (SNF) or a similar facility, such as an acute care hospital with SNF services. Contractor staff will need to be familiar with interacting with state and federal healthcare regulators, as well as City and SFDPH leadership.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1312, Public Information Officer; 1314, Public Relations Officer; 1803, Performance Analyst I; 1805, Performance Analyst II; 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 0931, Manager III; 0932, Manager IV;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

Services are required immediately to support LHH's recertification efforts; it would not be practical to provide these services with civil service employees.

**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 are currently deployed to LHH to support recertification efforts in a number of capacities. Additionally, as LHH regains certification and the process improvements become operationalized and memorialized as part of daily and regular practice, it is anticipated that the need for these services will decrease.
- 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, these services require training and expertise not available within city classifications.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No. City employees will not be trained, as these services require outside expertise.
- 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 11/28/2023, the Department notified the following employee organizations of this PSC/RFP request:  
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: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard Street San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49726 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/30/2024

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [reanna.albert@SFDPH.org](mailto:reanna.albert@SFDPH.org)  
**To:** [Albert, Reanna \(DPH\)](mailto:Albert,Reanna@DPH); [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [jharding@ifpte21.org](mailto:jharding@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [agarza@ifpte21.org](mailto:agarza@ifpte21.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [l21pscreview@ifpte21.org](mailto:l21pscreview@ifpte21.org); [andrea@sfmea.com](mailto:andrea@sfmea.com); [Laxamana, Junko \(DBI\)](mailto:Laxamana,Junko@DBI); [Criss@sfmea.com](mailto:Criss@sfmea.com); [christina@sfmea.com](mailto:christina@sfmea.com); [staff@sfmea.com](mailto:staff@sfmea.com); [Rossi, Ron \(DPH\)](mailto:Rossi,Ron@DPH); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator,DHR@HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 49726 - 23/24  
**Date:** Tuesday, November 28, 2023 10:57:57 AM

---

RECEIPT for Union Notification for PSC 49726 - 23/24 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 49726 - 23/24 for \$7,500,000 for Initial Request services for the period 03/01/2024 – 02/28/2027. 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/21686> 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: 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: Energy efficiency program management

Funding Source: California Public Utilities Commission (CPUC)           PSC Duration: 4 years 39 weeks

PSC Amount: \$3,800,000

**1. Description of Work**

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

The California Public Utilities Commission (CPUC) has awarded \$3.8mil to CleanPowerSF to fully fund the administration of a new energy program to benefit CleanPowerSF's customers. The Program will provide cost-effective energy efficiency through retrofits and direct installation of equipment for businesses and organizations in the food service sector. CleanPowerSF will solicit and contract for this work from an Energy Service Company (ESCO), as this will be fully funded by the CPUC, which specifically directs CleanPowerSF to enlist an ESCO for program implementation, per the approved program design.

The ESCO will provide turnkey professional services including customer acquisition and conducting customer pre-qualification and securing customer consent energy audits and site visits (that may be virtual) of the customer's facility to assess energy savings opportunities, execution of a contract between the ESCO and the customer and subcontracting the installation of the energy efficiency measures identified in the energy audit. The ESCO will conduct installation via its pool of pre-qualified and vetted installation contractors. Each installation contractor will work with the customer to schedule and install the measures selected. The ESCO will also conduct commissioning and training as needed.

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

The CPUC has authorized funding to CleanPowerSF to support an energy efficiency program. This money will be provided to support the CPUC-approved program model described above – which specifically directs CleanPowerSF to enlist an ESCO for program implementation. Failure to issue an RFP will require CleanPowerSF to return the authorized funds and damage our credibility with the state.

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.

N/A

D. Will the contract(s) be renewed?

Yes

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

not applicable

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

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

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.

Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

B. Explain the qualifying circumstances:

The CPUC has authorized funding to CleanPowerSF to support an energy efficiency program.

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

A. Specify required skills and/or expertise: Experience in building science and systems, especially in retail, office and light-industrial sectors, within the context of administering an energy efficiency program. Experience with using building simulation software, the Modified Lighting Calculator (MLC), and Customer Relationship Management technology to support calculations to inform building energy modeling to support a net-metered energy efficiency program. Program or project development and project management experience in administering and managing energy efficiency programs. Experience in customer engagement, energy efficiency-sales and post-installation follow-up. Knowledgeable and familiar with the unique characteristics of Bay Area's energy market, the commercial sector, the utility customer base and energy efficiency offerings available to CleanPowerSF customers.

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?**

N/A – The state funding for this program is contingent on CleanPowerSF executing the approved program implementation model, which directs the City to pay incentives to an energy management company to install energy efficient equipment. The energy management company takes on the majority of the risk and the reward of the incentive payments which the City provides based on performance of the systems installed. In order to receive funding for this program, the City is precluded from using its own resources to complete the work.

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

A. Explain why civil service classes are not applicable.

N/A - The state funding for this program is contingent on CleanPowerSF executing the approved program implementation model, which directs the City to pay incentives to an energy management company to install energy efficient equipment. The energy management company takes on the majority of the risk and the reward of the incentive payments which the City provides based on performance of the systems installed. In order to receive funding for this program, the City is precluded from using its own resources to complete the 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. N/A - The state funding for this program is contingent on CleanPowerSF executing the approved program implementation model, which directs the City to pay incentives to an energy management company to install energy efficient equipment. The energy management company takes on the majority of the risk and the reward of the incentive payments which the City provides based on performance of the systems installed. In order to receive funding for this program, the City is precluded from using its own resources to complete the work.

### **6. Additional Information**

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. No, CPUC funding for an energy efficiency program is contingent on the use of the approved program design, which relies on the work of a contracted ESCO.
- 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 12/06/2023, 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: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfgwater.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 38629 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/30/2024



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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [shale@sfwater.org](mailto:shale@sfwater.org)  
**To:** [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); [jegy.sering@seiu1021.org](mailto:jegy.sering@seiu1021.org); [joshv@smw104.org](mailto:joshv@smw104.org); [oumar.fall@seiu1021.org](mailto:oumar.fall@seiu1021.org); [oumar.fall@seiu1021.org](mailto:oumar.fall@seiu1021.org); [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org); [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org); [matthew.torres@seiu1021.org](mailto:matthew.torres@seiu1021.org); [matthew.torres@seiu1021.org](mailto:matthew.torres@seiu1021.org); [cade.crowell@seiu1021.org](mailto:cade.crowell@seiu1021.org); [jduritz@uapd.com](mailto:jduritz@uapd.com); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [jharding@ifpte21.org](mailto:jharding@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [agarza@ifpte21.org](mailto:agarza@ifpte21.org); [dho@ifpte21.org](mailto:dho@ifpte21.org); [dho@ifpte21.org](mailto:dho@ifpte21.org); [dvickers@iam1414.org](mailto:dvickers@iam1414.org); [SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org); [SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org); [sbabaria@cirseiu.org](mailto:sbabaria@cirseiu.org); [andrea@sfmea.com](mailto:andrea@sfmea.com); [Camaguey@sfmea.com](mailto:Camaguey@sfmea.com); [Camaguey@sfmea.com](mailto:Camaguey@sfmea.com); [cpark@local39.org](mailto:cpark@local39.org); [cpark@local39.org](mailto:cpark@local39.org); [khughes@ibew6.org](mailto:khughes@ibew6.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [plangrooferlocal40@gmail.com](mailto:plangrooferlocal40@gmail.com); [rooferlocal40@gmail.com](mailto:rooferlocal40@gmail.com); [seichenberger@local39.org](mailto:seichenberger@local39.org); [dtuttle@oe3.org](mailto:dtuttle@oe3.org); [dtuttle@oe3.org](mailto:dtuttle@oe3.org); [pkim@ifpte21.org](mailto:pkim@ifpte21.org); [najuawanda.daniels@seiu1021.org](mailto:najuawanda.daniels@seiu1021.org); [pkim@uapd.com](mailto:pkim@uapd.com); [president@sanfranciscodsa.com](mailto:president@sanfranciscodsa.com); [max.porter@seiu1021.org](mailto:max.porter@seiu1021.org); [kennethlomba@gmail.com](mailto:kennethlomba@gmail.com); [snaranjo@cirseiu.org](mailto:snaranjo@cirseiu.org); [mdennis@twusf.org](mailto:mdennis@twusf.org); [rmarengo@twusf.org](mailto:rmarengo@twusf.org); [pwilson@twusf.org](mailto:pwilson@twusf.org); [cmoyer@nccrc.org](mailto:cmoyer@nccrc.org); [noah.frigault@sfgov.org](mailto:noah.frigault@sfgov.org); [sfdpoa@cloud.com](mailto:sfdpoa@cloud.com); [Mjayne@iam1414.org](mailto:Mjayne@iam1414.org); [Emanuel, Rachel \(DEM\)](mailto:Emanuel,Rachel(DEM)); [laborers261@gmail.com](mailto:laborers261@gmail.com); [junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org); [jennifer.esteen@seiu1021.org](mailto:jennifer.esteen@seiu1021.org); [emathurin@cirseiu.org](mailto:emathurin@cirseiu.org); [abush@cirseiu.org](mailto:abush@cirseiu.org); [sbabaria@cirseiu.org](mailto:sbabaria@cirseiu.org); [anthony@dc16.us](mailto:anthony@dc16.us); [mlobre@sfpoa.org](mailto:mlobre@sfpoa.org); [tracym@sfpoa.org](mailto:tracym@sfpoa.org); [mleach@ibt856.org](mailto:mleach@ibt856.org); [rooferlocal40@gmail.com](mailto:rooferlocal40@gmail.com); [sal@local16.org](mailto:sal@local16.org); [Criss@sfmea.com](mailto:Criss@sfmea.com); [Meyers, Julie \(HSA\)](mailto:Meyers,Julie(HSA)); [seichenberger@local39.org](mailto:seichenberger@local39.org); [jason.klumb@seiu1021.org](mailto:jason.klumb@seiu1021.org); [Camaguey@sfmea.com](mailto:Camaguey@sfmea.com); [ablood@cirseiu.org](mailto:ablood@cirseiu.org); [kcartermartinez@cirseiu.org](mailto:kcartermartinez@cirseiu.org); [ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [sarah.wilson@seiu1021.org](mailto:sarah.wilson@seiu1021.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [kpage@ifpte21.org](mailto:kpage@ifpte21.org); [tjenkins@uapd.com](mailto:tjenkins@uapd.com); [eerbach@ifpte21.org](mailto:eerbach@ifpte21.org); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [jb@local16.org](mailto:jb@local16.org); [Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org); [Basconchillo, Kathy](mailto:Basconchillo,Kathy); [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me); [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net); [MRainsford@local39.org](mailto:MRainsford@local39.org); [Wendy.Frigillana@seiu1021.org](mailto:Wendy.Frigillana@seiu1021.org); [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org); [pkim@ifpte21.org](mailto:pkim@ifpte21.org); [agonzalez@iam1414.org](mailto:agonzalez@iam1414.org); [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net); [leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org); [gail@sffdlocal798.org](mailto:gail@sffdlocal798.org); [cityworker@sfcwu.org](mailto:cityworker@sfcwu.org); [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); [djohnson@opcmllocal300.org](mailto:djohnson@opcmllocal300.org); [ramonliuna261@gmail.com](mailto:ramonliuna261@gmail.com); [ablood@cirseiu.org](mailto:ablood@cirseiu.org); [pkarinen@nccrc.org](mailto:pkarinen@nccrc.org); [tony@dc16.us](mailto:tony@dc16.us); [stevek@bac3-ca.org](mailto:stevek@bac3-ca.org); [xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org); [Sin.Yee.Poon@sfgov.org](mailto:Sin.Yee.Poon@sfgov.org); [smcgarry@nccrc.org](mailto:smcgarry@nccrc.org); [rmitchell@twusf.org](mailto:rmitchell@twusf.org); [grojo@local39.org](mailto:grojo@local39.org); [jduritz@uapd.com](mailto:jduritz@uapd.com); [staff@sfmea.com](mailto:staff@sfmea.com); [mike@dc16.us](mailto:mike@dc16.us); [khughes@ibew6.org](mailto:khughes@ibew6.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [sfmsa@gmail.com](mailto:sfmsa@gmail.com); [bart@dc16.us](mailto:bart@dc16.us); [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org); [jtanner940@aol.com](mailto:jtanner940@aol.com); [oashworth@ibew6.org](mailto:oashworth@ibew6.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [laborers261@gmail.com](mailto:laborers261@gmail.com); [local200twu@sbcglobal.net](mailto:local200twu@sbcglobal.net); [speedy4864@aol.com](mailto:speedy4864@aol.com); [Christina@sfmea.com](mailto:Christina@sfmea.com); [ecdemvoter@aol.com](mailto:ecdemvoter@aol.com); [thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org); [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 38629 - 23/24  
**Date:** Wednesday, December 6, 2023 11:53:56 AM

---

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

RECEIPT for Union Notification for PSC 38629 - 23/24 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 38629 - 23/24 for \$3,800,000 for Initial Request services for the period 06/01/2024 – 02/28/2029. 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/21758> 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

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: Security Consulting and Design Services

Funding Source: Water, Wastewater, Power Capital and R&R P PSC Duration: 7 years

PSC Amount: \$18,000,000

**1. Description of Work**

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

The SFPUC requires a highly specialized Consultant firms capable to handle confidential knowledge of the SFPUC's security vulnerabilities and overall security program. It is critical to the SFPUC Homeland Security's strategy to confine this critical knowledge of SFPUC's facilities, utility systems, systems design, and vulnerabilities to limited sources. A confidentiality agreement is required for all intellectual information and related documents shared with and produced by technical security consultants set to safeguard the institutional history and confidential information of the SFPUC's facilities and assets, security vulnerabilities and that of the overall security program. The consultant(s) are needed to support the SFPUC's Enterprise-wide security design criteria and elements, regional and master security server hardware and software requirements, communications and network strategy, and security policies and procedures. The consultant(s) would coordinate this work with other City and SFPUC Departments including ITS, Operations, Infrastructure, San Francisco Public Works (SFPW), SFPW Building Design Construction - Architecture (SFPW-BDC), Department of Technology Information Systems (DTIS), and Homeland Security. The security projects scope encompasses all the facilities for Water, Wastewater, and Power Enterprises. Major capital projects at various operating facilities require security upgrade components in order to benefit already planned process, mechanical and electrical upgrades scopes. By integrating security scope with other planned capital improvement upgrades allows project delivery efficiencies to limit facility disruptions during construction phase.

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

Security System design is a very specialized work, with specialty knowledge of the security system devices and industry standards in the application and facility installation. These services are short-term and specifically associated with identified capital improvement program security upgrade projects. Timely design and implementation of security components along with other planned upgrades at various operating facilities provide proper integration and limited interruption to providing critical services to rate payers. Failure to extend specialty consultant services may result in very significant delays and may jeopardize our efforts to implement security at SFPUC's critical/vulnerable facilities-sites.

**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 is currently being provided via PSC# 44518-18/19.

**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.  
The PSC request is for 3 contracts, each for \$6M and seven (7)-years due to of the scope of specialty security system professional engineering services, which includes: design support during project planning, detailed design preparation of contract documents, and Engineering Support During Construction (ESDC) during Construction Phases to respond to Contractor's Requests for Information (RFIs), Submittals, Change Orders, and field verification.

**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:

Specialty security system professional engineering services is very specialized work. These services are short-term and specifically associated with SFPUC Enterprise capital improvement programs. Timely design and implementation of security components along with other planned capital improvement project upgrades at various operating facilities allows project delivery efficiencies to limit facility disruptions.

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

- A. Specify required skills and/or expertise: Experience implementing an SFPUC Enterprise-wide security program and integrating numerous security systems and security software applications, Certified Protection Professional (CPP) certification, expertise at designing a full range of electronic security monitoring systems, expertise at developing security program policy and procedures, and thorough knowledge of start-up commissioning and testing procedures.

- 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?**

There are no known Civil Service Classifications which normally / routinely perform this specialty work. Electrical Engineers have not designed programmatic SFPUC Enterprise-wide security program, network backbone infrastructure, with up-to-date knowledge of security software/hardware architecture available on the market, and do not possess the specialty expertise needed for these services.

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

- A. Explain why civil service classes are not applicable.

Security design and SFPUC Enterprise-wide implementation is a specialty professional engineering service requiring many years of practical implementation experience, a thorough knowledge of security principals and technologies, which are constantly evolving. Electrical Engineers do not have CPP certification nor the expertise to evaluate facilities for security deficiencies, compliance requirements and alternate security monitoring devices and technologies. They do not have the expertise to coordinate and manage the implementation of an SFPUC Enterprise-wide security program.

- 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, it would not be practical to adopt a new Civil Service Class. This is a specialty work with short-term services, and the knowledge and technology for this specialty work advances at a rapid pace. Note that the consultants under this contract will be reporting to an SFPUC Project Manager and Engineer.

**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.  
Yes. Yes. Training in the form of webinar/workshop presentations in the area of emerging market trends in security arena of Public Utilities Sector. Total of fifty (50)-hours will be dedicated and tracked for the workshop presentations. Occupational types to receive the training will be Enterprise Facility Managers, Enterprise Operations and Maintenance Managers, Project Managers, and Engineers.
- 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 12/12/2023, 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: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfgwater.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41527 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/30/2024

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [shale@sfwater.org](mailto:shale@sfwater.org)  
**To:** [Hale, Shawndrea M.](mailto:Hale, Shawndrea M.;); [jegy.sering@seiu1021.org](mailto:jegy.sering@seiu1021.org); [joshv@smw104.org](mailto:joshv@smw104.org); [oumar.fall@seiu1021.org](mailto:oumar.fall@seiu1021.org); [oumar.fall@seiu1021.org](mailto:oumar.fall@seiu1021.org); [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org); [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org); [matthew.torres@seiu1021.org](mailto:matthew.torres@seiu1021.org); [matthew.torres@seiu1021.org](mailto:matthew.torres@seiu1021.org); [cade.crowell@seiu1021.org](mailto:cade.crowell@seiu1021.org); [jduritz@uapd.com](mailto:jduritz@uapd.com); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [jharding@ifpte21.org](mailto:jharding@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [agarza@ifpte21.org](mailto:agarza@ifpte21.org); [dho@ifpte21.org](mailto:dho@ifpte21.org); [dho@ifpte21.org](mailto:dho@ifpte21.org); [dvickers@iam1414.org](mailto:dvickers@iam1414.org); [SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org); [SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org); [sbabaria@cirseiu.org](mailto:sbabaria@cirseiu.org); [andrea@sfmea.com](mailto:andrea@sfmea.com); [Camaguey@sfmea.com](mailto:Camaguey@sfmea.com); [Camaguey@sfmea.com](mailto:Camaguey@sfmea.com); [cpark@local39.org](mailto:cpark@local39.org); [cpark@local39.org](mailto:cpark@local39.org); [khughes@ibew6.org](mailto:khughes@ibew6.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [plangrooferlocal40@gmail.com](mailto:plangrooferlocal40@gmail.com); [rooferlocal40@gmail.com](mailto:rooferlocal40@gmail.com); [seichenberger@local39.org](mailto:seichenberger@local39.org); [dtuttle@oe3.org](mailto:dtuttle@oe3.org); [dtuttle@oe3.org](mailto:dtuttle@oe3.org); [pkim@ifpte21.org](mailto:pkim@ifpte21.org); [najuawanda.daniels@seiu1021.org](mailto:najuawanda.daniels@seiu1021.org); [pkim@uapd.com](mailto:pkim@uapd.com); [president@sanfranciscodsa.com](mailto:president@sanfranciscodsa.com); [max.porter@seiu1021.org](mailto:max.porter@seiu1021.org); [kennethlomba@gmail.com](mailto:kennethlomba@gmail.com); [snaranjo@cirseiu.org](mailto:snaranjo@cirseiu.org); [mdennis@twusf.org](mailto:mdennis@twusf.org); [rmarengo@twusf.org](mailto:rmarengo@twusf.org); [pwilson@twusf.org](mailto:pwilson@twusf.org); [cmoyer@nccrc.org](mailto:cmoyer@nccrc.org); [noah.frigault@sfgov.org](mailto:noah.frigault@sfgov.org); [sfdpoa@icloud.com](mailto:sfdpoa@icloud.com); [Mjayne@iam1414.org](mailto:Mjayne@iam1414.org); [Emanuel, Rachel \(DEM\);](mailto:Emanuel, Rachel (DEM);) [laborers261@gmail.com](mailto:laborers261@gmail.com); [junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org); [jennifer.esteen@seiu1021.org](mailto:jennifer.esteen@seiu1021.org); [emathurin@cirseiu.org](mailto:emathurin@cirseiu.org); [abush@cirseiu.org](mailto:abush@cirseiu.org); [sbabaria@cirseiu.org](mailto:sbabaria@cirseiu.org); [anthony@dc16.us](mailto:anthony@dc16.us); [mlobre@sfpoa.org](mailto:mlobre@sfpoa.org); [tracym@sfpoa.org](mailto:tracym@sfpoa.org); [mleach@ibt856.org](mailto:mleach@ibt856.org); [rooferlocal40@gmail.com](mailto:rooferlocal40@gmail.com); [sal@local16.org](mailto:sal@local16.org); [Criss@sfmea.com](mailto:Criss@sfmea.com); [Meyers, Julie \(HSA\);](mailto:Meyers, Julie (HSA);) [seichenberger@local39.org](mailto:seichenberger@local39.org); [jason.klumb@seiu1021.org](mailto:jason.klumb@seiu1021.org); [Camaguey@sfmea.com](mailto:Camaguey@sfmea.com); [ablood@cirseiu.org](mailto:ablood@cirseiu.org); [kcartermartinez@cirseiu.org](mailto:kcartermartinez@cirseiu.org); [ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [sarah.wilson@seiu1021.org](mailto:sarah.wilson@seiu1021.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [kpage@ifpte21.org](mailto:kpage@ifpte21.org); [tjenkins@uapd.com](mailto:tjenkins@uapd.com); [eerbach@ifpte21.org](mailto:eerbach@ifpte21.org); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [jb@local16.org](mailto:jb@local16.org); [Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org); [Basconcillo, Kathy;](mailto:Basconcillo, Kathy;) [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me); [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net); [MRainsford@local39.org](mailto:MRainsford@local39.org); [Wendy.Frigillana@seiu1021.org](mailto:Wendy.Frigillana@seiu1021.org); [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org); [pkim@ifpte21.org](mailto:pkim@ifpte21.org); [agonzalez@iam1414.org](mailto:agonzalez@iam1414.org); [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net); [leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org); [gail@sfflocal798.org](mailto:gail@sfflocal798.org); [cityworker@sfcwu.org](mailto:cityworker@sfcwu.org); [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); [djohnson@opcmllocal300.org](mailto:djohnson@opcmllocal300.org); [ramonliuna261@gmail.com](mailto:ramonliuna261@gmail.com); [ablood@cirseiu.org](mailto:ablood@cirseiu.org); [pkarinen@nccrc.org](mailto:pkarinen@nccrc.org); [tony@dc16.us](mailto:tony@dc16.us); [stevek@bac3-ca.org](mailto:stevek@bac3-ca.org); [xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org); [Sin.Yee.Poon@sfgov.org](mailto:Sin.Yee.Poon@sfgov.org); [smcgarry@nccrc.org](mailto:smcgarry@nccrc.org); [rmitchell@twusf.org](mailto:rmitchell@twusf.org); [grojo@local39.org](mailto:grojo@local39.org); [jduritz@uapd.com](mailto:jduritz@uapd.com); [staff@sfmea.com](mailto:staff@sfmea.com); [mike@dc16.us](mailto:mike@dc16.us); [khughes@ibew6.org](mailto:khughes@ibew6.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [sfmsa@gmail.com](mailto:sfmsa@gmail.com); [bart@dc16.us](mailto:bart@dc16.us); [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org); [jtanner940@aol.com](mailto:jtanner940@aol.com); [oashworth@ibew6.org](mailto:oashworth@ibew6.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [laborers261@gmail.com](mailto:laborers261@gmail.com); [local200twu@sbcglobal.net](mailto:local200twu@sbcglobal.net); [speedy4864@aol.com](mailto:speedy4864@aol.com); [Christina@sfmea.com](mailto:Christina@sfmea.com); [ecdemvoter@aol.com](mailto:ecdemvoter@aol.com); [thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org); [Hale, Shawndrea M.](mailto:Hale, Shawndrea M.;); [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 41527 - 23/24  
**Date:** Tuesday, December 12, 2023 4:15:35 PM

---

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

RECEIPT for Union Notification for PSC 41527 - 23/24 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41527 - 23/24 for \$18,000,000 for Initial Request services for the period 06/03/2024 – 06/02/2031. 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/21761> 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

# **Additional Attachment(s)**



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: Security Consulting and Design Services (PRO.0072)

Funding Source: Project Funded: WSIP, R&R, CIP, SSIP

PSC Duration: 5 years 2 days

PSC Amount: \$4,000,000

**1. Description of Work**

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

Provide complete technical security systems design, integration and construction management services for the San Francisco Public Utilities Commissions(SFPUC's) Department of Homeland Security and for the Capital Improvement and Repair and Readiness Programs in accordance with the American Water Works Association's Security Guidelines for Water Utilities and Risk Assessment Methodology-Water Certification.

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

The PUC requires a highly specialized firm to handle confidential knowledge of the SFPUC's security vulnerabilities and overall program. It is critical to the SFPUC Homeland Security's strategy to confine this critical knowledge of our systems, systems designs, and vulnerabilities to a single source. A contractual relationship with a technical security consultant will safeguard the institutional history and the confidential information of the SFPUC's security vulnerabilities and that of the overall security program. The SFPUC is in the process of implementing an expanded enterprise-wide security program. A consultant is needed to develop the SFPUC's Enterprise-wide security design criteria and elements, Regional and Master Security Server hardware and software requirements, communications and network strategy, and security policies and procedures. A consultant would coordinate this work with other City and SFPUC Departments including ITS, Operations, Project Management Bureau (PMB), Public Works(PW), Bureau of Architects(BOA), Department of Technology Information Systems (DTIS), Homeland Security, and Engineering Management Bureau (EMB). The roll-out of the security program across the five regional Water System Improvement Program areas, Waste Water Enterprise, and Power Enterprise, and the on-going interaction with other City Departments requires, that one consultant manage the project implementation process and disclosure of sensitive information. Failure to secure a consultant at this stage may result in very significant delays and may jeopardize our efforts to implement security at SFPUC's critical sites.

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 is currently being provided via PSC No. 36698-17/18 (CS-324.A). We are currently issuing a new Request for Proposal for similar services. This PSC 44518-18/19 is a renewal of PSC 47235-18/19 which expires on 8-20-19. This PSC 44518-18/19 has the same scope as PSC 47235-18/19.

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.

We are requesting five(5) years because part of the scope of services is to provide design support during construction support.

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

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

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

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

B. Explain the qualifying circumstances:

This is very specialized work. These services are short-term and associated with specific capital projects underway. The skills and expertise needed are diverse and not adequately represented within City resources for the work required. The services are discrete and as-needed, and not steady or long-term in nature. The services require resources that the City lacks – not only the specialized expertise as noted above, but also specific security design, architectural, and/or other software and tools that the City lacks. Future funding is uncertain for this work, and, as described above, establishment of new civil service positions, classes, or programs would not be appropriate for this as-needed/intermittent and highly specialized type of work.

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

A. Specify required skills and/or expertise: Experience implementing an enterprise-wide security program and integrating numerous security systems and security software applications, Certified Protection Professional (CPP) certification, expertise at designing a full range of electronic security monitoring systems, expertise at developing security program policy and procedures, and thorough knowledge of startup and testing procedures.

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?**

There are no known civil service classifications which normally perform this work. Electrical engineers have only typically designed site-specific electronic security systems including card reader access and camera surveillance monitored on-site, and remote monitoring of alarm contacts using a Remote Terminal Unit (RTU) output to Supervisory Control and Data Acquisition (SCADA), and do not possess the skills and expertise needed for these services.

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

A. Explain why civil service classes are not applicable.

Security design and enterprise-wide implementation is a specialty professional service requiring many years of experience, a thorough knowledge of security principals and technologies, which are constantly evolving. Electrical Engineers do not have CPP certification nor the expertise to evaluate facilities for security requirements and alternate security monitoring devices and technologies. They do not have the expertise to coordinate and manage the implementation of an enterprise-wide security program.

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, it would not be practical to adopt a new civil service class. This is a specialty with a short-term of service.

**6. Additional Information**

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. Training will not be provided, as electrical engineers do not have CPP certification nor the expertise to evaluate facilities for security requirements and alternate security monitoring devices and technologies. They do not have the expertise to coordinate and manage the implementation of an enterprise-wide security program.
- 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 06/10/2019, 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: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfwater.org

Address: 525 Golden Gate Avenue San Francisco, CA

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44518 - 18/19

DHR Analysis/Recommendation:

action date: 08/05/2019

Commission Approval Required

Approved by Civil Service Commission

08/05/2019 DHR Approved for 08/05/2019

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: Environmental

Funding Source: Hetch Hetchy Water and Power

PSC Duration: 9 years 1 day

PSC Amount: \$5,000,000

**1. Description of Work**

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

The contract will conduct hydrologic, geomorphic, biological, and related river ecosystem science and management work on an as-needed basis in relation to existing and future agreements with the US Department of Interior under the Raker Act.

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

Failure to approve this PSC will contribute to the SFPUC renegeing on existing commitments under agreements with the US Department of Interior under the Raker Act on the Upper Tuolumne River.

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, via CS-388. Previous PSC #4064-08/09.

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.

The proposed 9 year contract would support long-term needs for the SFPUC's Upper Tuolumne River Ecosystem Program and related agreements with the US Department of Interior under the Raker Act. Efforts will include supporting long-term ecological monitoring and program implementation.

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

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

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

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

B. Explain the qualifying circumstances:

The work is specialized and can be episodic, not lending itself to permanent staff positions. Some supporting work will be conducted by existing SFPUC staff.

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

A. Specify required skills and/or expertise: Proven expertise and experience in physical process-based river restoration approaches, river ecosystem science, and collaborative development of ecosystem-based

instream flow recommendations for regulated river systems in California.

- 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:  
Yes, a qualified contractor will utilize equipment like catarafts (boats for large river flow measurement), thermisters (small temperature recording devices), and time lapse cameras (for recording change over time).

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

N/A

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

- A. Explain why civil service classes are not applicable.  
Currently, there are no civil service classes that perform this work as the work is highly specialized. Some examples of specialized skills sought include 2D hydraulic modeling, individual based population modeling, geomorphic and sediment transport modeling, habitat restoration design, class 5 river guide services, riparian recruitment analysis, water temperature modeling, statistical analysis for fisheries, benthic macroinvertebrate collection, identification, and statistical analysis, ecological functional flow analysis, flow-habitat relationship analysis, and ramping rate analysis.
- 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, these services are highly specialized and are only required on an 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 contract? If so, please explain what that will entail; if not, explain why not.  
No. The work is specialized and can be episodic, not lending itself to permanent staff positions. Some supporting work will be conducted by existing SFPUC staff.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

- 7. Union Notification:** On 12/15/2023, 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: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfgwater.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42794 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/30/2024

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

**From:** dhr-psccordinator@sfgov.org on behalf of shale@sfwater.org  
**To:** Hale, Shawndrea M.; jegy.sering@seiu1021.org; joshv@smw104.org; oumar.fall@seiu1021.org; oumar.fall@seiu1021.org; sportillo@ifpte21.org; sportillo@ifpte21.org; matthew.torres@seiu1021.org; matthew.torres@seiu1021.org; cade.crowell@seiu1021.org; jduritz@uapd.com; kdavis@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; dho@ifpte21.org; dho@ifpte21.org; dvickers@iam1414.org; SF-DHR-Info@seiu1021.org; SF-DHR-Info@seiu1021.org; sbabaria@cirseiu.org; andrea@sfmea.com; Camaguey@sfmea.com; Camaguey@sfmea.com; cpark@local39.org; cpark@local39.org; khughes@ibew6.org; ewallace@ifpte21.org; ewallace@ifpte21.org; plangrooferlocal40@gmail.com; rooferslocal40@gmail.com; seichenberger@local39.org; dtuttle@oe3.org; dtuttle@oe3.org; pkim@ifpte21.org; najuawanda.daniels@seiu1021.org; pking@uapd.com; president@sanfranciscodsa.com; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; rmarengo@twusf.org; pwilson@twusf.org; cmoyer@nccrc.org; noah.frigault@sfgov.org; sfdpoa@cloud.com; Mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; junko.laxamana@sfgov.org; jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; tracym@sfpoa.org; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Meyers, Julie (HSA); seichenberger@local39.org; jason.klumb@seiu1021.org; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Kathy; Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmllocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; 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; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Hale, Shawndrea M.; dhr-psccordinator@sfgov.org  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 42794 - 23/24  
**Date:** Friday, December 15, 2023 4:31:54 PM

---

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

RECEIPT for Union Notification for PSC 42794 - 23/24 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 42794 - 23/24 for \$5,000,000 for Initial Request services for the period 05/05/2024 – 05/04/2033. 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/21798> 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



# **Additional Attachment(s)**

## Meeting Information

 TEXT  FONT SIZE  

Archive Center >> [Civil Service Commission](#) >> 2008

back to [Civil Service Commission](#) home page

[2009](#) [2008](#) [2007](#) [2006](#) [2005](#) [2004](#) [2003](#) [2002](#) [2001](#) [2000](#) [1999](#) [1998](#) [1997](#)

### MINUTES Regular Meeting December 15, 2008

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

#### CALL TO ORDER

2:13 p.m.

#### ROLL CALL

President Donald A. Casper	Present
Vice President Morgan R. Gorrone	Present
Commissioner Mary Y. Jung	Present (Arrived at 4:12 p.m. Missed Item #s 1 through 13)
Commissioner E. Dennis Normandy	Present (Left at 4:15 p.m. Missed Item #s 14 through 19)

President Donald A. Casper presided.

#### PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

#### APPROVAL OF MINUTES

Regular Meeting of December 1, 2008

**Action:** Approve. (Vote of 3 to 0)

#### 0543-08-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4062-08/09	Fire Department	\$1,250,000	Will provide clinical quality assurance services for the Fire Department Emergency Medical Services (EMS) and the Department of Emergency Management (DEM).	Regular	12/31/11
4064-08/09	Public Utilities Commission	\$1,500,000	Will conduct hydrologic, geomorphic, biological and related river ecosystem science work on and as-needed basis.	Regular	01/14/14

**December 1, 2008 (1) Postpone PSC #4062-08/09 to the meeting of**

**December 15, 2008.**  
**(2) Postpone PSC #4064-08/09 to the meeting of**  
**December 15, 2008 at the request of the Public**  
**Utilities Commission.**

- Speakers:** Capt. Andy Zanoft, San Francisco Fire Department spoke on PSC #4062-08/09.  
Kofo Domingo and William Sears, Public Utilities Commission spoke on PSC #4064-08/09.
- Action:**
- (1) Adopt the Human Resources Director's report on PSC #4062-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)
  - (2) Adopt the Human Resources Director's report on PSC #4064-08/09 as verbally amended to note that the contractor will train City and County employees. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

**0563-08-8 Review of request for approval of proposed personal services contracts.**  
**(Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4066-08/09	Office of Economic & Workforce Development	\$150,000	Will assist Office of Economic & Workforce Development (OEWD) with design and implementation of a system to support client tracking and performance management for Workforce Investment (WIA).	Regular	08/17/10
4067-08/09	Airport Commission	\$250,000	Will provide, program, install and implement a satellite communication system with annual air-time service plan for both a mobile command center (a vehicle) and the Airport's Emergency Operations Center.	Regular	12/31/17
4068-08/09	Airport Commission	\$500,000	Will provide support on the Noise Insulation Program, particularly on tasks such as: review of County records and updated noise impact boundaries to identify properties that may qualify for noise insulation improvements.	Regular	12/21/11
4069-08/09	Arts Commission	\$60,000	Will provide design, fabrication, transportation and installation of temporary sculpture made from willow saplings in Civic Center Plaza.	Regular	11/15/10
4070-08/09	Arts Commission	\$70,000	Will provide design, fabrication, transportation and installation of free-standing sculpture for the grounds of the Moscone Recreation Center.	Regular	11/15/10
4071-08/09	Port	\$75,000	Will provide training to local high school students on field monitoring and analytical techniques, HRC has granted a sole source waiver for this effort.	Regular	01/04/11
4072-08/09	Public Utilities Commission	\$5,000,000	Will provide a pool of pre-qualified consultants with expertise related to renewable energy services (i.e. primarily waste-to-energy [ex: grease/biomass/food waste-to-energy]; possibly wind and solar power design expertise).	Regular	01/31/11
4073-08/09	Public Utilities Commission	\$7,000,000	Will provide inspection services and rehabilitation upgrades for Water Enterprise for civil facilities that are not Water System Improvement Program facilities.	Regular	01/31/14
4164-06/07 <b>Postpone to 1/5/09</b>	Mayor's Office	Increase Amount \$0.00 New Amount \$900,000	Will provide state lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City.	Modification	06/30/09
4186-06/07	Mayor's Office of Housing	Increase Amount \$160,000 New Amount \$300,000	Will provide project management and monitoring for lead hazard reduction work of participating properties. Verify compliance of contractors with City and State regulations, and conduct clearance inspections in accordance with HUD and other federal guidelines.	Modification	06/30/10

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: Upper Tuolumne River Ecosystem Project, River Science Support (CS-946)/(CS-388)

Funding Source: Hetch Hetchy Water and Power Fun

PSC Amount: \$1,500,000

PSC Est. Start Date: 01/15/2009

PSC Est. End Date 01/14/2014

**1. Description of Work**

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

The San Francisco Public Utilities Commission (SFPUC) seeks to retain the services of a qualified Proposer to conduct hydrologic, geomorphic, biological and related river ecosystem science work on an as-needed basis. The work will be conducted in support of the Upper Tuolumne River Ecosystem Project and other related SFPUC river and stream ecosystem management efforts.

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

The Upper Tuolumne River Ecosystem Project will (1) satisfy existing instream flow commitments (2) implement the SFPUC Water Enterprise environmental stewardship policy on the Upper Tuolumne River, and (3) assist the U.S. National Park Service with development of the Tuolumne wild and scenic river plan. Failure to approve this PSC will result in the SFPUC renegeing on existing commitments on the Upper Tuolumne River.

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

This service has not been provided in the past.

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):

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 CS-388 contract was established for the express purpose of providing as-needed river ecosystem science services due to the uncertain nature of Raker Act regulatory requirements, upper Tuolumne River scientific findings, and environmental conditions that constrain/dictate field data gathering opportunities. Thus CS-388 workload is often episodic, intermittent, and on demand (as-needed) and does not lend itself to a permanent position(s) and workload. The City lacks the equipment and knowledgeable staff necessary to conduct the highly specialized tasks described in the CS-388 RFP and contract. Because of the episodic nature of the work, it would be unreasonable to establish a City workforce capable of these specialized tasks.

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

- A. Specify required skills and/or expertise: Proven expertise and experience in physical process-based river restoration approaches, river ecosystem science, and collaborative development of ecosystem-based instream flow recommendations for regulated river systems in California.
- 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: Yes, a qualified contractor will utilize equipment like catarafts (boats for large river flow measurement), thermisters (small temperature recording devices), and time lapse cameras (for recording change over time).

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

N/A. The City does not have these services.

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

- A. Explain why civil service classes are not applicable.  
Currently, there are no civil service classes that perform this work as the work is highly specialized.
- 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, these services are highly specialized and are only required on an 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.  
No.
- 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 none, 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: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

Address: 525 Golden Gate Ave. San Francisco, CA

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4064-08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

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: Community Choice Aggregation (CCA) Back Office Services

Funding Source: Operating budget for CleanPowerSF Professi PSC Duration: 5 years 4 weeks

PSC Amount: \$17,000,000

**1. Description of Work**

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

Provide the back-office services necessary to operate CleanPowerSF, the City's Community Choice Aggregation (CCA) program. In the context of CCA, back-office services include comprehensive customer care, account management, billing, and data services for the program. This allows for the tracking of participating customers, recording electric usage and billings via electronic data exchange with PG&E, and supporting the PUC's customer care call center in handling CCA related calls.

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

This service is necessary to ensure continuity of essential business services to CleanPowerSF's 395,000 customers. The service ensures that CleanPowerSF can bill customers, track payment, maintain billing and data management systems necessary to operate the program and have necessary revenues to operate the program, as well as to respond to customer inquiries. Denial would disrupt billing and customer service and make it impossible for CleanPowerSF to operate.

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 been provided under this PSC No. 4141-11/12 Community Choice Aggregation (CCA) Back Office Services (CS-247).

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.

Contract is for five years. This contract is for CleanPowerSF customer meter data management and billing services which are complex, technical and essential business continuity Services for CleanPowerSF.

Without these services in place CleanPowerSF will not be able to bill its customers or collect payments for its services. We are asking for five years to create stability for the program.

**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:

CleanPowerSF requires IT systems that are specific to CCA business processes, which the PUC currently does not own or operate. Analysis by PUC has indicated that creating and managing these IT systems in house is not practical in the near term and leveraging external providers which offer existing versions of these tools is a more efficient use of city resources.

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

A. Specify required skills and/or expertise: (1) Experience billing CCA customers using PG&E's Electronic Data Interchange (EDI) protocol; (2) experience supporting responses to customer queriers that require on-time EDI information from PG&E;(3) experience with wholesale and retail electricity markets; and (4) experience/expertise in providing Meter Data Management Agent (MDMA) function to California Independent System Operator (CAISO).

B. Which, if any, civil service class(es) normally perform(s) this work? 1478, Senior Water Services Clerk; 1480, Principal Water Services Clerk; 4310, Commercial Div Asst Sprv; 5601, Utility Analyst; 5602, Utility Specialist; 0922, Manager I;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor will provide the necessary IT systems and software to support Customer Information Systems, perform billing calculations, and execute EDI transfer.

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

Not Applicable, the Community Choice Aggregation Back Office Services provided through this contract are not currently available from City resources.

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

A. Explain why civil service classes are not applicable.

Existing resources with the necessary skills are not available, and external data and billing service providers can more easily and efficiently provide the necessary services in the near term than developing internal software tools and resources (Examples of necessary tools and resources include customer information systems, software to perform billing calculations, EDI interfaces with PG&E, etc.)

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. As indicated above, certain functions performed under this contract have been transitioned to existing civil service classifications. The PUC is analyzing the feasibility of bringing the billing and data management tasks provided by the contractor in-house. However, initial analysis indicates that the PUC will need to make significant investments in IT systems that are specific to CCA business processes, which the PUC currently does not own or operate. For this reason, it has been the PUC's determination that in the near-term it would not be practical to conduct these activities internally, and that using a contractor is the most efficient use of City resources. The PUC will continue to assess the feasibility of bringing contracted services in-house as the program matures. An example of this is call center services, which were initially provided by the contractor and are now conducted internally by civil service personnel.

**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. Yes, contractor should plan to provide detailed training materials, both face to face and interactive web-based training on CCA program information as well as full system training. The contract does not specify a specific number of training hours but provides an hourly rate for such work to be conducted. The SFPUC would work with the contractor to develop a training plan and scope of work for training purposes. This training will principally involve PUC CleanPowerSF and Customer Service Bureau Call Center staff, consisting principally of the following classifications: 1478, Senior Water Services Clerk and 1480, Principal Water Services Clerk, Utility Analyst 5601, Utility Specialist 5602.
- 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 10/31/2023, the Department notified the following employee organizations of this PSC/RFP request:  
Municipal Executive Association; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous

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

Name: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfgwater.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49686 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/30/2024

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [shale@sfwater.org](mailto:shale@sfwater.org)  
**To:** [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); [matthew.torres@seiu1021.org](mailto:matthew.torres@seiu1021.org); [SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org); [najuawanda.daniels@seiu1021.org](mailto:najuawanda.daniels@seiu1021.org); [jason.klumb@seiu1021.org](mailto:jason.klumb@seiu1021.org); [noah.frigault@sfgov.org](mailto:noah.frigault@sfgov.org); [Meyers, Julie \(HSA\)](mailto:Meyers,Julie.(HSA)); [thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org); [Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org); [Basconcillo, Kathy](mailto:Basconcillo,Kathy); [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net); [Wendy.Frigillana@seiu1021.org](mailto:Wendy.Frigillana@seiu1021.org); [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org); [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net); [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); [xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org); [Sin.Yee.Poon@sfgov.org](mailto:Sin.Yee.Poon@sfgov.org); [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org); [jtanner940@aol.com](mailto:jtanner940@aol.com); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [jharding@ifpte21.org](mailto:jharding@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [agarza@ifpte21.org](mailto:agarza@ifpte21.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [andrea@sfmea.com](mailto:andrea@sfmea.com); [junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org); [Criss@sfmea.com](mailto:Criss@sfmea.com); [Christina@sfmea.com](mailto:Christina@sfmea.com); [staff@sfmea.com](mailto:staff@sfmea.com); [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 49686 - 23/24  
**Date:** Tuesday, October 31, 2023 3:18:39 PM

---

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

RECEIPT for Union Notification for PSC 49686 - 23/24 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 49686 - 23/24 for \$17,000,000 for Initial Request services for the period 11/01/2024 – 11/30/2029. 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/21638> 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)**

## June 18, 2012 Regular Meeting

**AMENDED**

### MINUTES

Regular Meeting

June 18, 2012

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

#### CALL TO ORDER

2:01 p.m.

#### ROLL CALL

Present Kate Favetti

Present

Vice President Scott R. Heldfond

Present

Commissioner Mary Jung

Present

At the request of President Favetti, former President E. Dennis Normandy presided.

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

None.

**APPROVAL OF MINUTES**

Special Meeting of May 7, 2012

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

Special Meeting of June 4, 2012

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

Regular Meeting of June 4, 2012

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

**COMMENDATIONS AGENDA**

0176-12-1 **Commendation for Lisa Seitz Gruwell for her dedicated service to the City and County of San Francisco as a Civil Service Commissioner from August 3, 2010 to August 30, 2011. (Item No. 5)**

**Speakers:** President Kate Favetti

**Action:** Approved. (Vote of 4 to 0); Commissioner Seitz Gruwell was unable to attend due to her work travel schedule. The Commission requested the Executive Officer to deliver the Commendation to the Commissioner.

0177-12-1

**Commendation for Anita Sanchez, Executive Officer, Civil Service Commission, upon her retirement after 25 years of service to the City and County of San Francisco. (Item No. 6)**

**Speakers:** President Kate Favetti

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

Ms. Sanchez accepted the accolades from the Commissioners with grace and thanked former Executive Officer Al Walker for taking her on in 1996 as his assistant and former Executive Officer Kate Favetti for keeping her on as her assistant.

She acknowledged all the wonderful Commissioners she has worked with who have supported the Merit System principles and had many accomplishments. The tragic death of Commissioner Donald A. Casper for her was the greatest heartbreaking tragedy.

Ms. Sanchez acknowledged the work of the Civil Service Commission staff as well as the assistance received from the Department of Human Resources.

She stated that she hopes everyone will continue to support the work of the Commission and she will always be working and looking out for the needs of the community we serve. She hopes that she treated everyone with courtesy and dignity.

**HUMAN RESOURCES DIRECTOR'S REPORT** (Item No. 7)

Micki Callahan, Human Resources Director reported that foremost on the Department of Human Resources (DHR) agenda is the going live of Project eMerge in late August. Although this is the Controller's Project, DHR is deeply involved because it combines for the first time into one system the payroll and HR functions together. It is a massive undertaking. One of the things that will be different and a challenge for departments is that it will be necessary to hire at the start of the pay period which will require more discipline and planning because of the need to insure that both systems are integrated.

**EXECUTIVE OFFICER'S REPORT**

0168-12-9

**Report of Administration and Implementation of Employee Relations Ordinance section 16.211 Procedure for Recognition of Employee Organization as Exclusive Representative of a Bargaining Unit and Section 16.212 Decertification – Bargaining Unit 2 Election. (Item No. 8)**

**Speakers:** Luz Morganti, Civil Service Commission

Action:

Accepted the report. (Vote of 4 to 0)

0169-12-8

Review of request for approval of proposed personal services contracts. (Item No. 9)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4133-11/12	Airport Commission	\$18,000,000	<p>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.</p> <p>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.</p>	Regular	12/31/22
4134-11/12	Children & Families Commission	\$70,000	<p>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.</p>	Regular	12/31/16
4135-11/12	Emergency Management	\$200,000	<p>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.</p>	Regular	04/30/14
4136-11/12	Environment	\$59,190	<p>Administer the California Green Business Net-work's online Green Business database, including everyday database management, web based and in person trainings and support for new users of</p>	Regular	12/31/12



			online database, customer service to all coordinator users, and oversight of bug fixes and necessary updates to the system.		
4137-11/12	Municipal Transportation Agency	\$120,000	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 Allocations 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).	Regular	09/30/17
4138-11/12	City Planning	\$1,100,000	Transportation Impact Study (TIS) and a citywide programmatic Environmental Impact Report (EIR) for the Transportation Sustainability Program (TSP) consisting of two interrelated policy initiatives by the City and County of San Francisco. This initiative concerns a funding program for addressing the citywide transportation system performance impacts of additional housing and jobs generated by new development. The City would fund these improvements by adopting the proposed Transportation Sustainability Fee (TSF),  a new development fee based on motorized trips.	Regular	12/31/14
4139-11/12	Public Utilities Commission	\$600,000	The consultant would prepare CEQA documents in conjunction with the San Francisco Planning Department, assist the SFPUC in environmental permit preparation and acquisition (if necessary), develop any necessary background reports in support of the above, and provide environmental expertise as necessary during the various project phases for the Auxiliary Water Supply System (AWSS) program.	Regular	07/30/16
<b>4140-11/12</b>	Public Utilities Commission	\$1,500,000	The proposed work consists of designing and building a microwave radio communications system from Moccasin to Calaveras Substation.	Regular	09/30/15
4141-11/12	Public Utilities Commission	\$8,000,000	Provide the back office services necessary to operate the City's Community Choice Aggregation (CCA) program. In the context of CCA, back office services include comprehensive customer care, account management and data services for the program. This allows for the tracking of participating customers, recording electric usage and billings via electronic data exchange with PG&E, and managing a customer care call center.	Regular	02/01/17
4098-10/11	Airport Commission	Increase Amount \$10,200,000  New Amount \$13,000,000	Early in the planning for the SFO RSA Program ("the Program"), staff underestimated the work and believed the work required by the Program could be accomplished with minimal outside assistance. Now that the environmental assessment process is completed and the project became better defined and Federal Aviation Administration's (FAA) has added additional tasks to the Program, staff recognizes that the demands have increased not only in the amount of work required, but also in its complexity. The Airport is seeking increased technical expertise and support from the consultants to complete the design and increase construction management support services of the Program to support the Airport staff. Essentially, four events have occurred since staff initially organized how it would manage the Program. Those events are that the FAA was unable to provide the design for required navigational systems, the FAA began to require additional reports from SFO as a result of recent audits, the FAA added a runway status light system and a runway template action plan to the Program, and final environmental documents for implementation of the Program at SFO identified additional concerns that the Airport will have to address during construction. The work includes	Modi- fication	06/30/16

			specialty design and inspection pertaining to the FAA navigational aids systems, runway design and construction specific to the Program, project financial analyses, and development of a master project schedule.		
3103-09/10	Public Utilities Commission	<p>Increase Amount</p> <p>\$73,500</p> <p>New Amount</p> <p>\$98,000</p>	<p>The SFPUC provides a subsidy for SFPUC residential retail customer to purchase a laundry-to-landscape "kit" that includes the basic parts involved in setting up such a system. The SFPUC subsidizes up to \$100 towards the cost of the kits to those SFPUC residential customers in San Francisco who agree to be part of a laundry to landscape pilot study and participate in a mandatory workshop. The program also provides educational workshops. Participating customers agree to have SFPUC water conservation inspectors and potentially DBI audit their planned and installed systems. This program is structured similar to the rain barrel harvest program in which qualifying customers purchase the kit from an approved vendor and the SFPUC reimburses the vendor, also hosts workshops and provides an instructor to train participants on how to use the kits. This modification will allow the SFPUC to continue the program, conduct additional marketing, secure more participants, and gather more data on how residential L2L systems affect customer water use, landscaping and irrigation practices.</p>	Modification	07/31/15

**Speakers:** Cynthia Avakian and Dave Barber, San Francisco International Airport spoke on PSC #4133-11/12.  
Derik Aoki, Children & Families Commission spoke on PSC #4134-11/12.  
David Scott, Public Utilities Commission spoke on PSC #3103-09/10.

**Action:**

- 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. (Vote of 4 to 0)
- 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. (Vote of 4 to 0)
- 3) Adopted the report; Approved request for PSC #4141-11/12 (Vote of 3 to 0); Commissioner Jung recused. (Vote of 4 to 0). Notified the Office of the Controller and the Office of Contract Administration.
- 4) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0165-11-6 **Appeal by Jeff Adachi, Public Defender appealing the Human Resources Director's decision in the discrimination complaint filed by Ana Guevara EEO File #1526. (Item No. 10)**

**Speakers:** None.

**Action:** Postponed to the meeting of September 17, 2012. (Vote of 4 to 0)



Terris Abhaya  
Sandy Pubill  
Susana Tan

From Class 4202 Assessment Clerk to 4213 Assessor-Recorder  
Assistant

Maria Ahumada-Perez  
Arlene Boongaling  
Kit Chau  
Georgina Gogna  
Alice Kim  
Joe Lee  
Fanny Truong

From Class 8109 Document Examiner Technician to Class 4215  
Assessor-Recorder Senior Office Specialist.

Ngee Chow  
Ellen Collaco  
Pio Factor  
Leticia Granados  
Guadalupe Laurente  
Maria Quinones  
Pauline Tam  
Vincent Williams

From Class 4203 Senior Assessment Clerk to Class 4215 Assessor-  
Recorder Senior Office Specialist.

Stella Chow

From Class 8108 Senior Legal Process Clerk to Class 4215 assessor-  
Recorder Senior Office Specialist.

Rufino de Leon  
Angela Lucas  
Shanna Ngo  
Guadalupe Santana

From Class 4202 Assessment Clerk to Class 4215 Assessor-Recorder  
Senior Office Specialist.

Myrna Flores  
Alicia Petalver  
Felomina Uban

From Class 4202 Assessment Clerk to Class 4214 Assessor-Recorder  
Office Specialist

0170-12-2      **Response to appeals submitted by Diane Cirrincione, Melissa Panday-Shrawder, Abdul Janjua, Dinora Sanchez, Gladys Sanchez, Carmelita Harris, Antonio Segarra, Kathleen Pierpont, Alice Cheung, and Julia Leiva in regards to Classification Action #31FY11/12 – Allocation and Status Grant Requests. (Item No. 13)**

**Speakers:**      Kimberly Kimura, Office of Assessor-Recorder  
Melanie Morales, Office of Assessor-Recorder  
Christina Penland, Department of Human Resources  
Vincent Williams, SEIU Local 1021  
Abdul Janjua, Appellant  
Gladys Sanchez, Appellant

**Action:**      1) Rescind the motion to postpone Antonio Segarra's portion of the appeals to a meeting to be determined.  
(Vote of 4 to 0)

2) Adopted the report. Sustained the decision of the Human Resources Director; Denied the appeals submitted in regards to Classification Action #31FY11/12. (Vote of 4 to 0)

0012-12-7 **Appeal by Elgin Major of his automatic resignation as a 7514 Laborer with the Public Utilities Commission. (Item No. 14)**

**Speakers:** Criss Romero, Public Utilities Commission  
Anthony Travis, Laborers Local 261  
Elgin Major, Appellant  
Micki Callahan, Human Resources Director

**Action:** 1) Adopted the report; Sustained the decision of the Public Utilities Commission. Upheld the automatic resignation of Elgin Major.  
2) Cancelled all current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Public Utilities Commission. (Vote of 4 to 0)

0173-11-7 **Request for hearing by John O'Driscoll of his designation as "Services Unsatisfactory" in his resignation as a 1023 IS Administrator III and his future employment restrictions with the Public Utilities Commission. (Item No. 15)**

**Speakers:** None.

**Action:** No future employment with the San Francisco Public Utilities Commission; No future employment with the City and County of San Francisco.  
(Vote of 4 to 0) Mr. O'Driscoll failed to appear.

**COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 16)**

None.

ADJOURNMENT (Item No. 17)

4:17 p.m.

The meeting adjourned in recognition of the service provided to the Civil Service Commission and the City & County of San Francisco by Anita Sanchez, Executive Officer. (Vote of 4 to 0)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW Dept. Code: DPW

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

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

Type of Service: Development, Administration, Analysis and Improvement of a Workplace Culture

Funding Source: Department Overhead Budget

PSC Amount: \$187,000 PSC Est. Start Date: 01/30/2024 PSC Est. End Date 01/30/2030

**1. Description of Work**

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

Provide consulting services in support of a strategic initiative surrounding employee engagement and workplace satisfaction. This also builds capacity within the department to continue efforts done in the previous years that are related to employee engagement and workplace satisfaction. Consultant will design, develop, and administer all aspects of a workplace culture survey for San Francisco Public Works employees with the objective of detecting overall employee engagement and satisfaction, while achieving a high employee participation rate. Consultant will use survey response data to produce a concise, comprehensive executive summary of findings along with an analysis to assist Department in seeking additional information and feedback for potential improvement actions. Consultant will also provide support in identifying and prioritizing action items based in survey results, as well as guidance in implementing them. Consultant may provide services to address survey findings and support workplace culture.

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

One of the three goals established by San Francisco Public Works' 2018-2023 Strategic Plan is to "Be the best place to work." Central to this goal is that attracting and engaging a talented and diverse workforce, while providing opportunities for professional and personal development and maintaining open lines of communication, leads to a motivated workforce that will drive innovation and service in the stewardship of San Francisco's public spaces. Continuing the efforts around workplace survey is essential for the Department leadership to understand and improve upon San Francisco Public Works' workplace environment. Insight into employees' perceptions of Department leadership, general workplace satisfaction and safety, and training and development needs, etc. is a critical element in improving the overall workplace culture, including general morale, skills development, and employee retention rates. Denial of this service would severely hamper Public Works' efforts to "be the best place to work" and could result in deterioration of Public Works' workplace satisfaction as reflected in increased staff attrition, declining departmental performance, and disinterest in professional development. Having a 3rd party consultant responsible for conducting the survey helps safeguard high level of confidentiality for survey results and maintain high level of participation rates.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.  
PSC 33742-17/18. Contract ID: 100009140

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.  
PSC duration exceeds 5 years to account for time needed to advertise and award contracts. The contract will have a duration of no more than 5 years.

**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:

Designing, developing, and implementing all aspects of a workplace culture survey is a highly specialized, short-term and intermittent project that requires a third-party consultant. During the lifecycle of the project, there would be occasions when it is necessary to use office space, facilities and equipment for discussion, meetings and training sessions.

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

- A. Specify required skills and/or expertise: Consultant must possess extensive and diverse knowledge and experience in workplace survey design and the development and administration of all aspects of a workplace survey. Aspects include, but are not limited to, survey format, question design, public sector vs private sector benchmarking, qualitative and quantitative analyses of survey responses, and design of action plan. Consultant must have demonstrated ability to analyze responses, present results, and develop recommendations for an implementation plan.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II;
- 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 department is able to staff this project with 1824 Principal Administrative Analyst I as support, however, Public Works does not have an internal position with the level of subject matter expertise and years of experience on employee engagement survey and workplace culture practices needed to support the scale of this project.

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

- A. Explain why civil service classes are not applicable.  
Although civil service classes can perform some of the services, San Francisco Public Works needs an independent, third-party consultant with subject matter expertise in workplace culture who can provide this service on a temporary, short-term basis only
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The work required for this project is highly specialized and is a one-time, short-term project.

**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.  
Yes. Yes. Consultant will not formally train City and County employees on survey design for workplace culture because this is a highly specialized and one-time, short-term project. However, the consultant may train a diverse group of managers and supervisors to help address survey findings and support workplace culture.



- 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 11/16/2023, the Department notified the following employee organizations of this PSC/RFP request:  
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: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 49 South Van Ness Avenue, Suite 1600 San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42950 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/30/2024

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

**From:** [dhrrpscordinator@sfgov.org](mailto:dhrrpscordinator@sfgov.org) on behalf of [alexander.burns@sfdpw.org](mailto:alexander.burns@sfdpw.org)  
**To:** [Burns, Alexander \(DPW\)](mailto:Burns,Alexander@DPW); [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [jharding@ifpte21.org](mailto:jharding@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [agarza@ifpte21.org](mailto:agarza@ifpte21.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [l21pscreview@ifpte21.org](mailto:l21pscreview@ifpte21.org); [Sy, Don \(DPW\)](mailto:Sy,Don@DPW); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator,DHR@HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 42950 - 23/24  
**Date:** Thursday, November 16, 2023 3:31:32 PM

---

RECEIPT for Union Notification for PSC 42950 - 23/24 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 42950 - 23/24 for \$187,000 for Initial Request services for the period 01/30/2024 – 01/30/2030. 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/21703> 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: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request:  Initial  Modification of an existing PSC (PSC # 33742 - 17/18)

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

Type of Service: Development, Administration, and Analysis of a Workplace Culture Survey

Funding Source: Department overhead, training budget

PSC Original Approved Amount: \$96,000 PSC Original Approved Duration: 03/01/18 - 06/30/22 (4 years 17 weeks)

PSC Mod#1 Amount: \$41,000 PSC Mod#1 Duration: 07/01/22-12/31/23 (1 year 26 weeks)

PSC Mod#2 Amount: \$4,000 PSC Mod#2 Duration: no duration added

PSC Mod#3 Amount: \$46,000 PSC Mod#3 Duration: no duration added

PSC Cumulative Amount Proposed: \$187,000 PSC Cumulative Duration Proposed: 5 years 43 weeks

**1. Description of Work**

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

Provide consulting services in support of a strategic initiative surrounding employee engagement and workplace satisfaction. Consultant will design, develop, and administer all aspects of a workplace culture survey for San Francisco Public Works employees with the objective of detecting overall employee satisfaction while achieving a high employee participation rate. Consultant will use survey response data to produce a concise, comprehensive executive summary of findings along with an analysis to assist Department in seeking additional information and feedback for potential improvement actions.

**Scope Change**

N/A

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

One of the three goals established by San Francisco Public Works' 2018-2022 Strategic Plan is to "Be the best place to work." Central to this goal is that attracting and engaging a talented and diverse workforce, while providing opportunities for professional and personal development and maintaining open lines of communication, leads to a motivated workforce that will drive innovation and service in the stewardship of San Francisco's public spaces. The commissioning of this workplace survey is essential for Department leadership to understand and continually improve upon San Francisco Public Works' workplace environment. Insight into employees' perceptions of Department leadership, general workplace satisfaction and safety, and training and development needs, etc. is a critical element in improving the overall workplace culture, including general morale, skills development, and employee retention rates. Denial of this service would severely hamper Public Works' efforts to "be the best place to work" and could result in deterioration of Public Works' workplace satisfaction as reflected in increased staff attrition, declining departmental performance, and disinterest in professional development.

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

Yes, please see original PSC to PSC Mod 2 approved

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

There are no plans to renew this contract 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:**

N/A

**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).

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

Explain the qualifying circumstances:

San Francisco Public Works needs an independent third-party consultant who can provide this service on a temporary, short-term basis only.

B. Reason for the request for modification:

To continue employee engagement survey and other related services pursuant to existing contract.

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

A. Specify required skills and/or expertise: Consultant must possess extensive and diverse knowledge and experience in workplace survey design and the development and administration of all aspects of a workplace survey. Aspects include but are not limited to survey format, question design, public sector vs private sector, qualitative and quantitative analyses of survey responses, and design of action plan. Consultant must have demonstrated ability to analyze responses, present results, and develop recommendations for an implementation plan.

B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer; 1803, Performance Analyst I; 1805, Performance Analyst II; 1830, Perf Analyst III Project Mgr;

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.

Although civil service classes can perform some of the services, San Francisco Public Works needs an independent, third-party consultant who can provide this service on a temporary, short-term basis only.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The work required for this project is highly specialized and is a one-time, short-term project.

### **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.

Consultant will not train City and County employees because this is a highly specialized and one-time, short-term 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.  
complete additional surveys pursuant to existing contract

7. **Union Notification:** On 08/04/22, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21;

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

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 1155 Market Street, 4th Floor, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 33742 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 08/24/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request:  Initial  Modification of an existing PSC (PSC # 33742 - 17/18)

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

Type of Service: Development, Administration, and Analysis of a Workplace Culture Survey

Funding Source: Department overhead, training budget

PSC Original Approved Amount: \$96,000 PSC Original Approved Duration: 03/01/18 - 06/30/22 (4 years 17 weeks)

PSC Mod#1 Amount: \$41,000 PSC Mod#1 Duration: 07/01/22-12/31/23 (1 year 26 weeks)

PSC Cumulative Amount Proposed: \$137,000 PSC Cumulative Duration Proposed: 5 years 43 weeks

**1. Description of Work**

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

Provide consulting services in support of a strategic initiative surrounding employee engagement and workplace satisfaction. Consultant will design, develop, and administer all aspects of a workplace culture survey for San Francisco Public Works employees with the objective of detecting overall employee satisfaction while achieving a high employee participation rate. Consultant will use survey response data to produce a concise, comprehensive executive summary of findings along with an analysis to assist Department in seeking additional information and feedback for potential improvement actions.

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

One of the three goals established by San Francisco Public Works' 2018-2022 Strategic Plan is to "Be the best place to work." Central to this goal is that attracting and engaging a talented and diverse workforce, while providing opportunities for professional and personal development and maintaining open lines of communication, leads to a motivated workforce that will drive innovation and service in the stewardship of San Francisco's public spaces. The commissioning of this workplace survey is essential for Department leadership to understand and continually improve upon San Francisco Public Works' workplace environment. Insight into employees' perceptions of Department leadership, general workplace satisfaction and safety, and training and development needs, etc. is a critical element in improving the overall workplace culture, including general morale, skills development, and employee retention rates. Denial of this service would severely hamper Public Works' efforts to "be the best place to work" and could result in deterioration of Public Works' workplace satisfaction as reflected in increased staff attrition, declining departmental performance, and disinterest in professional development.

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

Yes, please see original PSC Form 1 approved

D. Will the contract(s) be renewed?

There are no plans to renew this contract 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:

Original contract term was three years (August 2018 to August 2021) with two one-year options to extend. We are exercising the first option to extend to August 2022. If needed, we will exercise the second option to extend to August 2023 to complete all the survey and analysis services. In any case, the contract term will not be more than 5 years, but we are requesting a few additional months on the PSC for processing.

**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).



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

Explain the qualifying circumstances:

San Francisco Public Works needs an independent third-party consultant who can provide this service on a temporary, short-term basis only.

B. Reason for the request for modification:

Project scope (as described in original contract Appendix A) included an initial employee engagement survey and follow-up surveys "which may include a comprehensive engagement survey and/or shorter surveys targeting specific areas of interest" and that "Public Works may request that Contractor provide consulting services toward measuring engagement and satisfaction of Public Works clients." Contractor completed the initial employee engagement survey under the original term and funding. Public Works has determined that we need a second comprehensive engagement survey, as well as consulting on measuring client satisfaction. These services will require more money and time to complete.

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

A. Specify required skills and/or expertise: Consultant must possess extensive and diverse knowledge and experience in workplace survey design and the development and administration of all aspects of a workplace survey. Aspects include but are not limited to survey format, question design, public sector vs private sector, qualitative and quantitative analyses of survey responses, and design of action plan. Consultant must have demonstrated ability to analyze responses, present results, and develop recommendations for an implementation plan.

B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer; 1803, Performance Analyst I; 1805, Performance Analyst II; 1830, Perf Analyst III Project Mgr;

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.

Although civil service classes can perform some of the services, San Francisco Public Works needs an independent, third-party consultant who can provide this service on a temporary, short-term basis only.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The work required for this project is highly specialized and is a one-time, short-term project.

### **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.  
Consultant will not train City and County employees because this is a highly specialized and one-time, short-term 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.  
complete additional surveys provided for in the original contract

**7. Union Notification:** On 08/06/21, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21;

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

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 1155 Market Street, 4th Floor, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 33742 - 17/18

DHR Analysis/Recommendation:

09/20/2021

Commission Approval Required

Approved by Civil Service Commission

09/20/2021 DHR Approved for 09/20/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As-Needed Architectural Services for Health Facilities No. 4

Funding Source: Departmental Work Orders

PSC Amount: \$21,000,000

PSC Est. Start Date: 01/30/2024

PSC Est. End Date 07/30/2030

**1. Description of Work**

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

Provide architectural and multi-discipline design services involving renovation, relocation, adaptive re-use of existing health facilities, installation of specialized medical equipment, modifications to life safety systems and other infrastructure, new health facilities, and other City facilities. Selected firms shall have extensive knowledge of, and experience with general acute care facilities under jurisdiction of the Office of Statewide Health and Planning (OSHPD).

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

The as-needed contracts will only be utilized when Public Works cannot provide the services in a timely manner due to unavailability of staff, or when specialty services are required. If services cannot be provided in a timely fashion, it will significantly impact the Department of Public Health's ongoing operations and jeopardize the expenditure of annual and/or grant funding.

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, this service has been provided in the past. Most recent personal services contract approval number is PSC 43997-19/20.

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.

The additional time in the PSC Duration is to allow for any delays in processing and awarding the contracts. The contracts will have duration of no more than 5 years.

**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).

Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

B. Explain the qualifying circumstances:

This service will only be required on an as-needed basis when either City staff don't have the capacity to fulfill all project requests, causing delays, or if specialized services are required.

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

A. Specify required skills and/or expertise: • Experience in acute care facilities under the jurisdiction of OSHPD including operational requirements, practices/standards for basic inpatient services, supplementary services,

specialty inpatient occupancies and support operations. • Specific specialty expertise such as isolation wards/infectious disease, trauma/intensive care, radiology equipment/imaging suites, psychiatric care, fire/life safety code compliance for acute care (code certification) and emergency medical care.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5215, Fire Protection Engineer; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5262, Landscape Architect Assoc 1; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect; 5272, Landscape Architect Assoc 2; 5274, Landscape Architect;
- 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?**

Department has recruited and hired more people for above civil service classes. As-needed contract services will only be utilized when and if the work cannot be prudently performed by internal staff. All work goes to in-house staff first and before hiring an as-needed consultant, the in-house team reviews the project and available staffing, along with long term forecasting before sending out work.

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

- A. Explain why civil service classes are not applicable.  
These are as-needed contract services only. They will only be utilized when the following conditions exist: The Bureau is working at full capacity and postponement of pending projects would be contrary to the public interest, or Specialized services are required that are not available internally and for which there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.
- 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. Civil Service Classifications already exist. The services are only going to be utilized on an 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 contract? If so, please explain what that will entail; if not, explain why not.  
No. Since consultant services would only be utilized on as-needed basis, and there is no ongoing demand for this type of services, there is no need for city staff to receive training.
- 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 11/09/2023, 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: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 49 South Van Ness Avenue, Suite 1600 San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48355 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/30/2024

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

## Choi, Suzanne (HRD)

---

**From:** dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org  
**Sent:** Thursday, November 9, 2023 4:05 PM  
**To:** Burns, Alexander (DPW); kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; dho@ifpte21.org; ewallace@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Sy, Don (DPW); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 48355 - 23/24

RECEIPT for Union Notification for PSC 48355 - 23/24 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 48355 - 23/24 for \$21,000,000 for Initial Request services for the period 01/30/2024 – 07/30/2030. 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/21680> 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: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As-Needed Architectural Services for Health Facilities No.3

Funding Source: Inter-Departmental Work Orders

PSC Amount: \$9,000,000

PSC Est. Start Date: 03/01/2021

PSC Est. End Date 02/28/2027

**1. Description of Work**

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

Consultants to be selected in the pre-qualified pool will provide architectural and multi-discipline design services involving renovation, relocation, adaptive re-use of existing health facilities, installation of specialized medical equipment, modifications to life safety systems and other infrastructure, and new health facilities. Selected firms shall have extensive knowledge of, and experience with general acute care facilities under jurisdiction of the Office of Statewide Health and Planning (OSHPD).

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

The as-needed contracts will only be utilized when Public Works cannot provide the services in a timely manner due to unavailability of staff, or when specialty services are required. If services cannot be provided in a timely fashion, it will significantly impact the Department of Public Health's ongoing operations and jeopardize the expenditure of annual and/or grant funding.

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, this service has been provided in the past. Most recent personal services contract approval number is PSC 49614-16/17.

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.

The additional time in the PSC Duration is to allow for any delays in processing and awarding the contracts. The contracts will have duration of no more than 5 years.

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

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

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

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

B. Explain the qualifying circumstances:

This service will only be required on an as-needed basis when either City staff don't have the capacity to fulfill all project requests, causing delays, or if specialized services are required.

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

- A. Specify required skills and/or expertise: Experience in acute care facilities under the jurisdiction of OSHPD including operational requirements, practices/standards for basic inpatient services, supplementary services, specialty inpatient occupancies and support operations. Specific specialty expertise such as isolation wards/infectious disease, trauma/intensive care, radiology equipment/imaging suites, psychiatric care, fire/life safety code compliance for acute care (code certification) and emergency medical care.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5120, Architectural Administrator; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect;
- 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?**

Department has recruited and hired more people for above civil service classes. As-needed contract services will only be utilized when and if the work cannot be prudently performed by internal staff.

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

- A. Explain why civil service classes are not applicable.  
These are as-needed contract services only. Consultants will be utilized when: 1. The Architecture Division is working at full capacity and postponement of pending projects would be contrary to the public interest, or 2. Specialized services are required that are not available internally and for which there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.
- 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 services are only going to be utilized on an 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.  
No. Since consultant services would only be utilized on as-needed basis, and there is no ongoing demand for this type of services, there is no need for city staff to receive training.
- 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 01/15/2021, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21**

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

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 49 South Van Ness Ave, Suite 1600 San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43997 - 20/21

DHR Analysis/Recommendation:

action date: 04/19/2021

Commission Approval Required

Approved by Civil Service Commission

04/19/2021 DHR Approved for 04/19/2021

# **Modification**

## **Personal Services Contracts**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING Dept. Code: HOM

Type of Request:  Initial  Modification of an existing PSC (PSC # 46100 - 22/23)

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

Type of Service: Professional Services

Funding Source: Prop C

PSC Original Approved Amount: \$720,000 PSC Original Approved Duration: 02/01/23 - 01/31/24 (52 weeks)

PSC Mod#1 Amount: \$961,567 PSC Mod#1 Duration: 02/01/24-06/30/25 (1 year 21 weeks)

PSC Cumulative Amount Proposed: \$1,681,567 PSC Cumulative Duration Proposed: 2 years 21 weeks

**1. Description of Work**

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

This request pertains to HSH’s COVID-19 response efforts to acquire properties to serve as Permanent Supportive Housing (PSH) options for guests exiting Shelter In Place (SIP) hotels and emergency COVID-19 shelter sites. Acquiring properties to house current SIP guests is a critical component of the City’s SIP Rehousing Plan, and for vulnerable guests with comorbidities, successful rehousing could mean the difference between life and death.

The Contractor will assist with coordination of property acquisition due diligence and related activities, including but not limited to:

- Initial Feasibility Assessments as requested prior to the City entering into Letter of Intent (LOI) for acquisition, including site reports and preliminary physical needs assessments
- Closing Due Diligence and Financial Modeling, including due diligence reports and analysis and project management.

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

Acquiring properties to house current SIP guests is a critical component of the City’s SIP Rehousing Plan, and for vulnerable guests with comorbidities, successful rehousing could mean the difference between life and death.

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, the contractor’s current contract for these services runs from February 1, 2022 to January 31, 2024.

D. Will the contract(s) be renewed?

The current contract with DEM expires January 21, 2023. HSH wishes to amend the contract to transition services to HSH and extend the contract term to January 31, 2024 to complete the SIP rehousing effort.

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

The duration of the agreement and amendment is less than 5 years.

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

A. Display all that apply

- Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.
- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Explain the qualifying circumstances:

This request pertains to HSH's COVID-19 response efforts to acquire properties to serve as Permanent Supportive Housing (PSH) options for guests exiting Shelter In Place (SIP) hotels and emergency COVID-19 shelter sites. Acquiring properties to house current SIP guests is a critical component of the City's SIP Rehousing Plan, and for vulnerable guests with comorbidities, successful rehousing could mean the difference between life and death. There are no City staff with the specific and specialized knowledge necessary to provide immediate permanent supportive housing property acquisition expertise and due diligence support.

B. Reason for the request for modification:

The contract is being amended to extend the term through June 30, 2025 and to add additional funds. The purpose of the contract is to assist HSH with coordination of property acquisition due diligence and related activities for the purpose of acquiring properties for permanent supportive housing. The contract extension will help HSH acquire two additional properties. Services include, but are not limited to: • Initial Feasibility Assessments as requested prior to the City entering into Letter of Intent (LOI) for acquisition, including site reports and preliminary physical needs assessments. • Closing Due Diligence and Financial Modeling, including due diligence reports and analysis and project management.

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

- A. Specify required skills and/or expertise: Experience with Permanent Supportive Housing property acquisition activities and due diligence support, such as feasibility analysis, financial modeling, and site/building assessment. Expertise in state financing for PSH.
- 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.  
There are no City staff with the specific and specialized knowledge necessary to provide immediate permanent supportive housing property acquisition expertise and due diligence support. The City's SIP Rehousing Plan is short-term in nature and it would not be practical to create new City classifications to perform this work for an interim basis.
- 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's SIP Rehousing Plan is short-term in nature and it would not be practical to create new City classifications to perform this work for an interim 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.  
No training required as Contractor services are short term in nature.
- 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.

Not at this time.

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

Current contract via PSC #46100-22/23. Requesting to extend

7. **Union Notification:** On 12/22/23, 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: Rachel Garcia Phone: 628.652.7929 Email: rachel.garcia@sfgov.org

Address: 440 Turk Street, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46100 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/30/2024

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



## Choi, Suzanne (HRD)

---

**From:** dhr-psccordinator@sfgov.org on behalf of rachel.garcia@sfgov.org  
**Sent:** Friday, December 22, 2023 11:27 AM  
**To:** Garcia, Rachel (HOM); jegy.sering@seiu1021.org; joshv@smw104.org; oumar.fall@sieu1021.org; oumar.fall@sieu1021.org; sportillo@ifpte21.org; sportillo@ifpte21.org; matthew.torres@seiu1021.org; matthew.torres@seiu1021.org; cade.crowell@seiu1021.org; jduritz@uapd.com; kdavis@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; dho@ifpte21.org; dho@ifpte21.org; dvickers@iam1414.org; SF-DHR-Info@seiu1021.org; SF-DHR-Info@seiu1021.org; sbabaria@cirseiu.org; andrea@sfmea.com; camaguey@sfmea.com (contact); camaguey@sfmea.com (contact); cpark@local39.org; cpark@local39.org; khughes@ibew6.org; ewallace@ifpte21.org; ewallace@ifpte21.org; plangrooferlocal40@gmail.com; rooferslocal40@gmail.com; Stan Eichenberger; dtuttle@oe3.org; dtubble@oe3.org; pkim@ifpte21.org; Najuawanda Daniels; Pierre King - UAPD; president@sanfranciscodsa.com; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; roger marengo; pwilson@twusf.org; cmoyer@nccrc.org; Frigault, Noah (HRC); sfdpoa@icloud.com; mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; Laxamana, Junko (DBI); jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; @sfpoa.org; Tracy McCray; mleach; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Meyers, Julie (HSA); Stan Eichenberger; Jason Klumb; camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Kbasconillo@sfgwater.org; Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; MRainsford@local39.org; Wendy Frigillana; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmllocal300.org; Ramon Hernandez; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; XiuMin Li; Sin.Yee.Poon@sfgov.org; Sean McGarry; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; l21pscreview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; David Canham; jtanner940@aol.com; Osha Ashworth; l21pscreview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; christina@sfmea.com; ecdemvoter@aol.com; Thomas Vitale; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 46100 - 22/23 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING -- HOM has submitted a modification request for a Personal Services Contract (PSC) for \$961,567 for services for the period February 1, 2024 – June 30, 2025. 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/21752>

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING -- Dept. Code: HOM  
HOM

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

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

Type of Service: Professional Services

Funding Source: Prop C

PSC Amount: \$720,000

PSC Est. Start Date: 02/01/2023

PSC Est. End Date 01/31/2024

**1. Description of Work**

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

This request pertains to HSH’s COVID-19 response efforts to acquire properties to serve as Permanent Supportive Housing (PSH) options for guests exiting Shelter In Place (SIP) hotels and emergency COVID-19 shelter sites. Acquiring properties to house current SIP guests is a critical component of the City’s SIP Rehousing Plan, and for vulnerable guests with comorbidities, successful rehousing could mean the difference between life and death.

The Contractor will assist with coordination of property acquisition due diligence and related activities, including but not limited to:

- Initial Feasibility Assessments as requested prior to the City entering into Letter of Intent (LOI) for acquisition, including site reports and preliminary physical needs assessments
- Closing Due Diligence and Financial Modeling, including due diligence reports and analysis and project management.

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

Acquiring properties to house current SIP guests is a critical component of the City’s SIP Rehousing Plan, and for vulnerable guests with comorbidities, successful rehousing could mean the difference between life and death.

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 consultant was awarded a contract by the Department of Emergency Management (DEM) in February 2022 and authorized by CSC via PSC #45020-21/22. The services will be transitioned to HSH and authorized via this PSC request.

D. Will the contract(s) be renewed?

The current contract with DEM expires January 21, 2023. HSH wishes to amend the contract to transition services to HSH and extend the contract term to January 31, 2024 to complete the SIP rehousing effort.

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.

n/a

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

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

- Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.
- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

B. Explain the qualifying circumstances:

This request pertains to HSH's COVID-19 response efforts to acquire properties to serve as Permanent Supportive Housing (PSH) options for guests exiting Shelter In Place (SIP) hotels and emergency COVID-19 shelter sites. Acquiring properties to house current SIP guests is a critical component of the City's SIP Rehousing Plan, and for vulnerable guests with comorbidities, successful rehousing could mean the difference between life and death. There are no City staff with the specific and specialized knowledge necessary to provide immediate permanent supportive housing property acquisition expertise and due diligence support.

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

- A. Specify required skills and/or expertise: Experience with Permanent Supportive Housing property acquisition activities and due diligence support, such as feasibility analysis, financial modeling, and site/building assessment. Expertise in state financing for PSH.
- 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?**

None. There are no classifications that provide permanent supportive housing property acquisition expertise (including expertise in state PSH financing) and due diligence support. The City's SIP Rehousing Plan is short-term in nature and it would not be practical to create new City classifications to perform this work for an interim basis.

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

- A. Explain why civil service classes are not applicable.  
There are no City staff with the specific and specialized knowledge necessary to provide immediate permanent supportive housing property acquisition expertise and due diligence support. The City's SIP Rehousing Plan is short-term in nature and it would not be practical to create new City classifications to perform this work for an interim basis.
- 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's SIP Rehousing Plan is short-term in nature and it would not be practical to create new City classifications to perform this work for an interim 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.  
No. No training required as the City's SIP Rehousing Plan is short-term in nature.
- 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.  
Yes. The consultant was awarded a contract by the Department of Emergency Management (DEM) and authorized by CSC via PSC #45020-21/22. The services will be transitioned to HSH and authorized via this PSC request.

7. **Union Notification:** On 10/31/2022, 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: Monique Colon Phone: 4153555230 Email: monique.colon@sfgov.org

Address: 440 Turk Street San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46100 - 22/23

DHR Analysis/Recommendation:

action date: 12/05/2022

Commission Approval Required

Approved by Civil Service Commission

12/05/2022 DHR Approved for 12/05/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN RIGHTS COMMISSION

Dept. Code: HRC

Type of Request:  Initial  Modification of an existing PSC (PSC # 31270 - 22/23)

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

Approval:

Type of Service: Public Relations

Funding Source: Human Rights Commission

PSC Original Approved Amount: \$40,000 PSC Original Approved Duration: 09/30/22 - 08/31/23 (47 weeks 6 days)

PSC Mod#1 Amount: \$460,000 PSC Mod#1 Duration: 09/30/22-06/30/25 (1 year 43 weeks)

PSC Cumulative Amount Proposed: \$500,000 PSC Cumulative Duration Proposed: 2 years 39 weeks

**1. Description of Work**

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

The Public Relations (PR) Consultant shall provide public relations, writing and editing support to the Human Rights Commission's in-house staff. The scope of this work shall include:

- Public relations support to the Human Rights Commission as needed to generate positive media attention surrounding the Human Rights Commission's programs, initiatives and overall mission. This can include but is not limited to producing and distributing press releases, organizing events, community out reach, crisis communication, internal communications and organizing press conferences, including securing locations, drafting speaker talking points and providing logistical support.

- Providing culturally sensitive public relations support including but not limited to translation of press releases, connection to language specific press contacts, and culturally sensitive press events.

- Using analysis of market research and the Human Rights Commission's program and initiative goals, design creative collateral and content strategies for social media outlets

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

These services would be short-term, intermittent and utilized on an as-needed basis. Consequences of denial include inability for the Human Rights Commission to fully communicate program and initiative updates to the key stakeholders within San Francisco.

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

D. Will the contract(s) be renewed?

If necessary.

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:

N/A

**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 public relations work that is to be done on an as needed basis to share information regarding the Human Rights Commission and its programs and initiatives to San Francisco. This work is set to have low and peak periods of work.

B. Reason for the request for modification:

This request is being modified to increase the frequency of services to support the growth and demand of agency initiatives and programs.

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

A. Specify required skills and/or expertise: This work requires highly specialized skills in advertising, marketing, public relations, and public relations management. The request also seeks skills in outreach to historically disenfranchised communities residing within San Francisco.

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.

There are no current civil service classes that perform this as needed, highly specialized work.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Given the intermittent, as-needed, nature of these outreach and public relation services, it would not be practical to adopt a new civil service class to perform this work.

**6. Additional Information**

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

No.

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

Explanation of training(s) was shared in the Proposed 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 11/07/23, 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: Terry Jones Phone: 4152522551 Email: terry.jones@sfgov.org

Address: 25 Van Ness Ave. Room 800, San Francisco, CA

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 31270 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/30/2024



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

## Choi, Suzanne (HRD)

---

**From:** dhr-psccordinator@sfgov.org on behalf of terry.jones@sfgov.org  
**Sent:** Tuesday, November 7, 2023 2:12 PM  
**To:** Jones, Terry (HRC); joshv@smw104.org; oumar.fall@sieu1021.org; oumar.fall@sieu1021.org; sportillo@ifpte21.org; sportillo@ifpte21.org; matthew.torres@seiu1021.org; matthew.torres@seiu1021.org; cade.crowell@seiu1021.org; jduritz@uapd.com; kdavis@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; dho@ifpte21.org; dho@ifpte21.org; dvickers@iam1414.org; SF-DHR-Info@seiu1021.org; SF-DHR-Info@seiu1021.org; sbabaria@cirseiu.org; andrea@sfmea.com; camaguey@sfmea.com (contact); camaguey@sfmea.com (contact); cpark@local39.org; cpark@local39.org; khughes@ibew6.org; ewallace@ifpte21.org; ewallace@ifpte21.org; plangrooferslocal40@gmail.com; rooferslocal40@gmail.com; Stan Eichenberger; dtuttle@oe3.org; dtubble@oe3.org; pkim@ifpte21.org; Najuwanda Daniels; Pierre King - UAPD; president@sanfranciscodsa.com; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; roger marengo; pwilson@twusf.org; cmoyer@nccrc.org; Frigault, Noah (HRC); sfdpoa@icloud.com; mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; Laxamana, Junko (DBI); jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; @sfpoa.org; Tracy McCray; mleach; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Meyers, Julie (HSA); Stan Eichenberger; Jason Klumb; camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Kbasconcillo@sflower.org; Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; MRainsford@local39.org; Wendy Frigillana; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; Ramon Hernandez; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; XiuMin Li; Sin.Yee.Poon@sfgov.org; Sean McGarry; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; l21pscreview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; David Canham; jtanner940@aol.com; Osha Ashworth; l21pscreview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; christina@sfmea.com; ecdemvoter@aol.com; Thomas Vitale; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 31270 - 22/23 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The HUMAN RIGHTS COMMISSION -- HRC has submitted a modification request for a Personal Services Contract (PSC) for \$460,000 for services for the period September 30, 2022 – June 30, 2025. 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/19897>

Email sent to the following addresses: jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo\_seiu@sbcglobal.net Kbasconcillo@sfgov.org Ricardo.lopez@sfgov.org thomas.vitale@seiu1021.org Julie.Meyers@sfgov.org noah.frigault@sfgov.org jason.klumb@seiu1021.org najuawanda.daniels@seiu1021.org SF-DHR-Info@seiu1021.org matthew.torres@seiu1021.org

# **Additional Attachment(s)**

Memo modification

Hello CSC,

The Justification behind the Human Rights Commission – Professional Services Contract # [31270 - 22/23](#) being delayed is because the previous assigned staffer has transitioned from the City and County of San Francisco – Human Rights Commission agency. Therefore, delaying and prompting current and new staff to learn the PSC system.

Best regards,

Human Rights Commission  
Terry Jones

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 43506 - 21/22)

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

Type of Service: Subacute Skilled Nursing and Skilled Nursing Beds for Overflow/Emergency Needs

Funding Source: General Fund

PSC Original Approved Amount: \$15,000,000 PSC Original Approved Duration: 10/01/22 - 06/30/26 (3 years 39 weeks)

PSC Mod#1 Amount: \$9,500,000 PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$24,500,000 PSC Cumulative Duration Proposed: 3 years 39 weeks

**1. Description of Work**

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

Contractors will provide subacute skilled nursing care for patients who require ongoing specialized care, such as tracheostomy care, complex wound management, intravenous tube feeding and/or ventilator care after an acute hospitalization. Contractors may also provide skilled nursing level of care to accommodate surge overflow or other emergency situations. The patients will be treated for as long as medically necessary, providing uninterrupted service for the duration of the PSC.

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

San Francisco only has one sub-acute skilled nursing facility in the county. This unit is not accepting new patients and it will stop providing sub-acute skilled nursing services when the last patient leaves. San Francisco patients who need this level of care are transferred out of county. If approval is denied, San Francisco residents will continue to be transferred out of county to receive this level of care making it difficult, if not impossible, for family and friends to visit them. Lack of familiar social interactions can result in poor health outcomes, up to and including death. San Francisco has limited access to skilled nursing facility beds for hospital discharges. This results in patients remaining in acute care beds while waiting for an opening in a skilled nursing facility. Having patients stay when they are no longer acute limits access for new acute admissions. Patients waiting in the Emergency Department creates overflow conditions for the hospital which can result in poor health outcomes.

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 43506 - 21/22

D. Will the contract(s) be renewed?

Yes if there is a continued need and funding 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:

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

A. Display all that apply

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

Explain the qualifying circumstances:

The City does not have sufficient capacity to serve current level of need for subacute and skilled nursing and provide the facility-dependent, highly regulated and specialized services in the projected volume needed.

B. Reason for the request for modification:

To increase the amount to align with the anticipated contract term.

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

- A. Specify required skills and/or expertise: Ability and capacity to provide subacute and general skilled nursing care in San Francisco licensed by the State of California. Services would be provided by a comprehensive care team comprised of many civil service classes, such as, but not limited to, 1095, 1636, 1657, 1662, 2114, 2232, 2233, 2242, 2303, 2312, 2320, 2542, 2548, 2550, 2556, 2558, 2606, 2654, 2738.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1094, IT Operations Support Admin IV; 1636, Health Care Billing Clerk 2; 1657, Accountant IV; 1662, Patient Accounts Asst Sprv; 2114, Medical Records Tech Sprv; 2232, Senior Physician Specialist; 2233, Supervising Physician Spec; 2303, Patient Care Assistant; 2312, Licensed Vocational Nurse; 2320, Registered Nurse; 2542, Speech Pathologist; 2548, Occupational Therapist; 2550, Senior Occupational Therapist; 2556, Physical Therapist; 2558, Senior Physical Therapist; 2606, Senior Food Service Worker; 2654, Cook; 2738, Porter Assistant Supervisor; 2242, Senior Psychiatric Physician Specialist; 1094, IT Operations Support Administrator IV ; 1094, IT Operations Support Administrator IV ;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractors will provide facilities certified to provide medical services for subacute and skilled nursing care.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
Civil service classifications are applicable but due to the need for subacute and additional skilled nursing beds, City capacity is not enough to maintain ongoing services and meet any surges in need for care created by unforeseen health or environmental emergencies.
- 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 civil service classifications already exist. The contract is needed in order to provide subacute skilled nursing care and skilled nursing care to meet surge needs due to capacity issues, not because new classifications are needed.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No training will be involved because patients will be transferred to new facilities.
- 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.  
Chinese Hospital Association

**7. Union Notification: On 10/06/23, the Department notified the following employee organizations of this PSC/RFP request: Teamsters, Local 856 Supv Nurses; Teamsters, Local 856 Health Workers; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Physicians and Dentists - 8CC; Physicians and Dentists - 11AA; Municipal Executive Association; 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: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

Address: 1380 Howard Street, 419B, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43506 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/30/2024



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

## Choi, Suzanne (HRD)

---

**From:** dhr-psccordinator@sfgov.org on behalf of kelly.hiramoto@sfdph.org  
**Sent:** Friday, October 6, 2023 5:08 PM  
**To:** Hiramoto, Kelly (DPH); mleach; snaranjo@cirseiu.org; jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; kcartermartinez@cirseiu.org; ablood@cirseiu.org; oumar.fall@sieu1021.org; cade.crowell@seiu1021.org; max.porter@seiu1021.org; sarah.wilson@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; matthew.torres@seiu1021.org; SF-DHR-Info@seiu1021.org; Najuawanda Daniels; Jason Klumb; Frigault, Noah (HRC); Meyers, Julie (HSA); Thomas Vitale; Ricardo.lopez@sfgov.org; Kbasconcillo@sfwater.org; pcamarillo\_seiu@sbcglobal.net; Wendy Frigillana; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; XiuMin Li; Sin.Yee.Poon@sfgov.org; David Canham; jtanner940@aol.com; sportillo@ifpte21.org; agarza@ifpte21.org; amakayan@ifpte21.org; Pierre King - UAPD; tjenkins@uapd.com; andrea@sfmea.com; Laxamana, Junko (DBI); Criss@sfmea.com; christina@sfmea.com; staff@sfmea.com; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; dho@ifpte21.org; ewallace@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Albert, Reanna (DPH); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 43506 - 21/22 - 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 \$9,500,000 for services for the period December 1, 2023 – June 30, 2026. 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/21538>

Email sent to the following addresses: L21PSCReview@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.com ewallace@ifpte21.org dho@ifpte21.org mweirick@ifpte21.org jharding@ifpte21.org kdavis@ifpte21.org staff@sfmea.com Christina@sfmea.com Criss@SFMEA.com junko.laxamana@sfgov.org andrea@sfmea.com tjenkins@uapd.com pking@uapd.com amakayan@ifpte21.org agarza@ifpte21.org sportillo@ifpte21.org jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo\_seiu@sbcglobal.net Kbasconcillo@sfwater.org Ricardo.lopez@sfgov.org thomas.vitale@seiu1021.org Julie.Meyers@sfgov.org noah.frigault@sfgov.org jason.klumb@seiu1021.org najuawanda.daniels@seiu1021.org SF-DHR-Info@seiu1021.org matthew.torres@seiu1021.org leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me sarah.wilson@seiu1021.org max.porter@seiu1021.org cade.crowell@seiu1021.org oumar.fall@sieu1021.org ablood@cirseiu.org kcartermartinez@cirseiu.org abush@cirseiu.org emathurin@cirseiu.org jennifer.esteen@seiu1021.org snaranjo@cirseiu.org mleach@ibt856.org

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Subacute Skilled Nursing and Skilled Nursing Beds for Overflow/Emergency Needs

Funding Source: General Fund

PSC Amount: \$15,000,000

PSC Est. Start Date: 10/01/2022

PSC Est. End Date 06/30/2026

**1. Description of Work**

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

Contractors will provide subacute skilled nursing care for patients who require ongoing specialized care, such as tracheostomy care, complex wound management, intravenous tube feeding and/or ventilator care after an acute hospitalization. Contractors may also provide skilled nursing level of care to accommodate surge overflow or other emergency situations. The patients will be treated for as long as medically necessary, providing uninterrupted service for the duration of the PSC.

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

San Francisco only has one sub-acute skilled nursing facility in the county. This unit is not accepting new patients and it will stop providing sub-acute skilled nursing services when the last patient leaves. San Francisco patients who need this level of care are transferred out of county. If approval is denied, San Francisco residents will continue to be transferred out of county to receive this level of care making it difficult, if not impossible, for family and friends to visit them. Lack of familiar social interactions can result in poor health outcomes, up to and including death. San Francisco has limited access to skilled nursing facility beds for hospital discharges. This results in patients remaining in acute care beds while waiting for an opening in a skilled nursing facility. Having patients stay when they are no longer acute limits access for new acute admissions. Patients waiting in the Emergency Department creates overflow conditions for the hospital which can result in poor health outcomes.

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 is a continued need and funding available.

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

not applicable

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

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

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

B. Explain the qualifying circumstances:

The City does not have sufficient capacity to serve current level of need for subacute and skilled nursing and provide the facility-dependent, highly regulated and specialized services in the projected volume needed.

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

- A. Specify required skills and/or expertise: Ability and capacity to provide subacute and general skilled nursing care in San Francisco licensed by the State of California. Services would be provided by a comprehensive care team comprised of many civil service classes, such as, but not limited to, 1095, 1636, 1657, 1662, 2114, 2232, 2233, 2242, 2303, 2312, 2320, 2542, 2548, 2550, 2556, 2558, 2606, 2654, 2738.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1094, IT Operations Support Admin IV; 1636, Health Care Billing Clerk 2; 1657, Accountant IV; 1662, Patient Accounts Asst Sprv; 2114, Medical Records Tech Sprv; 2232, Senior Physician Specialist; 2233, Supervising Physician Spec; 2303, Patient Care Assistant; 2312, Licensed Vocational Nurse; 2320, Registered Nurse; 2542, Speech Pathologist; 2548, Occupational Therapist; 2550, Senior Occupational Therapist; 2556, Physical Therapist; 2558, Senior Physical Therapist; 2606, Senior Food Service Worker; 2654, Cook; 2738, Porter Assistant Supervisor; 2242, Senior Psychiatric Physician Specialist; 1094, IT Operations Support Administrator IV ; 1094, IT Operations Support Administrator IV ;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractors will provide facilities certified to provide medical services for subacute and skilled nursing care.

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

The Department has looked at repurposing or reprogramming existing capacity, however, at the present time, that is not feasible because it would reduce or eliminate capacity in other needed areas.

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

- A. Explain why civil service classes are not applicable.  
Civil service classifications are applicable but due to the need for subacute and additional skilled nursing beds, City capacity is not enough to maintain ongoing services and meet any surges in need for care created by unforeseen health or environmental emergencies.
- 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 civil service classifications already exist. The contract is needed in order to provide subacute skilled nursing care and skilled nursing care to meet surge needs due to capacity issues, not because new classifications are needed.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. No training will be involved because patients will be transferred to new facilities.
- 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 06/05/2022, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Municipal Executive Association; Physicians and Dentists - 11AA; Physicians and Dentists - 8CC; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); Teamsters, Local 856 Health Workers; Teamsters, Local 856 Supv Nurses

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

Name: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

Address: 1380 Howard Street, 419B San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43506 - 21/22

DHR Analysis/Recommendation:

action date: 09/19/2022

Commission Approval Required

Approved by Civil Service Commission

09/19/2022 DHR Approved for 09/19/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request:  Initial  Modification of an existing PSC (PSC # 49806 - 20/21)

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

Type of Service: Construction Management Services (PRO.0140)

Funding Source: 10-year Regional Water CIP and WSIP

PSC Original Approved Amount: \$18,000,000 PSC Original Approved Duration: 04/01/21 - 03/31/28 (7 years 1 day)

PSC Mod#1 Amount: \$11,000,000 PSC Mod#1 Duration: 12/18/23-03/31/29 (1 year)

PSC Cumulative Amount Proposed: \$29,000,000 PSC Cumulative Duration Proposed: 8 years 1 day

**1. Description of Work**

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

PSC 41117-18/19 was approved by the Civil Service Commission on August 5, 2019 for the scope of work in this request. PSC 41117-18/19 expired on August 5, 2020, before execution of SFPUC Contract PRO-0140. This request will allow the SFPUC to complete the execution of Contract PRO.0140.

Provide specialized and short-term augmentation to existing SFPUC staff for the construction management of the projects to be constructed for the 10-year Regional Water System Capital Improvement Program and the remainder of the Water System Improvement Program (WSIP) in the East Bay. Services will include project construction management, field contract administration, construction inspection, project controls, materials testing, Supplier Quality Surveillance (SQS), project administration and document control, start-up and testing coordination, office engineering, and maintaining a regional field office for consultant and City staff.

The 10-year Regional Water System Capital Improvement Program includes a series of projects that are planned to be constructed during the next 7 years, culminating in the Sunol Valley Water Treatment Plant (SVWTP) Ozone and Calaveras Substation project, which is estimated to be over \$100M in construction cost, which would require an extensive and specialized construction management team to be situated in a remote location.

This PSC is to provide specialized construction management staffing and also to provide augmentation to existing SFPUC staffing to cover the temporary peak work load anticipated during the PSC duration.

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

This service is necessary for two reasons: to provide specialized construction management services that require specific experience that are not typical for the civil service classifications used by the City to perform this work, and to provide temporary staff augmentation to cover peak work loads caused by multiple overlapping construction projects that are scheduled to occur over the PSC duration. Denial of this Personal Services Contract would prevent the SFPUC from effectively managing the construction of the numerous projects planned under the Regional Water CIP and the remainder of the WSIP, resulting in the potential delay or cancellation of projects, increased construction costs, or reduced construction quality of completed projects.

**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 49806 - 20/21

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:

This PSC request is to provide construction management for several projects over a duration of seven (7) years. The projects span from 2021 through 2027. The reason for requesting a duration of 7 years is due to the planned construction schedule of the Sunol Valley Water Treatment Plant Ozone and Calaveras Substation project. This project will begin construction in 2022 and construction and closeout is anticipated to extend through 2027. This will be a critical, specialized construction project valued at over \$100M that will require a large and highly specialized construction management team. It is essential for the success of the project to maintain a consistent staff throughout the duration of the project. The projects that will be staffed by this PSC will have distinct work scopes and distinct specialized experience requirements. The projects will also overlap in schedule, which will require multiple and staggered construction management teams. To the extent possible, City staff will serve in the lead Project Construction Manager roles and manage and supervise the consultant staff.

## 2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

The Regional Water System Capital Improvement Program and the remainder of the Water System Improvement Program will require short-term, temporary staffing of experienced and highly specialized construction management staff to successfully complete the multitude of projects that are planned over the next 7 years. The scope of this contract will also include the rental and maintenance of the existing Sunol Regional Office, which provides a regional headquarters for City Infrastructure staff managing projects in the East Bay Region. Additionally, the scope of work will include highly specialized materials testing services such as concrete sampling and testing, soil compaction testing, welding inspection, and other materials testing, which require specialized equipment and expertise that the City does not have. It is not feasible to establish new civil service positions to cover this work due to the short-term, peak workloads for projects that will have overlapping construction schedules.

B. Reason for the request for modification:

The reason for this modification is due to increased actual costs for completing the Alameda Creek Recapture Project, and increased projected costs for the Sunol Valley Water Treatment Plant Ozonation and Sunol Valley Water Treatment Plant Short Term Improvements projects. The construction duration for the Sunol Valley Water Treatment Plant Ozonation project has also increased.

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The scope of work for this contract requires a minimum of 5 years of experience in construction management, working on large or complex projects for all positions including project construction manager, construction inspector, field contract administrator, scheduler, and office engineer. Additionally, specialty expertise will be required for some of the positions in the fields of scheduling, cost estimating, certified reinforced concrete inspection, certified welding inspection, soils testing, and concrete sampling and testing.

B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5241, Engineer; 6318, Construction Inspector; 6319, Senior Const Inspector;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor will rent and maintain the existing East Bay Regional Field Office for use by City and consultant staff as the East Bay headquarters for Infrastructure to manage the construction of Regional projects.

## 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 management of the construction projects in the scope of work cannot be fully performed by civil service staff due to the scheduling of the projects, as well as the highly specialized nature of some of the work. The project schedules will result in peak, short-term workloads that will be staggered and intermittent in nature. It should be noted that the total construction management cost for all of the projects to be supported by this PSC is approximately \$26M, of which only \$16M is covered by this PSC. Much of the work is planned to be performed by City staff.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: Performing this work would not require adopting a new civil service class. The PSC is required mostly due to the short-term duration of the peak and staggered, overlapping periods of project activity.

**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.

City and County employees will gain construction management knowledge and skills by interacting and working side-by-side with the experienced contractors. The contractor will also be tasked with providing training sessions in specific construction management fields of expertise through brown bag presentations. Approximately 50 training hours will be provided in topics such as construction management principles, scheduling, claims analysis, and quality control/quality assurance. The occupational type of City and County employees to receive the training will be engineers and construction inspectors. Approximately 10-15 employees are expected to be trained.

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 12/18/23, 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;

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

Name: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfgwater.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49806 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required  
DHR Approved for 01/30/2024

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [shale@sfgwater.org](mailto:shale@sfgwater.org)  
**To:** [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); [junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org); [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org); [agarza@ifpte21.org](mailto:agarza@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [jharding@ifpte21.org](mailto:jharding@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [dho@ifpte21.org](mailto:dho@ifpte21.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [kpage@ifpte21.org](mailto:kpage@ifpte21.org); [eerbach@ifpte21.org](mailto:eerbach@ifpte21.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)  
**Subject:** Receipt of Modification Request to PSC # 49806 - 20/21 - MODIFICATIONS  
**Date:** Monday, December 18, 2023 1:49:08 PM

---

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$11,000,000 for services for the period December 18, 2023 – March 31, 2029. 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/21808>

Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)  
[eerbach@ifpte21.org](mailto:eerbach@ifpte21.org) [kpage@ifpte21.org](mailto:kpage@ifpte21.org) [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org)  
[tmathews@ifpte21.org](mailto:tmathews@ifpte21.org) [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com) [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com)  
[ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com) [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org) [dho@ifpte21.org](mailto:dho@ifpte21.org)  
[mweirick@ifpte21.org](mailto:mweirick@ifpte21.org)  
[jharding@ifpte21.org](mailto:jharding@ifpte21.org) [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org) [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org)  
[agarza@ifpte21.org](mailto:agarza@ifpte21.org)  
[sportillo@ifpte21.org](mailto:sportillo@ifpte21.org) [junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org)

# **Additional Attachment(s)**

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: Construction Management Services (PRO.0140)

Funding Source: 10-year Regional Water CIP and WSIP

PSC Duration: 7 years 1 day

PSC Amount: \$18,000,000

**1. Description of Work**

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

PSC 41117-18/19 was approved by the Civil Service Commission on August 5, 2019 for the scope of work in this request. PSC 41117-18/19 expired on August 5, 2020, before execution of SFPUC Contract PRO-0140. This request will allow the SFPUC to complete the execution of Contract PRO.0140.

Provide specialized and short-term augmentation to existing SFPUC staff for the construction management of the projects to be constructed for the 10-year Regional Water System Capital Improvement Program and the remainder of the Water System Improvement Program (WSIP) in the East Bay. Services will include project construction management, field contract administration, construction inspection, project controls, materials testing, Supplier Quality Surveillance (SQS), project administration and document control, start-up and testing coordination, office engineering, and maintaining a regional field office for consultant and City staff.

The 10-year Regional Water System Capital Improvement Program includes a series of projects that are planned to be constructed during the next 7 years, culminating in the Sunol Valley Water Treatment Plant (SVWTP) Ozone and Calaveras Substation project, which is estimated to be over \$100M in construction cost, which would require an extensive and specialized construction management team to be situated in a remote location.

This PSC is to provide specialized construction management staffing and also to provide augmentation to existing SFPUC staffing to cover the temporary peak work load anticipated during the PSC duration.

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

This service is necessary for two reasons: to provide specialized construction management services that require specific experience that are not typical for the civil service classifications used by the City to perform this work, and to provide temporary staff augmentation to cover peak work loads caused by multiple overlapping construction projects that are scheduled to occur over the PSC duration. Denial of this Personal Services Contract would prevent the SFPUC from effectively managing the construction of the numerous projects planned under the Regional Water CIP and the remainder of the WSIP, resulting in the potential delay or cancellation of projects, increased construction costs, or reduced construction quality of completed projects.

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

PSC 41117-18/19 was approved by the Civil Service Commission on August 5, 2019 for the scope of work in this request. PSC 41117-18/19 expired on August 5, 2020, before execution of SFPUC Contract PRO-0140. This request will allow the SFPUC to complete the execution of Contract PRO.0140. Similar construction management services have been provided in the past under previous PSCs. This PSC is similar to the CS-915R contract, which provided construction management services for the Water System Improvement Program in the Sunol Valley Region. This contract has expired and can no longer be utilized. PRO.0149 and PRO.0097 are additional contracts that are providing as-needed construction management services for the SFPUC in the San Francisco Bay Area and Hetch Hetchy, respectively. This PSC is unique from the as-needed PSCs listed above because it is region-specific to cover the remote Sunol Valley and surrounding areas, and is also project-specific. The staffing needs for the larger projects exceed the task order limits of the as-needed contracts, which preclude the use of PRO.0149 to cover all of the staffing needs under this PSC.

- 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.

This PSC request is to provide construction management for several projects over a duration of seven (7) years. The projects span from 2021 through 2027. The reason for requesting a duration of 7 years is due to the planned construction schedule of the Sunol Valley Water Treatment Plant Ozone and Calaveras Substation project. This project will begin construction in 2022 and construction and closeout is anticipated to extend through 2027. This will be a critical, specialized construction project valued at over \$100M that will require a large and highly specialized construction management team. It is essential for the success of the project to maintain a consistent staff throughout the duration of the project. The projects that will be staffed by this PSC will have distinct work scopes and distinct specialized experience requirements. The projects will also overlap in schedule, which will require multiple and staggered construction management teams. To the extent possible, City staff will serve in the lead Project Construction Manager roles and manage and supervise the consultant staff.

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

- B. Explain the qualifying circumstances:

The Regional Water System Capital Improvement Program and the remainder of the Water System Improvement Program will require short-term, temporary staffing of experienced and highly specialized construction management staff to successfully complete the multitude of projects that are planned over the next 7 years. The scope of this contract will also include the rental and maintenance of the existing Sunol Regional Office, which provides a regional headquarters for City Infrastructure staff managing projects in the East Bay Region. Additionally, the scope of work will include highly specialized materials testing services such as concrete sampling and testing, soil compaction testing, welding inspection, and other materials testing, which require specialized equipment and expertise that the City does not have. It is not feasible to establish new civil service positions to cover this work due to the short-term, peak workloads for projects that will have overlapping construction schedules.

## 3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The scope of work for this contract requires a minimum of 5 years of experience in construction management, working on large or complex projects for all positions including project construction manager, construction inspector, field contract administrator, scheduler, and office engineer. Additionally, specialty expertise will be required for some of the positions in the fields of scheduling, cost estimating, certified reinforced concrete inspection, certified welding inspection, soils testing, and concrete sampling and testing.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5241, Engineer; 6318, Construction Inspector; 6319, Senior Const Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor will rent and maintain the existing East Bay Regional Field Office for use by City and consultant staff as the East Bay headquarters for Infrastructure to manage the construction of Regional projects.

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

The department has performed outreach to San Francisco Public Works, which declined due to workload and the remote location of the project.

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

- A. Explain why civil service classes are not applicable.  
The management of the construction projects in the scope of work cannot be fully performed by civil service staff due to the scheduling of the projects, as well as the highly specialized nature of some of the work. The project schedules will result in peak, short-term workloads that will be staggered and intermittent in nature. It should be noted that the total construction management cost for all of the projects to be supported by this PSC is approximately \$26M, of which only \$16M is covered by this PSC. Much of the work is planned to be performed by City staff.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Performing this work would not require adopting a new civil service class. The PSC is required mostly due to the short-term duration of the peak and staggered, overlapping periods of project activity.

**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.  
Yes. City and County employees will gain construction management knowledge and skills by interacting and working side-by-side with the experienced contractors. The contractor will also be tasked with providing training sessions in specific construction management fields of expertise through brown bag presentations. Approximately 50 training hours will be provided in topics such as construction management principles, scheduling, claims analysis, and quality control/quality assurance. The occupational type of City and County employees to receive the training will be engineers and construction inspectors. Approximately 10-15 employees are expected to be trained.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.



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

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

7. **Union Notification:** On 02/04/2021, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Bill Irwin Phone: 415-934-3975 Email: wirwin@swater.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49806 - 20/21

DHR Analysis/Recommendation:

action date: 03/15/2021

Commission Approval Required

Approved by Civil Service Commission

03/15/2021 DHR Approved for 03/15/2021

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: Construction Management Services (PRO.0140)

Funding Source: 10-year Regional Water CIP and WSIP

PSC Duration: 6 years 51 weeks

PSC Amount: \$16,000,000

**1. Description of Work**

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

Provide specialized and short-term augmentation to existing SFPUC staff for the construction management of the projects to be constructed for the 10-year Regional Water System Capital Improvement Program and the remainder of the Water System Improvement Program (WSIP) in the East Bay. Services will include project construction management, field contract administration, construction inspection, project controls, materials testing, Supplier Quality Surveillance (SQS), project administration and document control, start-up and testing coordination, office engineering, and maintaining a regional field office for consultant and City staff.

The 10-year Regional Water System Capital Improvement Program includes a series of projects that are planned to be constructed during the next 7 years, culminating in the Sunol Valley Water Treatment Plant (SVWTP) Ozone and Calaveras Substation project, which is estimated to be over \$100M in construction cost, which would require an extensive and specialized construction management team to be situated in a remote location.

This PSC is to provide specialized construction management staffing and also to provide augmentation to existing SFPUC staffing to cover the temporary peak work load anticipated during the PSC duration.

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

This service is necessary for two reasons: to provide specialized construction management services that require specific experience that are not typical for the civil service classifications used by the City to perform this work, and to provide temporary staff augmentation to cover peak work loads caused by multiple overlapping construction projects that are scheduled to occur over the PSC duration. Denial of this Personal Services Contract would prevent the SFPUC from effectively managing the construction of the numerous projects planned under the Regional Water CIP and the remainder of the WSIP, resulting in the potential delay or cancellation of projects, increased construction costs, or reduced construction quality of completed projects.

- 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.

Similar construction management services have been provided in the past under previous PSCs. This PSC is similar to the CS-915R contract, which provided construction management services for the Water System Improvement Program in the Sunol Valley Region. This contract has expired and can no longer be utilized. PRO.0149 and PRO.0097 are additional contracts that are providing as-needed construction management services for the SFPUC in the San Francisco Bay Area and Hetch Hetchy, respectively. This PSC is unique from the as-needed PSCs listed above because it is region-specific to cover the remote Sunol Valley and surrounding areas, and is also project-specific. The staffing needs for the larger projects exceed the task order limits of the as-needed contracts, which preclude the use of PRO.0149 to cover all of the staffing needs under this PSC.

- 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.

This PSC request is to provide construction management for several projects over a duration of seven (7) years. The projects span from 2020 through 2026. The reason for requesting a duration of 7 years is due to the planned construction schedule of the Sunol Valley Water Treatment Plant Ozone and Calaveras Substation project. This project will begin construction in 2022 and construction and closeout is anticipated to extend through 2026. This will be a critical, specialized construction project valued at over \$100M that will require a large and highly specialized construction management team. It is essential for the success of the project to maintain a consistent staff throughout the duration of the project. The projects that will be staffed by this PSC will have distinct work scopes and distinct specialized experience requirements. The projects will also overlap in schedule, which will require multiple and staggered construction management teams. To the extent possible, City staff will serve in the lead Project Construction Manager roles and manage and supervise the consultant staff.

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

- B. Explain the qualifying circumstances:

The Regional Water System Capital Improvement Program and the remainder of the Water System Improvement Program will require short-term, temporary staffing of experienced and highly specialized construction management staff to successfully complete the multitude of projects that are planned over the next 7 years. The scope of this contract will also include the rental and maintenance of the existing Sunol Regional Office, which provides a regional headquarters for City Infrastructure staff managing projects in the East Bay Region. Additionally, the scope of work will include highly specialized materials testing services such as concrete sampling and testing, soil compaction testing, welding inspection, and other materials testing, which require specialized equipment and expertise that the City does not have. It is not feasible to establish new civil service positions to cover this work due to the short-term, peak workloads for projects that will have overlapping construction schedules.

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

- A. Specify required skills and/or expertise: The scope of work for this contract requires a minimum of 5 years of experience in construction management, working on large or complex projects for all positions including project construction manager, construction inspector, field contract administrator, scheduler,

and office engineer. Additionally, specialty expertise will be required for some of the positions in the fields of scheduling, cost estimating, certified reinforced concrete inspection, certified welding inspection, soils testing, and concrete sampling and testing.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5241, Engineer; 6318, Construction Inspector; 6319, Senior Const Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor will rent and maintain the existing East Bay Regional Field Office for use by City and consultant staff as the East Bay headquarters for Infrastructure to manage the construction of Regional projects.

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

The department has performed outreach to San Francisco Public Works, which declined due to workload and the remote location of the project.

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

- A. Explain why civil service classes are not applicable.  
The management of the construction projects in the scope of work cannot be fully performed by civil service staff due to the scheduling of the projects, as well as the highly specialized nature of some of the work. The project schedules will result in peak, short-term workloads that will be staggered and intermittent in nature. It should be noted that the total construction management cost for all of the projects to be supported by this PSC is approximately \$26M, of which only \$16M is covered by this PSC. Much of the work is planned to be performed by City staff.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Performing this work would not require adopting a new civil service class. The PSC is required mostly due to the short-term duration of the peak and staggered, overlapping periods of project activity.

**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.  
Yes. City and County employees will gain construction management knowledge and skills by interacting and working side-by-side with the experienced contractors. The contractor will also be tasked with providing training sessions in specific construction management fields of expertise through brown bag presentations. Approximately 50 training hours will be provided in topics such as construction management principles, scheduling, claims analysis, and quality control/quality assurance. The occupational type of City and County employees to receive the training will be engineers and construction inspectors. Approximately 10-15 employees are expected to be trained.
- 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 06/07/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfwater.org

Address: 525 Golden Gate Avenue San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41117 - 18/19

DHR Analysis/Recommendation:

action date: 08/05/2019

Commission Approval Required

Approved by Civil Service Commission

08/05/2019 DHR Approved for 08/05/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: RECREATION AND PARK COMMISSION

Dept. Code: REC

Type of Request:  Initial  Modification of an existing PSC (PSC # 41604 - 18/19)

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

Type of Service: 900 Innes - Hazardous Materials Remediation Design Services

Funding Source: Capital Funds / SF Bay Restoration Grant

PSC Original Approved Amount: \$1,100,000 PSC Original Approved Duration: 04/01/19 - 01/31/24 (4 years 43 weeks)

PSC Mod#1 Amount: \$545,000 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$315,000 PSC Mod#2 Duration: 12/07/23-07/31/27 (3 years 25 weeks)

PSC Cumulative Amount Proposed: \$1,960,000 PSC Cumulative Duration Proposed: 8 years 17 weeks

**1. Description of Work**

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

Overall remedial engineering and dredge design services for the 900 Innes Park Project in San Francisco's Bay View Hunters Point Neighborhood. The work to be performed includes in-water sediment and hazardous building materials testing, treatment and stabilization analyses, hydrodynamic modeling, chemical partitioning and breakthrough analysis, preparation of cap design criteria to ensure cap performance, preparation of construction documentation for public bidding and construction administration. Sub-consultant services include surveying and regulatory permitting support to complete the regulatory permit approval process. Work to be performed by sub-consultants include bathymetric, topographic, boundary and utilities location/surveying.

Other work required includes responding to queries from the various agencies arising from the permitting process, preparation of additional exhibits and figures, and compensatory mitigation analysis and planning for addressing potential loss/impacts to aquatic habitat.

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

Before the park development can begin, the site (900 Innes) must undergo an environmental cleanup. Soil and sediment characterization reports for the site reveal environmental impacts and degraded habitat as a result of the historical, industrial boat-building and repair activities performed at the site. Contaminants include metals, polychlorinated biphenyls (PCBs), polyaromatic hydrocarbons (PAHs), and petroleum hydrocarbons at varying levels. Groundwater at this property also contains levels of various metals, PAHs, and petroleum hydrocarbons. The remediation of the soil and sediment at 900 Innes will include the (1) dredging, excavation, and offsite disposal of soil and sediment from three- to five-feet below ground surface, (2) the covering of soil and sediment in place, (3) the import and backfilling of soil and sediment excavation areas, and (4) the grading and re-contouring of the site to create elevations for the park and to support future vegetated intertidal areas. Marine debris including creosote-treated piles, abandoned marine infrastructure (i.e. docks and launch ramps) and buildings and piers that have crumbled into the intertidal and subtidal areas of the site will also be removed. In addition to cleaning and preparing the site for park development, the elimination of blighted structures will reduce the existing issues of trespassing, vandalism, and homeless encampments and will also discourage the littering and illegal disposal at the site, which leads to unwanted pollutants in the Bay. The remediation of sediments will allow and facilitate the development a more connected mudflat, tidal marsh and wetlands, and upland buffer and transition zone to support the variety of flora and fauna, including migratory birds, that would benefit from this habitat. As importantly, the proposed marsh and wetland edge and upland buffer habitat will provide a resilient shoreline that can adapt with rising sea levels, improve water quality through filtration of nutrients and sediments in groundwater runoff, and help stabilize soils and minimize erosion in these areas. And lastly, the cleanup of this contaminated site will help to alleviate negative health consequences to the Bayview Hunters Point community.

**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 41604 - 18/19

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:

**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:

This is a short-term, one time project for remediation design services for this project prior to actual development.

B. Reason for the request for modification:

Project has taken longer than expected with more effort needed for continued monitoring, assessment and reporting required.

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

A. Specify required skills and/or expertise: The site conditions do not comply with the Federal Clean Water Act and the State Porter-Cologne Act. The work requires hiring an engineering firm with experience and expertise to develop a remediation program to comply with State and Federal resource requirements to remove contaminated material impairing biological and aquatic habitat. Expertise includes coastal engineering and environmental engineering, dredge and remediation construction documentation, treatment and stabilization analysis, hydrodynamic and coastal modeling, back-fill cap design, and compensatory mitigation development, regulatory permitting, and federal consultations. Other skills include developing Sampling and Analysis Plans (SAP), Quality Assurance Project Plans (QAPP), characterization reports.

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

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 Department of Public Works does not provide remediation engineering design for contaminated in-water sediments, or soil backfill and sediment cap modeling.

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. It has been the policy of the City that it is best to contract out these services.

**6. Additional Information**

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

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

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.  
Additional effort on the 900 Innes Remediation project.

7. **Union Notification:** On 12/07/23, 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: Sean McFadden Phone: 415 831 2779 Email: sean.mcfadden@sfgov.org

Address: McLaren Lodge, 501 Stanyan Street, San Francisco, CA 94117

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41604 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/30/2024



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

## Choi, Suzanne (HRD)

---

**From:** dhr-psccordinator@sfgov.org on behalf of sean.mcfadden@sfgov.org  
**Sent:** Thursday, December 7, 2023 10:14 AM  
**To:** McFadden, Sean (REC); kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; dho@ifpte21.org; ewallace@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 41604 - 18/19 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The RECREATION AND PARK COMMISSION -- REC has submitted a modification request for a Personal Services Contract (PSC) for \$315,000 for services for the period December 7, 2023 – July 31, 2027. 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/18591>

Email sent to the following addresses: L21PSCReview@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.com ewallace@ifpte21.org dho@ifpte21.org mweirick@ifpte21.org jharding@ifpte21.org kdavis@ifpte21.org

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: RECREATION AND PARK COMMISSION

Dept. Code: REC

Type of Request:  Initial  Modification of an existing PSC (PSC # 41604 - 18/19)

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

Type of Service: 900 Innes - Hazardous Materials Remediation Design Services

Funding Source: Capital Funds / SF Bay Restoration Grant

PSC Original Approved Amount: \$1,100,000 PSC Original Approved Duration: 04/01/19 - 01/31/24 (4 years 43 weeks)

PSC Mod#1 Amount: \$545,000 PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$1,645,000 PSC Cumulative Duration Proposed: 4 years 43 weeks

**1. Description of Work**

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

Overall remedial engineering and dredge design services for the 900 Innes Park Project in San Francisco's Bay View Hunters Point Neighborhood. The work to be performed includes in-water sediment and hazardous building materials testing, treatment and stabilization analyses, hydrodynamic modeling, chemical partitioning and breakthrough analysis, preparation of cap design criteria to ensure cap performance, preparation of construction documentation for public bidding and construction administration. Sub-consultant services include surveying and regulatory permitting support to complete the regulatory permit approval process. Work to be performed by sub-consultants include bathymetric, topographic, boundary and utilities location/surveying.

Other work required includes responding to queries from the various agencies arising from the permitting process, preparation of additional exhibits and figures, and compensatory mitigation analysis and planning for addressing potential loss/impacts to aquatic habitat.

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

Before the park development can begin, the site (900 Innes) must undergo an environmental cleanup. Soil and sediment characterization reports for the site reveal environmental impacts and degraded habitat as a result of the historical, industrial boat-building and repair activities performed at the site. Contaminants include metals, polychlorinated biphenyls (PCBs), polyaromatic hydrocarbons (PAHs), and petroleum hydrocarbons at varying levels. Groundwater at this property also contains levels of various metals, PAHs, and petroleum hydrocarbons. The remediation of the soil and sediment at 900 Innes will include the (1) dredging, excavation, and offsite disposal of soil and sediment from three- to five-feet below ground surface, (2) the covering of soil and sediment in place, (3) the import and backfilling of soil and sediment excavation areas, and (4) the grading and re-contouring of the site to create elevations for the park and to support future vegetated intertidal areas. Marine debris including creosote-treated piles, abandoned marine infrastructure (i.e. docks and launch ramps) and buildings and piers that have crumbled into the intertidal and subtidal areas of the site will also be removed. In addition to cleaning and preparing the site for park development, the elimination of blighted structures will reduce the existing issues of trespassing, vandalism, and homeless encampments and will also discourage the littering and illegal disposal at the site, which leads to unwanted pollutants in the Bay. The remediation of sediments will allow and facilitate the development a more connected mudflat, tidal marsh and wetlands, and upland buffer and transition zone to support the variety of flora and fauna, including migratory birds, that would benefit from this habitat. As importantly, the proposed marsh and wetland edge and upland buffer habitat will provide a resilient shoreline that can adapt with rising sea levels, improve water quality through filtration of nutrients and sediments in groundwater runoff, and help stabilize soils and minimize erosion in these areas. And lastly, the cleanup of this contaminated site will help to alleviate negative health consequences to the Bayview Hunters Point community.

**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 41604 - 18/19

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:

**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:

This is a short-term, one time project for remediation design services for this project prior to actual development.

B. Reason for the request for modification:

Additional level of effort required to remediation project including additional design, remediation oversight and additional sampling required by oversight agencies.

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

A. Specify required skills and/or expertise: The site conditions do not comply with the Federal Clean Water Act and the State Porter-Cologne Act. The work requires hiring an engineering firm with experience and expertise to develop a remediation program to comply with State and Federal resource requirements to remove contaminated material impairing biological and aquatic habitat. Expertise includes coastal engineering and environmental engineering, dredge and remediation construction documentation, treatment and stabilization analysis, hydrodynamic and coastal modeling, back-fill cap design, and compensatory mitigation development, regulatory permitting, and federal consultations. Other skills include developing Sampling and Analysis Plans (SAP), Quality Assurance Project Plans (QAPP), characterization reports.

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

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 Department of Public Works does not provide remediation engineering design for contaminated in-water sediments, or soil backfill and sediment cap modeling.

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. It has been the policy of the City that it is best to contract out these services.

**6. Additional Information**

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

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

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.  
Additional effort on the 900 Innes Remediation project.

7. **Union Notification:** On 06/29/22, 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: Sean McFadden Phone: 415 831 2779 Email: sean.mcfadden@sfgov.org

Address: McLaren Lodge, 501 Stanyan Street, San Francisco, CA 94117

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41604 - 18/19

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 07/11/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: RECREATION AND PARK COMMISSION -- REC

Dept. Code: REC

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

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

Type of Service: 900 Innes - Hazardous Materials Remediation Design Services

Funding Source: Capital Funds / SF Bay Restoration Grant

PSC Amount: \$1,100,000

PSC Est. Start Date: 04/01/2019

PSC Est. End Date 01/31/2024

**1. Description of Work**

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

Overall remedial engineering and dredge design services for the 900 Innes Park Project in San Francisco's Bay View Hunters Point Neighborhood. The work to be performed includes in-water sediment and hazardous building materials testing, treatment and stabilization analyses, hydrodynamic modeling, chemical partitioning and breakthrough analysis, preparation of cap design criteria to ensure cap performance, preparation of construction documentation for public bidding and construction administration. Sub-consultant services include surveying and regulatory permitting support to complete the regulatory permit approval process. Work to be performed by sub-consultants include bathymetric, topographic, boundary and utilities location/surveying.

Other work required includes responding to queries from the various agencies arising from the permitting process, preparation of additional exhibits and figures, and compensatory mitigation analysis and planning for addressing potential loss/impacts to aquatic habitat.

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

Before the park development can begin, the site (900 Innes) must undergo an environmental cleanup. Soil and sediment characterization reports for the site reveal environmental impacts and degraded habitat as a result of the historical, industrial boat-building and repair activities performed at the site. Contaminants include metals, polychlorinated biphenyls (PCBs), polyaromatic hydrocarbons (PAHs), and petroleum hydrocarbons at varying levels. Groundwater at this property also contains levels of various metals, PAHs, and petroleum hydrocarbons. The remediation of the soil and sediment at 900 Innes will include the (1) dredging, excavation, and offsite disposal of soil and sediment from three- to five-feet below ground surface, (2) the covering of soil and sediment in place, (3) the import and backfilling of soil and sediment excavation areas, and (4) the grading and re-contouring of the site to create elevations for the park and to support future vegetated intertidal areas. Marine debris including creosote-treated piles, abandoned marine infrastructure (i.e. docks and launch ramps) and buildings and piers that have crumbled into the intertidal and subtidal areas of the site will also be removed. In addition to cleaning and preparing the site for park development, the elimination of blighted structures will reduce the existing issues of trespassing, vandalism, and homeless encampments and will also discourage the littering and illegal disposal at the site, which leads to unwanted pollutants in the Bay. The remediation of sediments will allow and facilitate the development a more connected mudflat, tidal marsh and wetlands, and upland buffer and transition zone to support the variety of flora and fauna, including migratory birds, that would benefit from this habitat. As importantly, the proposed marsh and wetland edge and upland buffer habitat will provide a resilient shoreline that can adapt with rising sea levels, improve water quality through filtration of nutrients and sediments in groundwater runoff, and help stabilize soils and minimize erosion in these areas. And lastly, the cleanup of this contaminated site will help to alleviate negative health consequences to the Bayview Hunters Point community.

**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.**

In general, remedial design services or provided through as-needed contracts or one-time contracts due to the specialized nature of the work.

D. Will the contract(s) be renewed?

No.

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

not applicable

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

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

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

B. Explain the qualifying circumstances:

This is a short-term, one time project for remediation design services for this project prior to actual development.

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

A. Specify required skills and/or expertise: The site conditions do not comply with the Federal Clean Water Act and the State Porter-Cologne Act. The work requires hiring an engineering firm with experience and expertise to develop a remediation program to comply with State and Federal resource requirements to remove contaminated material impairing biological and aquatic habitat. Expertise includes coastal engineering and environmental engineering, dredge and remediation construction documentation, treatment and stabilization analysis, hydrodynamic and coastal modeling, back-fill cap design, and compensatory mitigation development, regulatory permitting, and federal consultations. Other skills include developing Sampling and Analysis Plans (SAP), Quality Assurance Project Plans (QAPP), characterization reports.

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

Generally, environmental and remediation design and oversight services are contracted out by the City and County of San Francisco. Public Works does not have staff who are experienced in remediation engineering.

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

A. Explain why civil service classes are not applicable.

The Department of Public Works does not provide remediation engineering design for contaminated in-water sediments, or soil backfill and sediment cap modeling.

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. It has been the policy of the City that it is best to contract out these services.

**6. Additional Information**

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

No.

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

No. Training will not be provided as City employees will not be doing this work in the future.



- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 02/15/2019, 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: Sean McFadden Phone: 415 831 2779 Email: sean.mcfadden@sfgov.org

Address: McLaren Lodge, 501 Stanyan Street San Francisco, CA 94117

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41604 - 18/19

DHR Analysis/Recommendation:

action date: 04/15/2019

Commission Approval Required

Approved by Civil Service Commission

04/15/2019 DHR Approved for 04/15/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY

Dept. Code: TIS

Type of Request:  Initial  Modification of an existing PSC (PSC # 46699 - 23/24)

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

Type of Service: Professional Technical and Training Services + Enterprise Licensing Agreement

Funding Source: General Funds

PSC Original Approved Amount: \$4,000,000 PSC Original Approved Duration: 07/01/24 - 06/30/27 (2 years 52 weeks)

PSC Mod#1 Amount: \$3,000,000 PSC Mod#1 Duration: 07/01/24-06/30/29 (2 years 1 day)

PSC Cumulative Amount Proposed: \$7,000,000 PSC Cumulative Duration Proposed: 5 years

**1. Description of Work**

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

Training users on the citywide Enterprise Licensed Geographic Information System (GIS) software products, and Geographic Information System Project consulting, on an as-needed basis. Prior to 2022 CSC did not require departments to include the proprietary licensing and maintenance costs for on-premise and cloud based software products. The totality of this request is \$3.5M for proprietary software licensing and maintenance for both on-premises and cloud software products, as well as up to \$500k in training and consultative services on an as-needed basis. Not all departments actually utilize the 100 hours of technical training and up to 100 hours of learning and service credits. This amount also encompasses the vendors GIS training pass which includes up to 50 training days per year for client departments use to learn about new features on the software suite of products.

**Scope Change**

No changes from the original request, just extending 2 years to the agreement

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

This service is necessary to provide training and project consulting for Citywide use of Geographic Information System Software products on an as-needed basis. These services require special technical knowledge of Environmental Systems Research Institute products. These products are critical to the functions of twenty-eight City Departments and if denied will adversely affect their operations.

**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, previous PCS 37663 -17/18

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

yes City departments continue to need the Environmental Systems Research Institute Enterprise Advantage Program's technical advisory hours and also to leverage the supplier's learning and services credits.

**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:**

No the new Enterprise agreement that was originally approved was for 3 years, this modification is to extend to 5 years for the full length of the new proposal.

**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:**

Services required on an intermittent basis and require proprietary technical knowledge of Environmental Systems Research Institute Geographic Information System Products that are not available to City staff and cannot access due to the proprietary nature of the Geographic Information System Software.

B. Reason for the request for modification:

The Department of Technology was able to successfully negotiate from a 3 year Enterprise Agreement to a 5 year Enterprise Agreement to allow for better year-over-year savings for departments. This is for Software as a Service (SaaS) and Professional & Technical training for span of the agreement. The original request included the SaaS component which is no longer required under the new Civil Service Commission rules and only the training and technical services require an approved Professional Services component. The SaaS Enterprise component is: \$4.3M The estimated training programs and training/technical passes is: \$2.7M. This amount is an estimate as it is up to the discretion of the requesting department to purchase these training credits as needed for additional training on the suite of products for their business needs. This training is proprietary in nature as it comes directly from the manufacturer to train requesting departments on an as-needed basis on how to best utilize the suite of offered products under the Enterprise Agreement for their specific use cases.

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

- A. Specify required skills and/or expertise: Specialized proprietary technical knowledge of Environmental Systems Research Institute Desktop and Server-side Geographic Information System Software products, Geographic Information System Technical Requirement and Solution Development, Geographic Information System Project Management and Implementation, Geographic Information System Software Training.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1033, IS Trainer-Senior; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1053, IS Business Analyst-Senior; 1063, IS Programmer Analyst-Senior;
- 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.  
Training and Project Consulting Services require extensive technical knowledge and expertise with proprietary Environmental Systems Research Institute Geographic Information System Software. Additionally, Project Consulting Services may require access to Environmental Systems Research Institute source codes that are proprietary to Environmental Systems Research Institute and not available to City employees.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, because the services require technical knowledge and expertise with proprietary Environmental Systems Research Institute Geographic Information System Software, and access to Environmental Systems Research Institute source codes. Current PCS employees utilize the software for their day to day roles.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
There are two types of training passes offered. One is a 50 day credit of hours to be used on an as-need basis to schedule trainings with the manufacturer. The other is a one day pass for a specific use case training on a 1 on 1 basis with the department
- 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 12/13/23, the Department notified the following employee organizations of this PSC/RFP request:  
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: Jolie Gines Phone: 628 652 5074 Email: jolie.gines@sfgov.org

Address: 1 South Van Ness Ave, 2nd Floor

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46699 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/30/2024

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

## Choi, Suzanne (HRD)

---

**From:** dhr-psccordinator@sfgov.org on behalf of jolie.gines@sfgov.org  
**Sent:** Wednesday, December 13, 2023 8:40 AM  
**To:** Gines, Jolie (TIS); Laxamana, Junko (DBI); sportillo@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; l21pscreview@ifpte21.org; Edhammer, Ken (TIS); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 46699 - 23/24 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a modification request for a Personal Services Contract (PSC) for \$3,000,000 for services for the period July 1, 2024 – June 30, 2029. 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/21784>

Email sent to the following addresses: L21PSCReview@ifpte21.org amakayan@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ewallace@ifpte21.org agarza@ifpte21.org mweirick@ifpte21.org jharding@ifpte21.org kdavis@ifpte21.org sportillo@ifpte21.org junko.laxamana@sfgov.org

# **Additional Attachment(s)**

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: Professional Technical and Training Services + Enterprise Licensing Agreement

Funding Source: General Funds

PSC Amount: \$4,000,000

PSC Est. Start Date: 07/01/2024

PSC Est. End Date 06/30/2027

**1. Description of Work**

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

Training users on the citywide Enterprise Licensed Geographic Information System (GIS) software products, and Geographic Information System Project consulting, on an as-needed basis. Prior to 2022 CSC did not require departments to include the proprietary licensing and maintenance costs for on-premise and cloud based software products. The totality of this request is \$3.5M for proprietary software licensing and maintenance for both on-premises and cloud software products, as well as up to \$500k in training and consultative services on an as-needed basis. Not all departments actually utilize the 100 hours of technical training and up to 100 hours of learning and service credits. This amount also encompasses the vendors GIS training pass which includes up to 50 training days per year for client departments use to learn about new features on the software suite of products.

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

This service is necessary to provide training and project consulting for Citywide use of Geographic Information System Software products on an as-needed basis. These services require special technical knowledge of Environmental Systems Research Institute products. These products are critical to the functions of twenty-eight City Departments and if denied will adversely affect their operations.

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.

Most recent PCS#37663-17/18 - Mod was approved by the commission on April 5, 2021. This new request is to stand up a new Enterprise Level Agreement for the next 3 yrs.

D. Will the contract(s) be renewed?

yes City departments continue to need the Environmental Systems Research Institute Enterprise Advantage Program's technical advisory hours and also to leverage the supplier's learning and services credits.

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

not applicable

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

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

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

B. Explain the qualifying circumstances:

Services required on an intermittent basis and require proprietary technical knowledge of Environmental Systems Research Institute Geographic Information System Products that are not available to City staff and cannot access due to the proprietary nature of the Geographic Information System Software.



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

- A. Specify required skills and/or expertise: Specialized proprietary technical knowledge of Environmental Systems Research Institute Desktop and Server-side Geographic Information System Software products, Geographic Information System Technical Requirement and Solution Development, Geographic Information System Project Management and Implementation, Geographic Information System Software Training.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1033, IS Trainer-Senior; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1053, IS Business Analyst-Senior; 1063, IS Programmer Analyst-Senior;
- 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.  
Training and Project Consulting Services require extensive technical knowledge and expertise with proprietary Environmental Systems Research Institute Geographic Information System Software. Additionally, Project Consulting Services may require access to Environmental Systems Research Institute source codes that are proprietary to Environmental Systems Research Institute and not available to City employees.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, because the services require technical knowledge and expertise with proprietary Environmental Systems Research Institute Geographic Information System Software, and access to Environmental Systems Research Institute source codes. Current PCS employees utilize the software for their day to day roles.

**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.  
Yes. The training will be for City Departments utilizing Environmental Systems Research Institute Geographic Information System Software on an as-needed basis. The approximate number of hours and the scope of any training will be determined when a Department identifies a Geographic Information System project they need assistance with. At the time of this new Enterprise Agreement, no training activities have been identified.
- 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.  
Yes. Yes, Environmental Systems Research Institute which will expire on 6/30/2024

7. **Union Notification:** On 09/26/2023, 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: Jolie Gines Phone: 628 652 5074 Email: jolie.gines@sfgov.org

Address: 1 South Van Ness Ave 2nd Floor

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46699 - 23/24

DHR Analysis/Recommendation:

action date: 12/04/2023

Commission Approval Required

Approved by Civil Service Commission

12/04/2023 DHR Approved for 12/04/2023

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY

Dept. Code: TIS

Type of Request:  Initial  Modification of an existing PSC (PSC # 37663 - 17/18)

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

Type of Service: Professional Technical and Training Services

Funding Source: General Funds and Enterprise Funds

PSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 07/01/18 - 06/30/21 (3 years)

PSC Mod#1 Amount: \$650,000 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$250,000 PSC Mod#2 Duration: 07/01/21-06/30/27 (6 years 1 day)

PSC Cumulative Amount Proposed: \$1,000,000 PSC Cumulative Duration Proposed: 9 years 1 day

**1. Description of Work**

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

Training users on the citywide Enterprise Licensed Environmental Systems Research Institute Geographic Information System (GIS) software products, and Geographic Information System Project consulting, on an as-needed basis.

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

This service is necessary to provide training and project consulting for Citywide use of Environmental Systems Research Institute's Geographic Information System Software products on an as-needed basis. These services require special technical knowledge of Environmental Systems Research Institute products. These products are critical to the functions of twenty-eight City Departments and if denied will adversely affect their operations.

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, through PSC# 43213-14/15, which terminated when the prior Enterprise Agreement expired.

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:

City departments continue to need the Environmental Systems Research Institute Enterprise Advantage Program's technical advisory hours and also to leverage the supplier's learning and services credits.

**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:

Services required on an intermittent basis and require proprietary technical knowledge of Environmental Systems Research Institute Geographic Information System Products that are not available to City staff and cannot access due to the proprietary nature of the Geographic Information System Software.

B. Reason for the request for modification:

This 2nd modification request is to increase the original approved PSC amount from \$750,000 to \$1,000,000. Following submission of the initial PSC request, the Department of Technology completed its negotiations with Environmental Systems Research Institute for a new three-year Enterprise Agreement. Part of the negotiations included the option for City departments to purchase the Environmental Systems Research Institute Enterprise Advantage Program which consists of 100 technical advisory hours and up to 100 learning and services credits. This option is available to departments at a set cost per year. Based on Department of Technology projections, if 10% of the City departments currently using Environmental Systems Research Institute Geographic Information System Software were to exercise said option, then the cumulative amount would exceed the original PSC amount of \$100,000. Thus, this modification request is being submitted to increase the PSC amount that would provide for such services on an as-needed basis.

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

- A. Specify required skills and/or expertise: Specify required skills and/or expertise: Specialized proprietary technical knowledge of Environmental Systems Research Institute Desktop and Server-side Geographic Information System Software products, Geographic Information System Technical Requirement and Solution Development, Geographic Information System Project Management and Implementation, Geographic Information System Software Training.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1033, IS Trainer-Senior; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1053, IS Business Analyst-Senior; 1063, IS Programmer Analyst-Senior;
- 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.  
Training and Project Consulting Services require extensive technical knowledge and expertise with proprietary Environmental Systems Research Institute Geographic Information System Software. Additionally, Project Consulting Services may require access to Environmental Systems Research Institute source codes that are proprietary to Environmental Systems Research Institute and not available to City employees.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, because the services require technical knowledge and expertise with proprietary Environmental Systems Research Institute Geographic Information System Software, and access to Environmental Systems Research Institute source codes.

**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 training will be for City Departments utilizing Environmental Systems Research Institute Geographic Information System Software on an as-needed basis. The approximate number of hours and the scope of any training will be determined when a Department identifies a Geographic Information System project they need assistance with. At the time of this new Enterprise Agreement, no training activities have been identified.
- 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.  
Yes, Environmental Systems Research Institute

**7. Union Notification:** On 03/04/21, 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: Jolie Gines Phone: 628 652 5074 Email: jolie.gines@sfgov.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 37663 - 17/18

DHR Analysis/Recommendation:

04/05/2021

Commission Approval Required

Approved by Civil Service Commission

04/05/2021 DHR Approved for 04/05/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 49137 - 14/15)

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

Type of Service: Intermittent, supplemental temporary nursing personnel for San Francisco Health Network

Funding Source: General Fund

PSC Original Approved Amount: \$18,000,000 PSC Original Approved Duration: 07/01/15 - 12/31/17 (2 years 26 weeks)

PSC Mod#1 Amount: \$40,000,000 PSC Mod#1 Duration: 05/01/17-12/31/21 (4 years 1 day)

PSC Mod#2 Amount: \$30,000,000 PSC Mod#2 Duration: 08/10/18-12/31/22 (1 year)

PSC Mod#3 Amount: \$31,748,074 PSC Mod#3 Duration: 08/01/20-06/30/24 (1 year 25 weeks)

PSC Mod#4 Amount: \$50,000,000 PSC Mod#4 Duration: 08/01/21-07/30/25 (1 year 4 weeks)

PSC Mod#5 Amount: \$100,000,000 PSC Mod#5 Duration: 12/01/23-10/31/27 (2 years 13 weeks)

PSC Cumulative Amount Proposed: \$269,748,074 PSC Cumulative Duration Proposed: 12 years 17 weeks

**1. Description of Work**

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

Contractors will provide San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH) a continuous, reliable source of intermittent, supplemental, and travel nursing personnel during high patient census, high acuity, unexpected staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements. In addition, SFGH is scheduled to transition to a new acute care facility in December of 2015. In order for that transition to be successful, the current staff will require training on the new equipment, technology, patient flow and workflow processes. Supplemental contract nurses and ancillary personnel will be necessary to provide surge capacity in order to backfill SFGH staff while they attend training sessions and scheduled "day-in-the-life" training simulations.

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

The ability to access supplemental, temporary nursing personnel enables SFGH and LHH to reduce the frequency and duration of ambulance diversions, creating flexibility in responding to crisis, such as multiple victim situations and maintaining inpatient revenue-generating capacity in the face of an ongoing shortage of nursing staff. In 1999, the State passed AB 394 mandating specific nurse-to-patient ratios for acute care hospitals and specialty hospitals in California. This requires SFGH and LHH to maintain adequate nurse staffing. Without these contract services, the SFGH and LHH will not be able to maintain required nurse-to-patient ratios during unexpected staff shortages. (Continued on attachment)

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

Yes

D. Will the contract(s) be renewed?

If needed.

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

The duration of this PSC is more than five years because there continues to be a nationwide shortage of nurses. In order to maintain mandated nurse staffing ratios the Department must continue to utilize temporary staff. The Department forecasts this trend to continue for the foreseeable future.

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

A. Display all that apply

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

Explain the qualifying circumstances:

Contractors will provide San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH) a continuous, reliable source of intermittent, supplemental, and travel nursing personnel during high patient census, high acuity, unexpected staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements. Contractors will also allow current staff to be trained on the new equipment, technology, patient flow and workflow processes in the new SFGH hospital building by assisting with maintaining nursing staff in the present building during training.

B. Reason for the request for modification:

The modification is to increase the amount of the PSC request and to extend the term in order to respond to ongoing needs for nursing support due to ongoing operations, responding to surges as a result of emergent needs such as COVID-19 outbreaks, or other communicable diseases, and to ensure coverage when existing staff are unable to fill scheduled or unscheduled shifts. Covered locations include Jail Health Services and Primary Care.

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

A. Specify required skills and/or expertise: Contractors must be able to provide traveling personnel who are California-licensed nurses with a minimum of one year of nursing experience as well as specialty experience where applicable, current CardioPulmonary Resuscitation (CPR) certifications, and current health and safety classes congruent with City and County policy (DPH Health and Safety Policy) and Joint Commission requirements for hospital accreditation and California Title 22 Standards. (Continued on attachment)

B. Which, if any, civil service class(es) normally perform(s) this work? 2302, Nursing Assistant; 2303, Patient Care Assistant; 2310, Surgical Procedures Technician; 2312, Licensed Vocational Nurse; 2320, Registered Nurse; 2340, Operating Room Nurse; 2430, Medical Evaluations Assistant;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil service classifications already exist. These registry services are necessary for intermittent, temporary, as-needed services to provide back-up coverage during times of high patient census, high acuity, unexpected staff illnesses and/or vacations and/or unanticipated staff shortages. It is standard practice to use surge staffing during transitions requiring training of large numbers of staff. The expected length of the surge registry services would be from August 2015 to December 2015.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, because the City currently has Civil Service classifications used to provide a portion of these services on a regular basis. These registry services are needed to meet intermittent staffing needs during periods of unusually high patient activity or low staffing of civil service employees (Continued on attachment)

**6. Additional Information**

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

No.

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

Please see attachment.

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.  
Cross Country Staffing; Aya Healthcare, Inc.; TaleMed, LLC

7. **Union Notification:** On 10/10/23, the Department notified the following employee organizations of this PSC/RFP request: SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, SFAPP; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

Name: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49137 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/30/2024



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

## Receipt of Modification Request to PSC # 49137 - 14/15 - MODIFICATIONS

dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org>

on behalf of

kelly.hiramoto@sfdph.org <kelly.hiramoto@sfdph.org>

Tue 10/10/2023 12:31 PM

To:Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>;snaranjo@cirseiu.org <snaranjo@cirseiu.org>;jennifer.esteen@seiu1021.org <jennifer.esteen@seiu1021.org>;emathurin@cirseiu.org <emathurin@cirseiu.org>;abush@cirseiu.org <abush@cirseiu.org>;kcartermartinez@cirseiu.org <kcartermartinez@cirseiu.org>;ablood@cirseiu.org <ablood@cirseiu.org>;oumar.fall@seiu1021.org <oumar.fall@seiu1021.org>;cade.crowell@seiu1021.org <cade.crowell@seiu1021.org>;max.porter@seiu1021.org <max.porter@seiu1021.org>;sarah.wilson@seiu1021.org <sarah.wilson@seiu1021.org>;Sandeep.lal@seiu1021.me <Sandeep.lal@seiu1021.me>;leah.berlanga@seiu1021.org <leah.berlanga@seiu1021.org>;matthew.torres@seiu1021.org <matthew.torres@seiu1021.org>;SF-DHR-Info@seiu1021.org <SF-DHR-Info@seiu1021.org>;Najuawanda Daniels <najuawanda.daniels@seiu1021.org>;Jason Klumb <Jason.Klumb@seiu1021.org>;Frigault, Noah (HRC) <noah.frigault@sfgov.org>;Meyers, Julie (HSA) <julie.meyers@sfgov.org>;Thomas Vitale <thomas.vitale@seiu1021.org>;Ricardo.lopez@sfgov.org <Ricardo.lopez@sfgov.org>;Kbasconillo@sfgwater.org <Kbasconillo@sfgwater.org>;pcamarillo\_seiu@sbcglobal.net <pcamarillo\_seiu@sbcglobal.net>;Wendy Frigillana <wendy.frigillana@seiu1021.org>;pscreview@seiu1021.org <pscreview@seiu1021.org>;ted.zarzecki@seiu1021.net <ted.zarzecki@seiu1021.net>;davidmkersten@gmail.com <davidmkersten@gmail.com>;XiuMin Li <xiumin.li@seiu1021.org>;Sin.Yee.Poon@sfgov.org <Sin.Yee.Poon@sfgov.org>;David Canham <david.canham@seiu1021.org>;jtanner940@aol.com <jtanner940@aol.com>;Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>;sportillo@ifpte21.org <sportillo@ifpte21.org>;agarza@ifpte21.org <agarza@ifpte21.org>;amakayan@ifpte21.org <amakayan@ifpte21.org>;kdavis@ifpte21.org <kdavis@ifpte21.org>;jharding@ifpte21.org <jharding@ifpte21.org>;mweirick@ifpte21.org <mweirick@ifpte21.org>;dho@ifpte21.org <dho@ifpte21.org>;ewallace@ifpte21.org <ewallace@ifpte21.org>;ecassidy@ifpte21.com <ecassidy@ifpte21.com>;WendyWong26@yahoo.com <WendyWong26@yahoo.com>;WendyWong26@yahoo.com <WendyWong26@yahoo.com>;tmathews@ifpte21.org <tmathews@ifpte21.org>;kschumacher@ifpte21.org <kschumacher@ifpte21.org>;kpage@ifpte21.org <kpage@ifpte21.org>;eerbach@ifpte21.org <eerbach@ifpte21.org>;l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>;Longhitano, Robert (DPH) <robert.longhitano@sfdph.org>;DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

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 \$100,000,000 for services for the period December 1, 2023 – October 31, 2027. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/8552>

Email sent to the following addresses: L21PSCReview@ifpte21.org  
eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org  
tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com

ecassidy@ifpte21.com ewallace@ifpte21.org dho@ifpte21.org  
mweirick@ifpte21.org  
jharding@ifpte21.org kdavis@ifpte21.org amakayan@ifpte21.org  
agarza@ifpte21.org  
sportillo@ifpte21.org junko.laxamana@sfgov.org jtanner940@aol.com  
david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org  
davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org  
Wendy.Frigillana@seiu1021.org pcamarillo\_seiu@sbcglobal.net  
Kbasconcillo@sfgov.org Ricardo.lopez@sfgov.org thomas.vitale@seiu1021.org  
Julie.Meyers@sfgov.org noah.frigault@sfgov.org jason.klumb@seiu1021.org  
najuawanda.daniels@seiu1021.org SF-DHR-Info@seiu1021.org  
matthew.torres@seiu1021.org leah.berlanga@seiu1021.org  
Sandeep.lal@seiu1021.me  
sarah.wilson@seiu1021.org max.porter@seiu1021.org cade.crowell@seiu1021.org  
oumar.fall@seiu1021.org ablood@cirseiu.org kcartermartinez@cirseiu.org  
abush@cirseiu.org emathurin@cirseiu.org jennifer.esteen@seiu1021.org  
snaranjo@cirseiu.org

# **Additional Attachment(s)**

DATE: January 8, 2024

TO: Suzanne Choi, Citywide PSC Coordinator, DHR

FROM: Reanna Albert, PSC Coordinator, Department of Public Health

RE: Request for PSC 49137-14/15 Mod 5 Intermittent, Supplemental Temporary Nursing Personnel for San Francisco Health Network, Calendaring for January 30, 2024 Civil Service Commission Special Meeting

This is to respectfully request PSC 49137-14/15 Mod 5 Intermittent, Supplemental Temporary Nursing Personnel for San Francisco Health Network to be heard at the January 30, 2024, Civil Service Commission Special Meeting.

The 60-day notice period for SEIU Local 1021 Miscellaneous and SEIU 1021 (Staff Nurse & Per Diem Nurse) ended on December 10, 2023. The Department has responded to the union's concerns through meetings and made attempts to establish a shared understanding. We have also provided the union with the requested documentation for their review.

Below is a timeline of communications with the union:

12/6/23 – We met with union (Thomas Vitale and Joseph Duncan) and discussed the PSC, union requested data on nurse registry (Claude Joseph indicated Thomas Vitale was point person on this PSC).

12/19/23 and 12/20/23 – Ramon Williams provided union the data on nurse registry.

12/26/23 – Ramon Williams asked union if they had any follow up questions.

12/26- Union responded that they wanted monthly data.

1/3/24 - Ramon Williams provided monthly data and received out of office message for month of January for Thomas Vitale.

1/3/24 – Union requested additional information on all contracts and Joseph Duncan indicated he needed time to analyze data.

The contractors under this PSC will provide San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH) a continuous, reliable source of intermittent, supplemental, and travel nursing personnel during high patient census, high acuity, unexpected staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements. Access to supplemental, temporary nursing personnel is crucial for SFGH and LHH to effectively respond to crises, reduce ambulance diversions, maintain inpatient revenue-generating capacity, comply with mandated nurse-to-patient ratios, and address ongoing shortages in nursing staff.

We appreciate your time and consideration. Please let us know if you need further information.

I can be reached at [reanna.albert@sfdph.org](mailto:reanna.albert@sfdph.org).

cc: Ramon Williams, Director of Labor Relations, SFDPH  
Rob Longhitano, Director – Office of Contract Management and Compliance, SFDPH  
Jonathan Lyens, Director of Contract Strategy, Policy, Planning and Development, SFDPH

Attachments:

- Emails from SEIU Local 1021 Miscellaneous and SEIU 1021 (Staff Nurse & Per Diem Nurse)
- PSC request
- Union notification

**From:** [Thomas Vitale](#)  
**To:** [Williams, Ramon \(DPH\)](#)  
**Cc:** [Duncan, Joseph \(DPH\)](#); [Kristin Hardy](#); [Claude Joseph](#); [Oumar Fall](#)  
**Subject:** Re: Nursing Registry Contract - 49137-14/15  
**Date:** Tuesday, December 26, 2023 11:14:39 AM

---

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi Ramon, Please provide the actual number of registry used per month that would be represented by the numbers in the grid.

Thomas Vitale  
SEIU 1021 Representative  
510-703-4081

On Dec 26, 2023, at 10:13 AM, Williams, Ramon (DPH)  
<[ramon.williams@sfdph.org](mailto:ramon.williams@sfdph.org)> wrote:

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning  
Hope everyone had a nice holiday weekend.  
Please let me know if you have any questions.

Sincerely,  
Ramon

---

**From:** Williams, Ramon (DPH)  
**Sent:** Wednesday, December 20, 2023 3:19 PM  
**To:** [thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org); [Duncan, Joseph \(DPH\) <Joseph.Duncan@sfdph.org>](mailto:Duncan, Joseph (DPH) <Joseph.Duncan@sfdph.org>)  
**Cc:** [Kristin Hardy <Kristin.Hardy@seiu1021.org>](mailto:Kristin.Hardy@seiu1021.org); [Claude Joseph <Claude.Joseph@seiu1021.org>](mailto:Claude.Joseph@seiu1021.org); [Oumar Fall <oumar.fall@seiu1021.org>](mailto:Oumar.Fall@seiu1021.org)  
**Subject:** Nursing Registry Contract - 49137-14/15

Good afternoon,  
During the conversation on the PSC , I think you also asked about the attachments to the PSC.  
Here they are.

Best Wishes,

Ramon Williams  
Director of Labor Relations  
San Francisco Department of Public Health

*Teams number: 1 628 271 6997*  
*Best way to reach me is email*

For more information on SFDPH Human Resources, please check out our Resource Center:

[DPH HR Resource Center](#)



**From:** [Williams, Ramon \(DPH\)](#)  
**To:** [Duncan, Joseph \(DPH\)](#); [Thomas Vitale](#)  
**Cc:** [Claude Joseph](#); [Kristin Hardy](#); [Oumar Fall](#)  
**Subject:** Re: FY23 Registry Usage for Central  
**Date:** Wednesday, January 3, 2024 5:56:42 PM

---

Good evening  
Thank you  
Please let me know  
Best  
Ramon

Get [Outlook for iOS](#)

---

**From:** Duncan, Joseph (DPH) <joseph.duncan@sfdph.org>  
**Sent:** Wednesday, January 3, 2024 5:52:14 PM  
**To:** Williams, Ramon (DPH) <ramon.williams@sfdph.org>; Thomas Vitale <thomas.vitale@seiu1021.org>  
**Cc:** Claude Joseph <Claude.Joseph@seiu1021.org>; Kristin Hardy <Kristin.Hardy@seiu1021.org>; Oumar Fall <oumar.fall@seiu1021.org>  
**Subject:** Re: FY23 Registry Usage for Central

Ramon,  
Thank you for the additional information. Since I just received this information, I don't think it would be fair to give an answer before being able to properly process the information we requested first. I may need some additional explanation based on the material provided.

Thank you,  
Joe

---

**From:** Williams, Ramon (DPH) <ramon.williams@sfdph.org>  
**Sent:** Wednesday, January 3, 2024 12:41 PM  
**To:** Thomas Vitale <thomas.vitale@seiu1021.org>; Duncan, Joseph (DPH) <joseph.duncan@sfdph.org>  
**Cc:** Claude Joseph <Claude.Joseph@seiu1021.org>; Kristin Hardy <Kristin.Hardy@seiu1021.org>; Oumar Fall <oumar.fall@seiu1021.org>  
**Subject:** RE: FY23 Registry Usage for Central

Good afternoon,  
Contracts advised that if we don't get a waiver today, the next deadline is by 1/10, to be heard at 2/5 CSC.  
Please let me know if we feel close.

Thank you  
Ramon

---

**From:** Williams, Ramon (DPH)

**Sent:** Wednesday, January 3, 2024 10:53 AM

**To:** thomas.vitale@seiu1021.org; Duncan, Joseph (DPH) <Joseph.Duncan@sfdph.org>

**Cc:** Claude Joseph <Claude.Joseph@seiu1021.org>; Kristin Hardy <Kristin.Hardy@seiu1021.org>; Oumar Fall <oumar.fall@seiu1021.org>

**Subject:** FW: FY23 Registry Usage for Central

Good morning again,

Here's the registry usage for Central, apologies for separate emails, I see Thomas is out to the end of the month.

Please let me know if anyone else can decide about the waiver.

Thanks

Ramon

**From:** [Kristin Hardy](#)  
**To:** [Williams, Ramon \(DPH\)](#)  
**Cc:** [Duncan, Joseph \(DPH\)](#); [Thomas Vitale](#); [Claude Joseph](#); [Oumar Fall](#)  
**Subject:** Re: ZSFG: FY23 Registry Usage  
**Date:** Wednesday, January 3, 2024 3:54:05 PM

---

Sent from my iPhone

On Jan 3, 2024, at 2:52 PM, Williams, Ramon (DPH)  
<[ramon.williams@sfdph.org](mailto:ramon.williams@sfdph.org)> wrote:

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi

Just saw Claude's response

Resending my message to Kristin in case Claude didn't see it, (sorry for multiple emails today)

I've requested info on all contracts to provide to the union, there's an outstanding information request

But today I was responding to Thomas' specific request for clarification on nurse registry,

can you please let me know if this is a separate new request from the bargaining RFI?

Best

Ramon

---

**From:** Williams, Ramon (DPH)  
**Sent:** Wednesday, January 3, 2024 2:25 PM  
**To:** Kristin Hardy <[Kristin.Hardy@seiu1021.org](mailto:Kristin.Hardy@seiu1021.org)>  
**Cc:** Duncan, Joseph (DPH) <[Joseph.Duncan@sfdph.org](mailto:Joseph.Duncan@sfdph.org)>; Thomas Vitale <[thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org)>; Claude Joseph <[Claude.Joseph@seiu1021.org](mailto:Claude.Joseph@seiu1021.org)>; Oumar Fall <[oumar.fall@seiu1021.org](mailto:oumar.fall@seiu1021.org)>  
**Subject:** RE: ZSFG: FY23 Registry Usage

Hi Kristin,

Thanks for responding

Will do, for clarification, the request from Thomas at the nurse registry psc meeting was related to nursing registry only so today I provided the follow up information to his request for specifics for nurse registry usage at lhh, central and zsfsg

We're looking for an answer on the waiver

I'm happy to request information on all dph contracts, which is part of the general RFI (and I have requested that already) but, if possible, please keep this separate so we can get a response as to whether the union will respond on the waiver for the nurse registry psc

Best,  
Ramon

---

**From:** Kristin Hardy <[Kristin.Hardy@seiu1021.org](mailto:Kristin.Hardy@seiu1021.org)>  
**Sent:** Wednesday, January 3, 2024 2:20 PM  
**To:** Williams, Ramon (DPH) <[ramon.williams@sfdph.org](mailto:ramon.williams@sfdph.org)>  
**Cc:** Duncan, Joseph (DPH) <[joseph.duncan@sfdph.org](mailto:joseph.duncan@sfdph.org)>; Thomas Vitale <[thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org)>; Claude Joseph <[Claude.Joseph@seiu1021.org](mailto:Claude.Joseph@seiu1021.org)>; Oumar Fall <[oumar.fall@seiu1021.org](mailto:oumar.fall@seiu1021.org)>  
**Subject:** Re: ZSFG: FY23 Registry Usage

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Ramon are these the only contracts at ZSFG, cause I know we have the radiology department that contracts out, security service contract at ZSFG, the medical coders in HIM department at ZSFG. Please include all contracts for ALL SEIU 1021 represented departments and classifications, not just nursing.  
Sent from my iPhone

On Jan 3, 2024, at 2:12 PM, Williams, Ramon (DPH) <[ramon.williams@sfdph.org](mailto:ramon.williams@sfdph.org)> wrote:

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,  
Here's the final piece for ZSFG registry usage  
Again, apologies for the separate emails.

Please let me know about the waiver

Thanks  
Ramon

<DPH Registry Usage FY23\_ZSFG\_NEW.xlsx>

**Continuation of responses to questions**

1. DESCRIPTION OF WORK

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

...Transitioning to the new facility, all staff will be necessary to meet the hospital and regulatory requirements to ensure that patients are safely cared for in the new facility. The hospital will be surveyed by both Centers for Medicare and Medicaid Services, Occupational Health and Safety, California Department of Public Health and The Joint Commission on Accreditation of Healthcare Organizations to ensure that the staff are familiar and competent with the facility's policies and procedures, equipment and emergency procedures.

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

...In addition, Registered Nurses working in the Emergency Department will need to be Advanced Cardiovascular Life Support (ACLS) certified and Registered Nurses working in the Neonatal Intensive Care Unit (NICU) will need Neonatal Resuscitation Program (NRP) certification.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

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

...due to unanticipated staff shortages. The supplemental contract services are for temporary surge capacity during the transition into the new hospital in order to provide necessary trainings for civil service employees.

5B. Will the contractor train employees? If so, please explain what that will entail; if not, explain why not.:

no

Describe Training including number of hours. Indicate occupational type of employees. If no training, please explain:

This contract will not provide direct training, but will allow civil service staff to receive extensive treatment in procedures, operations and equipment at the new SFGH building.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 49137 - 14/15)

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

Type of Service: Intermittent, supplemental temporary nursing personnel for San Francisco Health Network

Funding Source: General Fund

PSC Original Approved Amount: \$18,000,000 PSC Original Approved Duration: 07/01/15 - 12/31/17 (2 years 26 weeks)

PSC Mod#1 Amount: \$40,000,000 PSC Mod#1 Duration: 05/01/17-12/31/21 (4 years 1 day)

PSC Mod#2 Amount: \$30,000,000 PSC Mod#2 Duration: 08/10/18-12/31/22 (1 year)

PSC Mod#3 Amount: \$31,748,074 PSC Mod#3 Duration: 08/01/20-06/30/24 (1 year 25 weeks)

PSC Mod#4 Amount: \$50,000,000 PSC Mod#4 Duration: 08/01/21-07/30/25 (1 year 4 weeks)

PSC Cumulative Amount Proposed: \$169,748,074 PSC Cumulative Duration Proposed: 10 years 4 weeks

**1. Description of Work**

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

Contractors will provide San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH) a continuous, reliable source of intermittent, supplemental, and travel nursing personnel during high patient census, high acuity, unexpected staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements. In addition, SFGH is scheduled to transition to a new acute care facility in December of 2015. In order for that transition to be successful, the current staff will require training on the new equipment, technology, patient flow and workflow processes. Supplemental contract nurses and ancillary personnel will be necessary to provide surge capacity in order to backfill SFGH staff while they attend training sessions and scheduled "day-in-the-life" training simulations.

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

The ability to access supplemental, temporary nursing personnel enables SFGH and LHH to reduce the frequency and duration of ambulance diversions, creating flexibility in responding to crisis, such as multiple victim situations and maintaining inpatient revenue-generating capacity in the face of an ongoing shortage of nursing staff. In 1999, the State passed AB 394 mandating specific nurse-to-patient ratios for acute care hospitals and specialty hospitals in California. This requires SFGH and LHH to maintain adequate nurse staffing. Without these contract services, the SFGH and LHH will not be able to maintain required nurse-to-patient ratios during unexpected staff shortages. (Continued on attachment)

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

D. Will the contract(s) be renewed?  
If needed.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:  
The duration of this PSC is more than five years because there continues to be a nationwide shortage of nurses. In order to maintain mandated nurse staffing ratios the Department must continue to utilize temporary staff. The Department forecasts this trend to continue for the foreseeable future.

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

A. Display all that apply

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

Explain the qualifying circumstances:

Contractors will provide San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH) a continuous, reliable source of intermittent, supplemental, and travel nursing personnel during high patient census, high acuity, unexpected

staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements. Contractors will also allow current staff to be trained on the new equipment, technology, patient flow and workflow processes in the new SFGH hospital building by assisting with maintaining nursing staff in the present building during training.

B. Reason for the request for modification:

This modification is to account for the increase need in nurse staffing which was required to response to the COVID-19 emergency response, in addition, the request covers additional operational staffing needs that are currently ongoing, and also accounts for ongoing and future surge needs to allow for a quick response to additional COVID-19 needs. Further, the nationwide response to COVID-19 the market has experience extraordinary demand and competition for limited resources so additional sources of personnel are needed to ensure robust response.

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

A. Specify required skills and/or expertise: Contractors must be able to provide traveling personnel who are California-licensed nurses with a minimum of one year of nursing experience as well as specialty experience where applicable, current CardioPulmonary Resuscitation (CPR) certifications, and current health and safety classes congruent with City and County policy (DPH Health and Safety Policy) and Joint Commission requirements for hospital accreditation and California Title 22 Standards. (Continued on attachment)

B. Which, if any, civil service class(es) normally perform(s) this work? 2302, Nursing Assistant; 2303, Patient Care Assistant; 2310, Surgical Procedures Technician; 2312, Licensed Vocational Nurse; 2320, Registered Nurse; 2340, Operating Room Nurse; 2430, Medical Evaluations Assistant;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil service classifications already exist. These registry services are necessary for intermittent, temporary, as-needed services to provide back-up coverage during times of high patient census, high acuity, unexpected staff illnesses and/or vacations and/or unanticipated staff shortages. It is standard practice to use surge staffing during transitions requiring training of large numbers of staff. The expected length of the surge registry services would be from August 2015 to December 2015.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, because the City currently has Civil Service classifications used to provide a portion of these services on a regular basis. These registry services are needed to meet intermittent staffing needs during periods of unusually high patient activity or low staffing of civil service employees (Continued on attachment)

**6. Additional Information**

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

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

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.  
Cross Country Staffing; Aya Healthcare, Inc.; TaleMed, LLC

7. **Union Notification:** On 07/23/21, the Department notified the following employee organizations of this PSC/RFP request: SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, SFAPP; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

Name: Arlene Lee Phone: 415-554-2938 Email: arlene.lee@sfdph.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49137 - 14/15

DHR Analysis/Recommendation:

10/18/2021

Commission Approval Required

Approved by Civil Service Commission

10/18/2021 DHR Approved for 10/18/2021