



London Breed
Mayor

Carol Isen
Human Resources Director

Date: May 3, 2024
To: The Honorable Civil Service Commission
Through: Carol Isen
Human Resources Director
From: Cynthia Avakian, AIR
Tara Alvarez, HSA
Marcus Lange, LIB
Alysabeth Alexander-Tut, PRT
Shawndrea Hale / Daniel Kwon, PUC
Monique Colon, HOM
Henry Gong, SHF
Reanna Albert / Kelly Hiramoto, DPH
Subject: **Personal Services Contracts Approval Request**

This report contains twelve (12) 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
\$110,726,834	\$428,430,340	\$4,353,369,203

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POSTING FOR

May 20, 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
45444 - 23/24	AIRPORT COMMISSION	\$70,000,000.00	Project Management Support Services (PMSS) and design services related to the Airport Electrical Capacity Upgrade Project (Project). The Project will replace two transformers at San Francisco International Airport (Airport) with three new transformers, and provide improvements to other supporting electrical systems and equipment. Services to be provided include complete detailed design on specialized electrical systems, as well as project controls, scheduling, estimating, document control, stakeholder engagement and coordination, commissioning and activation. Total Project cost is estimated at \$70M, of which an estimated \$8M will be design services and an estimated \$5M will be PMSS.	June 1, 2024	May 31, 2029	REGULAR
41751 - 23/24	HUMAN SERVICES	\$5,000,000.00	Box Cloud-based Management System is a HIPAA-compliant cloud-based content-sharing solution that facilitates collaboration internally between staff and externally with agency partners. HSA has been using BOX since September 2019. BOX enables users to store, share, and work with the latest versions of content in the cloud via most web-enabled devices. The familiarity with the application will allow for a more seamless transition into PHI-compliant storage administration and data sharing. Box offers as-needed	July 1, 2024	June 30, 2028	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			implementation and consulting services to help implement Box and it's various products. By using Box's cloud based file storage solution, HSA staff can more easily and securely share files with CBOs and other partners. Staff can simultaneously make changes to documents with co-workers, track those changes, and restore and share files on their own, without IT help. In addition to these efficiencies, Box also helps to protect against ransomware attacks since ransomware cannot spread within the Box cloud. Finally, by using a cloud solution, some support burdens are lifted from I.T. allowing them to focus on more impactful projects.			
44747 - 23/24	PUBLIC LIBRARY	\$173,006.00	VFA provides a unified capital planning cloud-based service and software platform that will provide the San Francisco Public Library Facilities unit full comprehensive facility condition assessments data reports with projected costs for all library facilities. An assessment team of specialized, industry-experienced individuals will visit the 30 libraries to inspect, assess, evaluate, and chronicle the state of the building's interior and exterior structure and systems. The detailed completed assessment reports \ provided to the Library Facilities will provide vital data to understand and recognize present and future repairs, replacements, and upgrades. The data will be used to conform to industry standards and minimize little or no disruption to library operation and services to library patrons and the community. The reports will include a list of recommendations for repairs, replacements, and estimated costs in a 0-5-10-15-year forecast. The completed reports, services, and platform will enable effective modeling of multi-year	April 1, 2024	March 31, 2026	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			capital planning for library facilities staff to ensure the 30library facilities' infrastructure and services continually operate. The library will receive retrievable detailed data: building systems' lifecycles, the current and future needs of the building equipment, and reflective costs for the 30 library building exterior and interior infrastructure and systems. The platform will include statistical modeling which will provide detailed assessments into the building conditions for deferred maintenance and capital renewal equipment. The completed building assessment reports will be available via database system from any library staff pc. Ultimately, the library will have a critical tool and resource to efficiently maintain and manage the 30 library buildings facilities: maintenance, repairs, renovations, and other capital projects which will allow make informed decisions, optimizing maintenance and capital planning budget decisions.			
41908 - 23/24	PORT	\$12,000,000.00	Conceptual engineering and design for 4 different contracts for specific locations along the waterfront.	July 1, 2024	June 30, 2032	REGULAR
44010 - 23/24	PUBLIC UTILITIES COMMISSION	\$300,000.00	CleanPowerSF seeks an auditor to evaluate and report on CleanPowerSF's compliance with data privacy and security commitments in accordance with California Public Utilities Commission (CPUC) Decision 12-08-045 (D. 12-08-045) for three audit periods, January 1, 2024, through December 31, 2024, January 1, 2027, through December 31, 2027, and January 1, 2030, through December 31, 2030. It is estimated that each audit would cost no more than \$100,000.	January 1, 2025	December 31, 2032	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			The contractor must read and become familiar with D. 12-08-045. The contractor must conduct an audit in Quarter 1 of 2025, Quarter 1 of 2028 and Quarter 1 of 3031, for a total of three audits, and deliver the audits to CleanPowerSF by April 1 of 2025, 2028 and 2031 respectively. The audits performed shall conform to the generally accepted standards of agreed upon procedures as established by the American Institute of Certified Public Accountants. The audit scope must satisfy Rule 9(d) of D. 12-08-045.			
44155 - 23/24	PUBLIC UTILITIES COMMISSION	\$3,800,000.00	<p>The San Francisco Public Utilities Commission (SFPUC) is committed to high quality outreach about our programs, services, and projects. The services for this PSC will help the SFPUC better understand, market, communicate with, and engage our customers. Work performed under this agreement will have a special emphasis on communities that have been historically underserved or face systemic barriers in San Francisco and will support the agency's racial equity plan and goals.</p> <p>Work will include communications and community engagement support, market research, event planning and execution, and marketing and advertising. These services will support outreach needs across the agency, including construction projects like the Geary corridor, activation of the Southeast Community Center and its programs, and outreach about our low-income Customer Assistance Program.</p>	May 20, 2024	April 20, 2029	REGULAR
44441 - 23/24	PUBLIC UTILITIES COMMISSION	\$400,000.00	The San Francisco Public Utilities Commission (SFPUC) is seeking an auditor to provide post-enrollment verification (PEV) program design,	July 1, 2024	December 31, 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>auditing, and communication with and support for low-income and historically marginalized communities navigating audit processes. The primary role of the auditor will be to design the PEV programs for the SFPUC Customer Assistance Program (CAP) and SuperGreen Saver; conduct outreach, customer support, and document review for annual PEV for Water/Wastewater and Hetch Hetchy Power CAP and SuperGreen Saver; and train SFPUC staff to conduct PEVs in the future.</p> <p>The auditor will work under the direction of SFPUC Business Services and the Audit Bureau.</p>			
			TOTAL AMOUNT \$91,673,006			

Posting For May 20, 2024

Proposed Modifications to Personal Services Contracts

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
41761 - 22/23 - MODIFICATIONS	AIRPORT COMMISSION -- AIR	\$5,000,000	\$11,000,000	Contractor will provide architectural and engineering support services for various capital and facilities improvement projects at San Francisco International Airport (Airport). The firms will assist with architectural scope development, feasibility and systems studies, design services and drawings, construction and technical specifications, project schedules, bid and construction administration services.	12/31/2028	12/31/2029	REGULAR
39371 - 23/24 - MODIFICATIONS	HUMAN SERVICES -- DSS	\$20,357	\$120,357	Provide consultation, technical assistance, facilitation and report writing services in order for San Francisco County to complete the mandated County Self-Assessment (CSA) portion of the C-CFSR (California Mandated County Self-Assessment). This mandated process guides the completion of the five (5)-year San Francisco Child Welfare System Improvement Plan (SIP).	05/01/2024	06/30/2025	REGULAR
44853 - 21/22 - MODIFICATIONS	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING -- HOM	\$9,000,000	\$16,800,000	The Department of Homelessness and Supportive Housing (HSH) requires consultants to deliver several time-limited and/or as-needed projects/services, including a strategic framework review/progress report for HSH's five-year strategic framework; as-	07/01/2024	06/30/2027	REGULAR

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
				<p>needed community and stakeholder engagement to inform needs and strategy; strategic planning; systems modeling to develop funding priorities; provide facilitation, coaching and planning services to support HSH's organizational development and the development of the executive leadership and management teams; Homelessness Response System capacity building; system-wide capacity-building services, including capacity-building services for the temporary shelter system and temporary shelter system training, policy, and procedure manual; equity impact analysis and recommendations for HSH-funded programs; review professional development opportunities to ensure alignment with HSH equity action plan and other equity goals; assistance with disaster preparedness planning; assistance with building trust and optimizing collaboration with homeless service contractors and other community partners; evaluation of HSH-funded programs and strategies; as-needed grant writing to secure non-local funding as opportunities arise; and time-limited project management support to HSH.</p>			
44721 - 17/18 - MODIFICATIONS	SHERIFF -- SHF	\$2,033,471	\$5,838,911	<p>Install, configure, and implement a Jail Management System (JMS) software solution; along with software licenses, professional services, training, maintenance, and support. The JMS is required by SFSD to streamline and</p>	04/01/2021	08/30/2028	REGULAR

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
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manage jail operations and inmate movements, automate booking and jail release functions, housing classification, and manage incarceration records.

Scope Change:

Following the execution of the Assignment Agreement, the Sheriff's Office CIO was able complete the discovery phase with the new Contractor and expand the scope of work to customize the required interfaces of the department for the new Offender360 JMS. The Sheriff's Office propose to amend the original scope of work under contract 1000026487 to accommodate and facilitate the data migration, design, build, and implementation of a complete production of Offender360 per the required interfaces of the Sheriff's Office. The original contract (1000021389) had general placeholders for project milestones and deliverables pending the completion of the discovery phase, which was deferred due to the sales of Offender360. The modifications to the scope of work provides a comprehensive and detailed description of the deliverables, milestones and billing schedule. The contract end date will change from 3/31/2026 to 8/30/2028. The amended scope of work will capture the migration, design, build, implementation, and annual support of the new Offender360 JMS following the

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
				completion of the discovery phase by the new Contractor and the Sheriff's Office.			
49509 - 13/14 - MODIFICATIONS	PUBLIC HEALTH -- DPH	\$3,000,000	\$14,460,160	Vendor will provide efficient, specialized, state-of-the-art equipment—a hardware and dictation software system—to record, maintain and store voice files of dictation of San Francisco General Hospital Medical Center (SFGHMC) and Laguna Honda Hospital (LHH) medical staff, with interfaces with standard software used for creating medical charts and progress notes. The system will support quick turnaround time for SFGHMC and LHH Transcriptionists on a 24/7 basis, with the capability of tracking up to 500 individual staff's dictation. This PSC is requested for five years or more as the Department expects the need for these services to continue and funding to be available. The services are critical to providing quality patient care and providing the documentation needed for treatment, evaluation, billing, and legal purposes.	06/01/2024	05/31/2029	REGULAR
TOTAL AMOUNT				\$19,053,828			

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: PM Support and Design for Electrical Capacity Upgrade Project

Funding Source: Airport Capital Funds

PSC Amount: \$70,000,000

PSC Est. Start Date: 06/01/2024

PSC Est. End Date 05/31/2029

1. Description of Work

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

Project Management Support Services (PMSS) and design services related to the Airport Electrical Capacity Upgrade Project (Project). The Project will replace two transformers at San Francisco International Airport (Airport) with three new transformers, and provide improvements to other supporting electrical systems and equipment. Services to be provided include complete detailed design on specialized electrical systems, as well as project controls, scheduling, estimating, document control, stakeholder engagement and coordination, commissioning and activation. Total Project cost is estimated at \$70M, of which an estimated \$8M will be design services and an estimated \$5M will be PMSS.

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

The Project will improve redundancy in the Airport's power supply and replace existing transformers that are several decades old. Should this request be denied, the Airport will not have sufficient power and will be at risk of power outages which would disrupt Airport operations, potentially endangering public health and passenger safety.

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

This is a new service.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for the service.

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 request is for a capital project that requires highly specialized skills and expertise.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The work requires expertise in engineering design and construction of minimum 50 mega volt ampere (MVA) rated electrical substations facilities, high voltage transmission systems, and medium voltage distribution systems, including proficiency with applicable system-related standards and regulations.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 5504, Project Manager 2; 5506, Project Manager 3;
- 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?

Notice of Intent was sent on June 14, 2023 to the following city departments: SF Public Works (PW), SF Public Utilities Commission (PUC), Port of San Francisco (Port), and SF Municipal Transportation Agency (MTA). PUC and PW responded stating they are not available and do not have resources to perform these services. Port and MTA did not respond.

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

- A. Explain why civil service classes are not applicable.
Staff in classes 5207, 5241, 5211, 5506 will be working on this project to provide stakeholder input and guide consultant's work. However, existing civil service classifications do not have the required expertise and specialized skills related to the design of 50 MVA rated, high voltage electrical substations.
- 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 required are limited term, and will not continue beyond the design and construction of the 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.
No. No training will be provided under this PSC, as the work cannot be performed by existing City classifications.
- 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 03/22/2024, 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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfso.com

Address: PO Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45444 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/20/2024

Receipt of Union Notification(s)

Sung Kim (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfso.com
Sent: Friday, March 22, 2024 11:00 AM
To: Cynthia Avakian (AIR); Laxamana, Junko (DBI); sportillo@ifpte21.org; agarza@ifpte21.org; amakayan@ifpte21.org; jnuti@ifpte21.org; 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; Kristen Schumacher; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Sung Kim (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45444 - 23/24

RECEIPT for Union Notification for PSC 45444 - 23/24 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 45444 - 23/24 for \$70,000,000 for Initial Request services for the period 06/01/2024 – 05/31/2029. 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/22191> 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 SERVICES -- DSS

Dept. Code: DSS

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

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

Type of Service: Box Cloud-Content Management System

Funding Source: Local, State, and Federal

PSC Amount: \$5,000,000

PSC Est. Start Date: 07/01/2024

PSC Est. End Date 06/30/2028

1. Description of Work

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

Box Cloud-based Management System is a HIPAA-compliant cloud-based content-sharing solution that facilitates collaboration internally between staff and externally with agency partners. HSA has been using BOX since September 2019. BOX enables users to store, share, and work with the latest versions of content in the cloud via most web-enabled devices. The familiarity with the application will allow for a more seamless transition into PHI-compliant storage administration and data sharing. Box offers as-needed implementation and consulting services to help implement Box and its various products. By using Box's cloud based file storage solution, HSA staff can more easily and securely share files with CBOs and other partners. Staff can simultaneously make changes to documents with co-workers, track those changes, and restore and share files on their own, without IT help. In addition to these efficiencies, Box also helps to protect against ransomware attacks since ransomware cannot spread within the Box cloud. Finally, by using a cloud solution, some support burdens are lifted from I.T. allowing them to focus on more impactful projects.

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

Box Cloud-based Management System is critical for the IT infrastructure for HSA, DPH, and HSH. These services are required to process and manage client and court mandated information, and are necessary for the day to day operation of the Agency. Without these services, operations would be interrupted and the Agency could not fulfill welfare and institutions code compliance.

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 43367-17_18

D. Will the contract(s) be renewed?

Yes, based upon funding, performance and procurement.

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:

The implementation and supporting services for Box on an as-needed basis and requires special knowledge of the proprietary software of Box Cloud Content Management and its various products.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The IT-based supportive systems are a very specialized service in programming, and the expertise to integrate, manage, and support these systems requires specialized knowledge of the contracted system and compliance mandates. They are proprietary business solutions previously developed and used by multiple agencies across many states and counties.

B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal;

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.

These services are mostly proprietary business solutions that are used by multiple agencies across many states and counties in packages that utilize inter-county data reporting, sharing, and system-wide compliance updates at all levels. Creating IT-based supportive systems for the HSA is a very specialized service and the expertise to integrate, manage, and support these systems requires specialized knowledge of the system.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No as the work needed would need to span and coordinate with multiple municipalities and/or the project is highly specialized and would best to be performed by an independent organization that has specific expertise with similar projects.

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. Training is on the use of the final product for end-users. These are mostly online or in-application, but can be intermittently on-site a few times per year as needed. End-users are HSA staff and others who work directly with HSA clients to through contracted services and programs. Training includes implementation and support of BOX cloud-content management system in a as-needed basis.

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.
Yes.

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 03/18/2024, 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: Tara Alvarez Phone: Email: tara.alvarez@sfgov.org

Address: 1650 Mission Street, 5th Floor San Francisco, CA, 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41751 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/20/2024

Receipt of Union Notification(s)

Alvarez, Tara (HSA)

From: dhr-psccordinator@sfgov.org on behalf of tara.alvarez@sfgov.org
Sent: Monday, March 18, 2024 10:25 AM
To: Alvarez, Tara (HSA); jnuti@ifpte21.org; 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; Kristen Schumacher; amakayan@ifpte21.org; l21pscreview@ifpte21.org; Lau, Leslie (HSA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41751 - 23/24

RECEIPT for Union Notification for PSC 41751 - 23/24 more than \$100k

The HUMAN SERVICES -- DSS has submitted a request for a Personal Services Contract (PSC) 41751 - 23/24 for \$5,000,000 for Initial Request services for the period 07/01/2024 – 06/30/2028. 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/22119> 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: HUMAN SERVICES Dept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # 43367 - 17/18)

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Information Technology System Solutions

Funding Source: County, State, Federal

PSC Original Approved Amount: \$26,000,000 PSC Original Approved Duration: 07/01/18 - 06/30/23 (5 years)
PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 07/01/18-06/30/24 (1 year 1 day)
PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 07/01/18-06/30/26 (2 years)
PSC Cumulative Amount Proposed: \$26,000,000 PSC Cumulative Duration Proposed: 8 years 1 day

1. Description of Work

A. Scope of Work:

Services are for the design, access, and support of information technology system solutions for the Human Services Agency. Information technology system solutions are defined as technology based systems that assist the HSA staff and clients by providing Database Applications; Client Management Software; Management Information Systems; Client Assessment Systems; Program Evaluation Systems; Program Assessment Systems ; IT System Consulting; Cloud Services;Transportation Management/Scheduling Software; Website Creation & Content Development Applications; and other ancillary services including training, technical support, installations, and upgrades of HSA's information technology system solutions.

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

These services are required to process and manage client and court mandated information, and are necessary for the day to day operation of the Agency. Without these services, operations would be interrupted and the Agency could not fulfill welfare and institutions code compliance.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

Services have been provided in the past through earlier PSC request. See 43367 - 17/18

D. Will the contract(s) be renewed? Yes, based upon funding, performance and procurement.

2. Union Notification: On 06/08/22, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, SFAPP; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43367 - 17/18

DHR Analysis/Recommendation:

09/19/2022

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 09/19/2022

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Creating IT based supportive systems is a very specialized service in programming and the expertise to integrate, manage, and support these systems requires specialized knowledge of the contracted system and compliance mandates. These tend to be proprietary business solutions that have been previously developed and are used by multiple agencies across many states and counties.

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

1053,1063,

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

No

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

These services are mostly proprietary business solutions that are used by multiple agencies across many states and counties in packages that utilize inter-county data reporting, sharing, and system-wide compliance updates at all levels. Creating IT based supportive systems for the HSA is a very specialized service and the expertise to integrate, manage, and support these systems requires specialized knowledge of the system.

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

No as the work needed would need to span and coordinate with multiple municipalities and/or the project is highly specialized and would best to be performed by an independent organization that has specific expertise with similar projects.

5. Additional Information (if "yes", attach explanation)

YES NO

- | | | |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?
Training is on the use of the final product for end-users. These are mostly c | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of
contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective
way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC
contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 06/08/22 BY:

Name: Esperanza Zapien Phone: 557-5657 Email: _____

Address: 1650 Mission St #300 San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC LIBRARY -- LIB

Dept. Code: LIB

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

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

Type of Service: VFA Software and Service

Funding Source: Library Preservation Fund

PSC Amount: \$173,006

PSC Est. Start Date: 04/01/2024

PSC Est. End Date 03/31/2026

1. Description of Work

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

VFA provides a unified capital planning cloud-based service and software platform that will provide the San Francisco Public Library Facilities unit full comprehensive facility condition assessments data reports with projected costs for all library facilities. An assessment team of specialized, industry-experienced individuals will visit the 30 libraries to inspect, assess, evaluate, and chronicle the state of the building's interior and exterior structure and systems. The detailed completed assessment reports \ provided to the Library Facilities will provide vital data to understand and recognize present and future repairs, replacements, and upgrades. The data will be used to conform to industry standards and minimize little or no disruption to library operation and services to library patrons and the community. The reports will include a list of recommendations for repairs, replacements, and estimated costs in a 0-5-10-15-year forecast. The completed reports, services, and platform will enable effective modeling of multi-year capital planning for library facilities staff to ensure the 30library facilities' infrastructure and services continually operate. The library will receive retrievable detailed data: building systems' lifecycles, the current and future needs of the building equipment, and reflective costs for the 30 library building exterior and interior infrastructure and systems. The platform will include statistical modeling which will provide detailed assessments into the building conditions for deferred maintenance and capital renewal equipment. The completed building assessment reports will be available via database system from any library staff pc. Ultimately, the library will have a critical tool and resource to efficiently maintain and manage the 30 library buildings facilities: maintenance, repairs, renovations, and other capital projects which will allow make informed decisions, optimizing maintenance and capital planning budget decisions.

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

San Francisco Public Library seeks to develop a Capital Planning process and Deferred Maintenance Plan for the Main Library and 30 library buildings. The Library departments needs the aforementioned data information and tools to determine priorities and capital funds required to preserve and/or extend the life of building infrastructure, equipment, and overall assets to identify assets ready for replacement or renovation. The reports, resources, and tools that will be provided to the library will greatly benefit the department in establishing preventative maintenance activities to keep core assets in working condition while ensuring safe library buildings and uninterrupted library services and operation to the community. Without these services, the Library Facilities department will have limited ability to implement proactive measures for upkeep, maintenance, and continued operation of the infrastructure of the 30 library buildings.

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.

Staffing levels, limited industry knowledge, limited expertise, identifying and researching the correct tools and resources, as well as vital dedicated time has constrained and limited completing deferred and preventative maintenance and facilities assessments of the 30+ library buildings. With limited capacity in many facets, including confined industry knowledge and expertise, resources, and tools) , the Library Facilities Engineering Unit periodically and inconsistently assess building facilities and equipment. There is a limit of allocated staff to schedule the tasks. The library facilities team is continuously faced with the reactive mode for repairs and replacement of critical building equipment and infrastructure, such as roof leaks, heating and cooling conditions, or plumbing issues to support library building safety and operation.

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 Library departments needs the aforementioned data information and tools to determine priorities and capital funds required to preserve and/or extend the life of building infrastructure, equipment, and overall assets to identify assets ready for replacement or renovation. The reports, resources, and tools that will be provided to the library will greatly benefit the department in establishing preventative maintenance activities to keep core assets in working condition while ensuring safe library buildings and uninterrupted library services and operation to the community. Without these services, the Library Facilities department will have limited ability to implement proactive measures for upkeep, maintenance, and continued operation of the infrastructure of the 30 library buildings.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Skills and expertise required are a variety of industry knowledge and many years of professional experience to complete the detailed facility assessments of the 30 buildings; a variety of expanded, high levels of experience technical, mechanical, and administrative knowledge is required. Architects, Field experts, Civil, Mechanical, Electrical, and Industrial Engineers who can apply scientific principles to analyze and provide solutions and costs to maintain a wide scope of building equipment and infrastructure and data systems are required. comprehensive reports will include detailed analysis, facility infrastructure condition data, forecasting impacts, spending levels, current and future cost estimates, forecasting, budget prioritization, and progressive benchmarking required to provide a fully effective comprehensive executive beneficial 30 reports with the necessary resources, tools, and training.

B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1823, Senior Administrative Analyst; 5218, Structural Engineer; 5268, Architect; 7120, Bldgs & Grounds Maint Supt; 7205, Chief Stationary Engineer; 7334, Stationary Engineer; 7335, Senior Stationary Engineer; 7344, Carpenter; 7345, Electrician;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor would provide the San Francisco Public Library with capital planning computer software not currently possessed by the City. The software provided is a Software Service-based application that includes unlimited users for the library department and expands to other partner departments (i.e., PW, Parks). The software has a wide range of capabilities, including scaling the application, customizing the data reports, and modifying exporting that would best meet the Library Department's needs and requirements.

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

After researching and reviewing existing and available civil service classes, another SFCC service class that provides comprehensive condition assessment services for all facilities building infrastructure asset types could be

identified. To the best of our knowledge, a classification can provide tools and resources to populate and maintain a technical database with the collected assessment data and cost-estimated or forecasting tools

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

A. Explain why civil service classes are not applicable.

Other avenues that offer facility condition assessment storage exist and are limited. The contractor VFA is the only company to offer a software with the analysis and reporting capabilities required for San Francisco Public Library – Facilities Unit- Engineering and Capital Planning. The knowledge, experience and skill-set required to populate and maintain its exclusive and imported is unique and specific to the multi-faceted software, training, support and unlimited resources.

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, condition assessment occurs on a comprehensive basis only once every 10 years. Detailed data gathering and complete detailed facility infrastructure assessments forecasting are not required yearly. Depending on the number of buildings and assessments, would only require a few weeks to a few months of dedicated staffing each year.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Yes. The library will be provided with the VFA Facility Core training module that consists of a two-day training session comprised of lectures, demonstrations, and hands-on student exercises. Up to 35 staff (including but not limited to senior management, project managers, planners, IS Business analysts, superintendents, analysts, library engineering, and maintenance team) will be taught how to utilize the database information for planning, budgeting, and project prioritization. Each staff member attending the classes will be provided with a VFA Facility Training Guide, which will be used during the class to guide the students through a variety of hands-on exercises. Library staff will also be provided with a training environment to be used during the class, which will be based upon either a generic training dataset, or a copy of the client’s Facility Condition Assessment data (depending on the data available for effective demonstrations of the software features and functionality). This training environment will also be made available for library staff for 30 days after the end of the training class so that they have an opportunity to practice what they have learned during the class, using both the training environment and the VFA Facility Training Guide.

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 03/19/2024, the Department notified the following employee organizations of this PSC/RFP request:

Carpenters, Local 22; Electrical Workers, Local 6; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21;
Stationary Engineers, Local 39

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

Name: marcus lange Phone: 415-557-4214 Email: marcus.lange@sfpl.org

Address: 100 Larkin Street, room 680 San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44747 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/20/2024

Receipt of Union Notification(s)

From: dh-pscordinator@sfgov.org on behalf of marcus.lange@sfpl.org
To: [RECEIPT for Union Notification for PSC 44747 - 23/24 more than \\$100k](mailto:Lange, Marcus (LIB); cpark@local39.org; Stan Eichenberger; MRainsford@local39.org; grojo@local39.org; Laxamana, Junko (DBI); jnuti@ifpte21.org; 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; Kristen_Schumacher; amakayan@ifpte21.org; l21pscreview@ifpte21.org; Osha Ashworth; Sean McGarry; Yoshida, Shirley (LIB); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over $100K PSC # 44747 - 23/24
Date: Tuesday, March 19, 2024 3:09:16 PM</p><hr/></div><div data-bbox=)

The PUBLIC LIBRARY -- LIB has submitted a request for a Personal Services Contract (PSC) 44747 - 23/24 for \$173,006 for Initial Request services for the period 04/01/2024 – 03/31/2026. 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/dhrdrupal/node/22002> 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: 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: Engineering Consulting Services for Waterfront Resilience Project

Funding Source: GO Bond

PSC Duration: 8 years 1 day

PSC Amount: \$12,000,000

1. Description of Work

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

Conceptual engineering and design for 4 different contracts for specific locations along the waterfront.

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

Port Engineering is currently staffed to provide engineering design for maintenance projects and small standard capital improvement projects across our 7-1/2 mile waterfront. For larger capital improvement projects and projects involving specialized engineering knowledge and expertise, Port relies on consulting engineers to complete detailed design while relying on engineering staff to providing design review, code compliance review, design management, and project management. This allows the Port, an enterprise agency, to maintain an engineering department that delivers core work and supports cyclical needs to deliver major waterfront projects. The proposed projects are large capital improvement projects funded by a GO Bond and require specialized engineering knowledge in coastal engineering, earthquake engineering, seawall design, and marine structure design. The Port does not complete this type of work on a regular enough basis to hire staff with this type of engineering design expertise. These projects are part of a system-wide seawall design project and denial may delay the entire process and could jeopardize 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.

This service was previously provided under PSC 45567 - 16/17

D. Will the contract(s) be renewed?

It is not expected that these contracts will be renewed.

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 projects may last beyond five years based on the needs of the projects.

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:

These are project-based contracts that are short term and capital projects. These contracts require specialized engineering knowledge in coastal engineering, earthquake engineering, seawall design, and marine structure design. The Port does not complete this type of work on a regular enough basis to hire staff with this type of engineering design expertise.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The proposed projects are large capital improvement projects funded by a GO Bond and require specialized engineering knowledge in coastal engineering, earthquake engineering, seawall design, and marine structure design. The Port does not complete this type of work on a regular enough basis to hire staff with this type of engineering design expertise.
- 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; 5274, Landscape Architect; 5314, Survey Associate; 6318, Construction 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?

Port Engineering is currently staffed to provide engineering design for maintenance projects and small standard capital improvement projects across our 7-1/2 mile waterfront. For larger capital improvement projects and projects involving specialized engineering knowledge and expertise, Port relies on consulting engineers to complete detailed design while relying on engineering staff to providing design review, code compliance review, design management, and project management. This allows the Port, an enterprise agency, to maintain an engineering department that delivers core work and supports cyclical needs to deliver major waterfront projects. The proposed projects are large capital improvement projects funded by a GO Bond and require specialized engineering knowledge in coastal engineering, earthquake engineering, seawall design, and marine structure design. The Port does not complete this type of work on a regular enough basis to hire staff with this type of engineering design expertise.

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

- A. Explain why civil service classes are not applicable.
The proposed projects are large capital improvement projects funded by a GO Bond and require specialized engineering knowledge in coastal engineering, earthquake engineering, seawall design, and marine structure design. The Port does not complete this type of work on a regular enough basis to hire staff with this type of engineering design 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, this work is highly specialized and short-term in nature. There is not enough work to justify full time engineering work in any or all of the specialized engineering services listed.

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. There is no training scope in this contract.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

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

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

7. **Union Notification:** On 02/20/2024, 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: Alysabeth Alexander-Tut Phone: 415-274-0558 Email: alysabeth.alexander-tut@sfport.com

Address: Pier 1 San Francisco, CA 94111

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41908 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/20/2024

Receipt of Union Notification(s)

Receipt of Notice for new PCS over \$100K PSC # 41908 - 23/24

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

on behalf of

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

Tue 2/20/2024 1:01 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>;jnuti@ifpte21.org <jnuti@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>

RECEIPT for Union Notification for PSC 41908 - 23/24 more than \$100k

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

41908 - 23/24 for \$12,000,000 for Initial Request services for the period 07/01/2024 – 06/30/2032. 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/22047> 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: PORTDept. Code: PRTType of Request: Initial Modification of an existing PSC (PSC # 45567 - 16/17)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Planning, Preliminary Engineering, & Environmental Services for the Seawall Resilience ProjectFunding Source: PRT General Fund; Harbor Fund; and other TBDPSC Original Approved Amount: \$40,000,000 PSC Original Approved Duration: 07/01/17 - 06/30/27 (10 years 1 day)PSC Mod#1 Amount: \$19,992,357 PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$59,992,357 PSC Cumulative Duration Proposed: 10 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Provide planning, preliminary design and engineering, environmental review, and technical review of final designs and construction for the Seawall Resiliency Project. Final design and engineering, construction, and construction management will be completed by others. The Seawall Resiliency Project is a Port lead and City priority project to improve earthquake safety and flood protection along The Embarcadero waterfront by reconstructing or replacing the 3 mile long Seawall that stretches from Pier 45 to Mission Creek. The Seawall is a vital piece of infrastructure that supports the historic bulkhead wharves and buildings, stabilizes the filled land containing The Embarcadero transit corridor and critical City utilities, and provides coastal wave and flood protection to much of Downtown. It is over 100 years old, has deteriorated and settled, is highly vulnerable to earthquake damage, and is unable to protect the Port and City from coastal flooding as sea levels rise in the coming decades.

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

A major earthquake could happen at any time. The USGS predicts a 72% chance of a major earthquake occurring by 2044. A recent vulnerability study revealed significant earthquake risk to the seawall from ground failures below the Seawall, liquefaction of filled land behind the Seawall, and structural damage to pile supported bulkhead walls and wharves that form portions of the wall. Seawall damage will impact adjacent infrastructure including utilities, the Embarcadero Promenade and Roadway, the Muni Light Rail, and historic finger piers, wharves and buildings. In addition, Seawall damage is expected to compromise access to ferries, cruise ships, bar pilots, water taxis, and other commercial vessel berthing facilities that are critical to Citywide disaster response and recovery. Portions of the Seawall have settled compromising flood protection to adjacent City areas including the area near the BART and Muni entrances. Sea level rise and climate change are expected to significantly increase flood risk over the coming decades and beyond, putting critical transit and downtown businesses at risk.

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 are currently being provided under the previously approved contract under PSC# 45567 - 1617

D. Will the contract(s) be renewed?

Assuming the schedule and scope of the project remain unchanged; there is no plan to renew the 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:
This request for modification does not increase the duration. The duration remains as approved on the original PSC.

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.
- 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).

Explain the qualifying circumstances:

This is an urgent earthquake safety and flood protection Project. Seawall and adjacent infrastructure vulnerabilities were only recently quantified by an Earthquake Vulnerability Study (4/2016), a Sea Level Rise Study (2012), and updated FEMA Flood Maps (FIRM's) (2016). The Port and City are determined to act quickly to improve safety, limit suffering, protect critical and culturally significant assets, improve disaster response, and limit the duration of the disaster recovery period. Major improvements to the Seawall were not included in the Port and City's 10 year Capital Plan until this year, but need to take place within the next decade. Port and City have not staffed for this major public works Project. Project execution requires specialized engineering expertise and experience in the fields of earthquake engineering, coastal engineering, environmental analysis, and marine construction. Earthquake behavior of existing waterfront structures, seawalls, filled lands, and utilities is an evolving field with worldwide expertise and knowledge continually improving through University, government, and private research and study after each new earthquake. Geotechnical understanding of earthquake hazards such as liquefaction, lateral spreading, slope stability, and settlement is also highly specialized. Construction techniques to improve soils and to strengthen, retrofit, or replace coastal structures are also unique with equipment and techniques rapidly changing. Getting the engineering, science, and constructability right is essential to minimizing cost and achieving a schedule that meets the goals of public safety and protection of critical assets. Opportunities for Port and City Staff during Planning, Preliminary Design, and Environmental Review Phases: The Seawall Project will create the following Port positions: Project Manager III, Principle Administrative Analyst, Public Relations Officer, Planner V, and Mayor's Senior Fellow. In addition, existing Port staff will be assigned to assist the Project in the areas of Structural Engineering, Civil Engineering, Utility Engineering, Environmental Planning, Waterfront Planning, Architecture, ADA coordination, Real Estate, Legal, and facility Operations and Maintenance. City Staff opportunities include CEQA Analysis (Planning Department), Transportation Planning/Engineering (MTA), Utility Planning/Engineering (SFPUC, SFPW), and Civil Engineering (SFPW). Opportunities for Port and City Staff during Final Design and Construction Phase: The overall Project will create significant opportunities for Port and City staff during final design and construction phases. Extent of projects and delivery type will not be known until planning and preliminary design work is nearing completion. Likely final design and construction work includes utility engineering, civil engineering, traffic engineering, structural engineering, landscape architecture, architecture, and construction management. The Port will engage Port Staff and City Departments as opportunities become evident in order to forecast work type, amount, and dates for resource planning to maximize opportunity.

B. Reason for the request for modification:

Port is seeking an amendment to the contract to increase in the contract amount. Port will utilize the proposed contract amendment to deliver the Waterfront Resilience Program's increased level of effort for planning, engineering, and environmental services, and the Port's non-federal cost share responsibilities for the Flood Resiliency Study

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Planning and program development for reconstruction/replacement of major infrastructure, Urban Planning, Environmental analysis for waterfront construction including CEQA and NEPA, Coastal Engineering, Planning and Design of Flood Protection Infrastructure, Marine Structural Engineering, Geotechnical Engineering, Earthquake Engineering, Civil Engineering, Utility Engineering, Marine Construction, Cost Estimating, Transportation Engineering and Planning, Historic Architecture and Preservation, Biological and Bay Habitat, Marine Science.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1044, IS Engineer-Principal; 5207, Assoc Engineer; 5209, Industrial Engineer; 5212, Engineer/Architect Principal; 5218, Structural Engineer; 5241, Engineer; 5268, Architect; 5274, Landscape Architect; 5314, Survey Associate; 6318, Construction Inspector; 6331, Building Inspector; 7328, Operating Engineer, Universal;
- 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 existing civil service classes do not have the demonstrated specialized expertise in earthquake engineering, coastal engineering, marine structural engineering, marine construction, and Bay habitat necessary to lead planning, feasibility studies, and preliminary design for major coastal infrastructure.
- 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, seawall replacement/reconstruction only occurs every 50 to 100 years.

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.
While training workshop content will be identified jointly with the Port during the design phase, training areas may include advanced earthquake analysis of soils and structures, tools for soil structure interaction, predicting and generating site specific earthquake response spectra, and marine construction techniques. The training duration will be approximately 5 half day workshops for interested City engineers and planners.
- 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. See attached Modification
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
The current contractor will continue to work on the contract

7. Union Notification: On 10/31/19, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Operating Engineers, Local 3; 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: Albie Udom Phone: 4152740485 Email: Albie.udom@sfport.com

Address: Pier 1, The Embarcadero, San Francisco, CA 94111

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45567 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 11/22/2019

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: Planning, Preliminary Engineering, & Environmental Services for the Seawall Resilience Project

Funding Source: PRT General Fund; Harbor Fund; and other TBD PSC Duration: 10 years 1 day

PSC Amount: \$40,000,000

1. Description of Work

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

Provide planning, preliminary design and engineering, environmental review, and technical review of final designs and construction for the Seawall Resiliency Project. Final design and engineering, construction, and construction management will be completed by others. The Seawall Resiliency Project is a Port lead and City priority project to improve earthquake safety and flood protection along The Embarcadero waterfront by reconstructing or replacing the 3 mile long Seawall that stretches from Pier 45 to Mission Creek. The Seawall is a vital piece of infrastructure that supports the historic bulkhead wharves and buildings, stabilizes the filled land containing The Embarcadero transit corridor and critical City utilities, and provides coastal wave and flood protection to much of Downtown. It is over 100 years old, has deteriorated and settled, is highly vulnerable to earthquake damage, and is unable to protect the Port and City from coastal flooding as sea levels rise in the coming decades.

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

A major earthquake could happen at any time. The USGS predicts a 72% chance of a major earthquake occurring by 2044. A recent vulnerability study revealed significant earthquake risk to the seawall from ground failures below the Seawall, liquefaction of filled land behind the Seawall, and structural damage to pile supported bulkhead walls and wharves that form portions of the wall. Seawall damage will impact adjacent infrastructure including utilities, the Embarcadero Promenade and Roadway, the Muni Light Rail, and historic finger piers, wharves and buildings. In addition, Seawall damage is expected to compromise access to ferries, cruise ships, bar pilots, water taxis, and other commercial vessel berthing facilities that are critical to Citywide disaster response and recovery. Portions of the Seawall have settled compromising flood protection to adjacent City areas including the area near the BART and Muni entrances. Sea level rise and climate change are expected to significantly increase flood risk over the coming decades and beyond, putting critical transit and downtown businesses at risk.

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 Seawall is over 100 years old and has not been significantly modified or reconstructed. In the recent past, other City departments have procured services for major seismic improvement programs using private consultants (e.g. the PUC Water System Improvement Program (WSIP) and Sewer System Improvement Program (SSIP)). It is also common for the Port to procure private consultant services for design of major new or complex marine infrastructure (e.g. Brannan Street Wharf, Pier 43 Bay Trail Link, Justin Herman Cruise Terminal, and the Seawall Earthquake Vulnerability Study).

D. Will the contract(s) be renewed?

Assuming the schedule and scope of the project remain unchanged; there is no plan to renew the 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.

This is a major infrastructure Project with an estimated duration of 10 years. This contract will provide services needed throughout the Project including services for planning, preliminary design, environmental review, and final design/construction review. It is important to keep a single integrated team together throughout the Project to ensure efficiency, timeliness, and quality. This is an earthquake and flood safety project, staying on schedule is important for life safety and maintaining critical City functions.

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.
- 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 is an urgent earthquake safety and flood protection Project. Seawall and adjacent infrastructure vulnerabilities were only recently quantified by an Earthquake Vulnerability Study (4/2016), a Sea Level Rise Study (2012), and updated FEMA Flood Maps (FIRM's) (2016). The Port and City are determined to act quickly to improve safety, limit suffering, protect critical and culturally significant assets, improve disaster response, and limit the duration of the disaster recovery period. Major improvements to the Seawall were not included in the Port and City's 10 year Capital Plan until this year, but need to take place within the next decade. Port and City have not staffed for this major public works Project. Project execution requires specialized engineering expertise and experience in the fields of earthquake engineering, coastal engineering, environmental analysis, and marine construction. Earthquake behavior of existing waterfront structures, seawalls, filled lands, and utilities is an evolving field with worldwide expertise and knowledge continually improving through University, government, and private research and study after each new earthquake. Geotechnical understanding of earthquake hazards such as liquefaction, lateral spreading, slope stability, and settlement is also highly specialized. Construction techniques to improve soils and to strengthen, retrofit, or replace coastal structures are also unique with equipment and techniques rapidly changing. Getting the engineering, science, and constructability right is essential to minimizing cost and achieving a schedule that meets the goals of public safety and protection of critical assets. Opportunities for Port and City Staff during Planning, Preliminary Design, and Environmental Review Phases: The Seawall Project will create the following Port positions: Project Manager III, Principle Administrative Analyst, Public Relations Officer, Planner V, and Mayor's Senior Fellow. In addition, existing Port staff will be assigned to assist the Project in the areas of Structural Engineering, Civil Engineering, Utility Engineering, Environmental Planning, Waterfront Planning, Architecture, ADA coordination, Real Estate, Legal, and facility Operations and Maintenance. City Staff opportunities include CEQA Analysis (Planning Department), Transportation Planning/Engineering (MTA), Utility Planning/Engineering (SFPUC, SFPW), and Civil Engineering (SFPW). Opportunities for Port and City Staff during Final Design and Construction Phase: The overall Project will create significant opportunities for Port and City staff during final design and construction phases. Extent of projects and delivery type will not be known until planning and preliminary design work is nearing completion. Likely final design and construction work includes utility engineering, civil engineering, traffic engineering, structural engineering, landscape architecture, architecture, and construction management. The Port will engage Port Staff and City Departments as opportunities become evident in order to forecast work type, amount, and dates for resource planning to maximize opportunity.

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

- A. Specify required skills and/or expertise: Planning and program development for reconstruction/replacement of major infrastructure, Urban Planning, Environmental analysis for waterfront construction including CEQA and NEPA, Coastal Engineering, Planning and Design of Flood Protection Infrastructure, Marine Structural Engineering, Geotechnical Engineering, Earthquake Engineering, Civil Engineering, Utility Engineering, Marine Construction, Cost Estimating, Transportation Engineering and Planning, Historic Architecture and Preservation, Biological and Bay Habitat, Marine Science.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1044, IS Engineer-Principal; 5207, Assoc Engineer; 5209, Industrial Engineer; 5212, Engineer/Architect Principal; 5218, Structural Engineer; 5241, Engineer; 5268, Architect; 5274, Landscape Architect; 5314, Survey Associate; 6318, Construction Inspector; 6331, Building Inspector; 7328, Operating Engineer, Universal;
- 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?

Significant expertise is needed in the initial engineering areas related complex marine infrastructure given the stakeholders, project complexity, and location. The greatest opportunity for the use of City services will take place during the final design and construction phases. Preliminary contact with City Departments has taken place, and Port plans to meet with City Departments to forecast potential work types and available resources.

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

- A. Explain why civil service classes are not applicable.
The existing civil service classes do not have the demonstrated specialized expertise in earthquake engineering, coastal engineering, marine structural engineering, marine construction, and Bay habitat necessary to lead planning, feasibility studies, and preliminary design for major coastal infrastructure.
- 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, seawall replacement/reconstruction only occurs every 50 to 100 years.

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. Training workshops will be developed for seismic analysis and design of waterfront structures that will be useful for both Port and Public Works Engineering in designing other City projects. While training workshop content will be identified jointly with the Port during the design phase, training areas may include advanced earthquake analysis of soils and structures, tools for soil structure interaction, predicting and generating site specific earthquake response spectra, and marine construction techniques. The training duration will be approximately 5 half day workshops with 16 hours of preparation materials for each workshop.
- 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. See attached Port Commission Resolution.

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 03/20/2017, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Building Inspectors - 6331, 6333; Operating Engineers, Local 3; 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: Lavena Holmes Phone: 415-274-0305 Email: lavena.holmes@sfport.com

Address: Pier 1, The Embarcadero San Francisco, CA 94111

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45567 - 16/17

DHR Analysis/Recommendation:

action date: 05/15/2017

Commission Approval Required

Approved by Civil Service Commission

05/15/2017 DHR Approved for 05/15/2017

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: CleanPowerSF triennial Data Privacy Audit

Funding Source: CleanPowerSF Operating Fund

PSC Duration: 8 years 1 day

PSC Amount: \$300,000

1. Description of Work

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

CleanPowerSF seeks an auditor to evaluate and report on CleanPowerSF's compliance with data privacy and security commitments in accordance with California Public Utilities Commission (CPUC) Decision 12-08-045 (D. 12-08-045) for three audit periods, January 1, 2024, through December 31, 2024, January 1, 2027, through December 31, 2027, and January 1, 2030, through December 31, 2030. It is estimated that each audit would cost no more than \$100,000.

The contractor must read and become familiar with D. 12-08-045. The contractor must conduct an audit in Quarter 1 of 2025, Quarter 1 of 2028 and Quarter 1 of 2031, for a total of three audits, and deliver the audits to CleanPowerSF by April 1 of 2025, 2028 and 2031 respectively. The audits performed shall conform to the generally accepted standards of agreed upon procedures as established by the American Institute of Certified Public Accountants. The audit scope must satisfy Rule 9(d) of D. 12-08-045.

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

The California Public Utilities Commission in Decision (D.) 12-08-045, "Decision Extending Privacy Protections to Customers of Gas Corporations and Community Choice aggregators, and to Residential and Small Commercial Customers of Electricity Service Providers", requires Community Choice Aggregators, like CleanPowerSF, to conduct triennial audits of data privacy and security commitments. Specifically, Attachment B, Section 9(d) of D. 12-08-045 states, "Each Community Choice Aggregator...shall conduct an independent audit of its data privacy and security practices in conjunction every three years following 2012 and at other times as required by order of the Commission. The audit shall monitor compliance with data privacy and security commitments, and the Community Choice Aggregator...shall report the findings to the Commission." CleanPowerSF's failure to comply with CUPC regulations would undermine public confidence in CleanPowerSF's ability to manage customer data and could result in PG&E withholding customer data necessary for CleanPowerSF operations and customers opting out of CleanPowerSF 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 in the past for CleanPowerSF's Data Privacy Audits for the years 2018 and 2021. For the 2018 and 2021 audits, CleanPowerSF used the City's Technology Market Place process.

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 term for this PSC request is seven years, from January 1, 2025 to December 31, 2031.
CleanPowerSF anticipates an individual audit to take less than six months of work which is too short a duration for the standard contracting process. As a result, we propose to combine the work of three audits, which will be conducted every three years into one contract. One additional year added to account for a delay in execution.

2. Reason(s) for the Request

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

- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.
- 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:

CleanPowerSF anticipates each individual audit to take less than six months of work. As a result, we propose to combine the work of three audits into one contract. Since D.12-08-045 requires CleanPowerSF to have conducted an independent audit of its data privacy and security practices, it is inappropriate to leverage available audit resources within the city.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The Proposer must have staff with demonstrated experience, within the last four (4) years, working on Community Choice Aggregator (CCA) or Electrical Service Provider (ESP) independent audits of the CCA or ESP data privacy and security practices per the California Public Utilities Commission (CPUC) D. 12-08-045 or with similar experience demonstrating the ability to perform an independent audit on CleanPowerSF's data privacy and security practices per the California Public Utilities Commission (CPUC) D. 12-08-045. In addition, the Proposer must be or subcontract with a professional certified public accounting firm in business for at least three (3) years.
- 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?

Since D. 12-08-045 requires CleanPowerSF to have conducted an independent audit of its data privacy and security practices, it is inappropriate to leverage available audit resources 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.
Since D.12-08-045 requires CleanPowerSF to have conducted an independent audit of its data privacy and security practices, it is inappropriate to leverage available audit resources within the city.

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. Since D.12-08-045 requires CleanPowerSF to have conducted an independent audit of its data privacy and security practices, it is inappropriate to leverage available audit resources within the city.

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 D.12-08-045 requires CleanPowerSF to have conducted an independent audit of its data privacy and security practices, it is unnecessary to train staff.

C. Are there legal mandates requiring the use of contractual services?
Yes. D.12-08-045 requires CleanPowerSF to have conducted an independent audit of its data privacy and security practices.

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

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

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

7. Union Notification: On 04/18/2024, 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# 44010 - 23/24

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 05/20/2024

Civil Service Commission Action:

Receipt of Union Notification(s)

From: dhr-psccoordinator@sfgov.org on behalf of shale@sfwater.org
To: [dhr-psccoordinator@sfgov.org](mailto:Hale, Shawndrea M.; carey_dall@seiu1021.org; Yes@sfgov.org; oumar.fall@sieu1021.org; mhenneberry@teamsters853.org; kristin.hardy@seiu1021.org; Chanel.Brown@seiu1021.org; Chanel.Brown@seiu1021.org; jnuti@ifpte21.org; jnuti@ifpte21.org; 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; Camaguey@sfmea.com; cpark@local39.org; cpark@local39.org; khughes@ibew6.org; ewallace@ifpte21.org; ewallace@ifpte21.org; plangrooferslocal40@gmail.com; rooferslocal40@gmail.com; seichenberger@local39.org; dtuttle@oe3.org; dtubble@oe3.org; pkim@ifpte21.org; najuwanda.daniels@seiu1021.org; pking@uapd.com; president@sanfranciscodsa.com; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; rmarenco@twusf.org; pwilson@twusf.org; cmoyer@nccrc.org; noah.frigault@sfgov.org; sfdpoa@icloud.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; @sfpoa.org; tracym@sfpoa.org; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Julie.Meyers@sfgov.org; seichenberger@local39.org; jason.klumb@seiu1021.org; Camaguey@sfmea.com; 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@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@opcmialocal300.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.; <a href=)
Subject: Receipt of Notice for new PCS over \$100K PSC # 44010 - 23/24
Date: Thursday, April 18, 2024 12:06:35 PM

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RECEIPT for Union Notification for PSC 44010 - 23/24 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 44010 - 23/24 for \$300,000 for Initial Request services for the period 01/01/2025 – 12/31/2032. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information

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: Professional Services

Funding Source: Water, Power, Wastewater, and External Aff PSC Duration: 4 years 48 weeks

PSC Amount: \$3,800,000

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC) is committed to high quality outreach about our programs, services, and projects. The services for this PSC will help the SFPUC better understand, market, communicate with, and engage our customers. Work performed under this agreement will have a special emphasis on communities that have been historically underserved or face systemic barriers in San Francisco and will support the agency's racial equity plan and goals.

Work will include communications and community engagement support, market research, event planning and execution, and marketing and advertising. These services will support outreach needs across the agency, including construction projects like the Geary corridor, activation of the Southeast Community Center and its programs, and outreach about our low-income Customer Assistance Program.

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

These services are crucial to the success of multiple SFPUC projects. The scope of this agreement covers some major SFPUC projects and initiatives that will require surge assistance in communications and outreach, as well as key services not performed by city classifications. For example, without adequate surge support, merchants and residents near major construction projects may not have the notice and support they need; customers struggling to afford their utility bills may not have access to information about discount programs; and major initiatives like drought informational campaigns or rates campaigns will not be fully executed.

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.

While some of the work like market research, communications and advertising have been done (PRO.0142D, PRO.0142E), this PSC will support needs across the agency's enterprises and departments (not just Power Enterprise-related programs and services). Also, this PSC is specifically focused on communities that have been historically underserved or face systemic barriers in San Francisco.

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):

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

B. Explain the qualifying circumstances:

Outreach for short term projects like campaigns to promote health fairs at the Southeast Community Center will be supported by this PSC. Surge assistance will also be supported by this agreement, for example to contract for additional graphics support when existing positions cannot handle the workload, or for additional people to do on the ground outreach around construction projects that have high impact and high visibility. Consultants are required to perform certain media buying duties that require resources the city lacks, such as prepayment for advertisements using a credit card, or payment for MUNI bus shelter ad space which is owned by a non-City vendor.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The Prime Proposer or JV partner must have a minimum of two years of experience working with communities facing structural barriers, and two distinct projects within the past five years where they have partnered with San Francisco community based organizations to achieve project goals. They must also have three years of experience in at least one of the four task areas and meet minimum qualifications for the other task areas by submitting as a proposing team with subcontractors who have the necessary expertise. Additionally, they must have a demonstrated ability to serve as a media buyer and to place and monitor ads for campaigns with a minimum purchase of \$100,000 at a time. Subcontractors must have a minimum of one year of experience working with communities facing structural barriers and at least one year of demonstrated experience in the task areas they are supporting.

B. Which, if any, civil service class(es) normally perform(s) this work? 1312, Public Information Officer; 1314, Public Relations Officer; 5408, Coord of Citizen Involvement; 9251, Public Relations Mgr; 9252, Communications Specialist;

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 has consulted with city staff regarding work capacity and expertise and has designed this contract to fill gaps that exist.

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

A. Explain why civil service classes are not applicable.

The SFPUC is seeking support and expertise from those who understand or are even embedded in underserved communities in San Francisco and have demonstrated experience centering these communities in market research, marketing and advertising, communications and community engagement, and events. The SFPUC is also seeking media buying support for advertisements that cannot be made under the City's purchasing procedures (i.e. payment in advance using credit cards). Additionally, the SFPUC seeks expert market research assistance, which is not under any current class or job description in the communications department. This includes developing and leading focus groups in other languages. These specific areas of expertise do not lend themselves to civil service classes at the SFPUC. Where work overlaps with SFPUC classifications, the consultants will provide surge support for major projects of a temporary nature. Surge assistance work will also frequently include requirements for expertise with underserved communities that city staff may not have.

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 make sense to create a civil service class of full-time market research experts at the SFPUC, as there would not be enough work to support such a position. It would not make sense to create a civil service class of full-time media buyers at the SFPUC, as City purchasing and procurement rules preclude direct purchase of many types of modern ads. It would not make sense to create civil service class positions for temporary surge assistance.

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. There will be opportunities for consultants to share information with city staff as appropriate about tactics and findings relating to culturally competent communications in key communities, recommendations for best practices, and similar. Estimated number of hours would be 20 to 30, and would include approximately 10 to 20 Communications Department staff persons.

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 03/25/2024, 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: 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# 44155 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/20/2024

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> **On Behalf Of**
shale@sfgwater.org

Sent: Monday, March 25, 2024 8:47 AM

To: Hale, Shawndrea M. <SHale@sfgwater.org>; jnuti@ifpte21.org; 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; andrea@sfmea.com; junko.laxamana@sfgov.org; Criss@sfmea.com;
Christina@sfmea.com; staff@sfmea.com; Hale, Shawndrea M. <SHale@sfgwater.org>; dhr-psccordinator@sfgov.org

Subject: Receipt of Notice for new PCS over \$100K PSC # 44155 - 23/24

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RECEIPT for Union Notification for PSC 44155 - 23/24 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 44155 - 23/24 for \$3,800,000 for Initial Request services for the period 05/20/2024 – 04/20/2029. 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:

[https://urldefense.com/v3/___http://apps.sfgov.org/dhrdrupal/node/22003___:!!NCYPjq8!-URvLRwCslmKwynjOR-FLHaCBECou97Vb5xziSz56cHsWW63KXIL9r98a4oZ206X_atwQXX9aPGi\\$](https://urldefense.com/v3/___http://apps.sfgov.org/dhrdrupal/node/22003___:!!NCYPjq8!-URvLRwCslmKwynjOR-FLHaCBECou97Vb5xziSz56cHsWW63KXIL9r98a4oZ206X_atwQXX9aPGi$) 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: Audit and outreach

Funding Source: Audit Bureau

PSC Duration: 4 years 26 weeks

PSC Amount: \$400,000

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC) is seeking an auditor to provide post-enrollment verification (PEV) program design, auditing, and communication with and support for low-income and historically marginalized communities navigating audit processes.

The primary role of the auditor will be to design the PEV programs for the SFPUC Customer Assistance Program (CAP) and SuperGreen Saver; conduct outreach, customer support, and document review for annual PEV for Water/Wastewater and Hetch Hetchy Power CAP and SuperGreen Saver; and train SFPUC staff to conduct PEVs in the future.

The auditor will work under the direction of SFPUC Business Services and the Audit Bureau.

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

In order to ensure that limited public funds are being delivered to those customers who are eligible for and in need of assistance, it is imperative that we are able to verify their eligibility. At the same time, it is important to avoid overly burdening eligible enrollees and creating unnecessary roadblocks to their enrollment. An external auditor is needed with the capacity to analyze enrollee data to identify customer characteristics that are associated with increased risk of ineligibility while avoiding any racial, socioeconomic, or other bias in selecting customers for review. Failure to achieve these objectives will result in assistance not being granted to those customers that need it, but instead to those that are ineligible, and may result in the termination of the assistance programs.

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.

No, it has not been provided in the past.

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):

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

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:

We need independent services to assess the program and assist with program design, after which we should be able to conduct the verifications in-house.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: A minimum of ten (10) years of cumulative experience and skills within the last fifteen (15) years in statistical analysis and financial and performance auditing using accepted standards such as GAGAS or AICPA.

B. Which, if any, civil service class(es) normally perform(s) this work? 1684, Auditor II; 1686, Auditor 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?

Audit Bureau was contacted but does not have sufficient staffing.

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

A. Explain why civil service classes are not applicable.
Independent review of the program is needed.

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. Independent review of the program is 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.
Yes. The intent is for SFPUC employees to be trained to conduct the post-enrollment verification after the program is established. Very rough estimate 40 hours of training. The work of performing PEV going forward will likely be conducted by one or two 1304 or 1324 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 03/25/2024, 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: 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# 44441 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/20/2024

Receipt of Union Notification(s)

From: [Hale, Shawndrea M.](#)
To: L21PSCReview@ifpte21.org; amakayan@ifpte21.org; ewallace@ifpte21.org; kpage@ifpte21.org; kschumacher@ifpte21.org; mathews.timothy@gmail.com; WendyWong26@yahoo.com; WendyWongSFGov@yahoo.com; tekpro49@comcast.net; sportillo@ifpte21.org; jharding@ifpte21.org; Kdavis@ifpte21.org; Agarza@ifpte21.org; mweirick@ifpte21.org; Dho@ifpte21.org; jnuti@ifpte21.org; andrea@sfmea.com
Cc: [Kyger, Todd](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 44441 - 23/24
Date: Monday, March 25, 2024 2:41:00 PM
Attachments: [PSC 44441-23-24.pdf](#)
[image001.png](#)

RECEIPT for Union Notification for PSC 44441 - 23/24 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 44441 - 23/24 for \$400,000 for Initial Request services

for the period 07/01/2024 – 12/31/2028. 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: <https://apps.sfgov.org/dhrdrupal/node/22175> 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

Best,

Shawndrea Hale

Contract Administration Bureau

525 Golden Gate Avenue, 8th Floor

Desk: (415) 551-4540



Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 41761 - 22/23)

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

Type of Service: As-Needed Architectural and Engineering Support Services

Funding Source: Airport Capital and Operating Funds

PSC Original Approved Amount: \$6,000,000 PSC Original Approved Duration: 07/03/23 - 12/31/28 (5 years 26 weeks)

PSC Mod#1 Amount: \$5,000,000 PSC Mod#1 Duration: 12/31/28-12/31/29 (1 year)

PSC Cumulative Amount Proposed: \$11,000,000 PSC Cumulative Duration Proposed: 6 years 26 weeks

1. Description of Work

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

Contractor will provide architectural and engineering support services for various capital and facilities improvement projects at San Francisco International Airport (Airport). The firms will assist with architectural scope development, feasibility and systems studies, design services and drawings, construction and technical specifications, project schedules, bid and construction administration services.

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

The Airport requires upgrades of its facilities and renovations of the passenger terminals to improve operational efficiency, safety/security, and meet forecasted demand. Denial will cause project delays, which will affect customer service, delay the implementation of Transportation Security Administration security measures, and result in lost revenues.

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 41761-22/23

D. Will the contract(s) be renewed?

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

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:

Need to extend for 2 new as-needed contracts.

2. Reason(s) for the Request

A. Display all that apply

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).

Explain the qualifying circumstances:

Contractor will provide specialized architectural and/or engineering services for Airport projects on an as-needed basis.

B. Reason for the request for modification:

Need to extend for 2 new as-needed contracts

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The work requires experience in Airport projects and specific expertise in airport development, design, remodel and other specialized architectural and engineering services which include cost estimating and value engineering studies, hazardous materials investigation and reports, life cycle cost analysis, acoustical analysis and studies, lighting analysis, Americans with Disabilities Act compliance, code assessment and

compliance reports, energy and sustainability studies, compliance and modeling, Leadership in Energy and Environmental design, furniture specifications, procurement documents, environmental graphics and signage studies.

B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect; 5364, Engineering Associate 1;

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.

Existing architectural and engineering classifications do not have the required expertise and specialized skills related to airport terminal, boarding areas, concessions, and airport special systems. Contractor staff will be supervised by City project managers with the appropriate expertise in managing airport asset development and construction.

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 intermittent need for these services do not support permanent staffing.

6. Additional Information

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

No.

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

No training is anticipated at this time due to the specialized and as-needed nature of the services.

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.

unknown at this time.

7. Union Notification: On 04/10/24, 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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: PO Box 8097, San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41761 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required
DHR Approved for 05/20/2024

Receipt of Union Notification(s)

Cynthia Avakian (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfso.com
Sent: Wednesday, April 10, 2024 12:21 PM
To: Cynthia Avakian (AIR); Laxamana, Junko (DBI); sportillo@ifpte21.org; agarza@ifpte21.org; amakayan@ifpte21.org; jnuti@ifpte21.org; 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; Kristen Schumacher; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 41761 - 22/23 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for \$5,000,000 for services for the period December 31, 2028 – December 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/22244>

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 jnuti@ifpte21.org amakayan@ifpte21.org agarza@ifpte21.org sportillo@ifpte21.org junko.laxamana@sfgov.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: As-Needed Architectural and Engineering Support Services

Funding Source: Airport Capital and Operating Funds

PSC Amount: \$6,000,000

PSC Est. Start Date: 07/03/2023

PSC Est. End Date: 12/31/2028

1. Description of Work

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

Contractor will provide architectural and engineering support services for various capital and facilities improvement projects at San Francisco International Airport (Airport). The firms will assist with architectural scope development, feasibility and systems studies, design services and drawings, construction and technical specifications, project schedules, bid and construction administration services.

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

The Airport requires upgrades of its facilities and renovations of the passenger terminals to improve operational efficiency, safety/security, and meet forecasted demand. Denial will cause project delays, which will affect customer service, delay the implementation of Transportation Security Administration security measures, and result in lost revenues.

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

This service was provided previously through PSC 44422-13/14.

D. Will the contract(s) be renewed?

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

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 requested duration covers the anticipated term of the resulting contracts.

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:

Contractor will provide specialized architectural and/or engineering services for Airport projects on an as-needed basis.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The work requires experience in Airport projects and specific expertise in airport development, design, remodel and other specialized architectural and engineering services which include cost estimating and value engineering studies, hazardous materials investigation and reports, life cycle cost analysis, acoustical analysis and studies, lighting analysis, Americans with Disabilities Act compliance, code assessment and compliance reports, energy and sustainability studies, compliance and modeling, Leadership in Energy and Environmental design, furniture specifications, procurement documents, environmental graphics and signage studies.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect; 5364, Engineering Associate 1;
- 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 Airport will give first right of refusal to other City Departments.

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

- A. Explain why civil service classes are not applicable.
Existing architectural and engineering classifications do not have the required expertise and specialized skills related to airport terminal, boarding areas, concessions, and airport special systems. Contractor staff will be supervised by City project managers with the appropriate expertise in managing airport asset development and construction.
- 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 intermittent need for these services do not support permanent staffing.

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 is anticipated at this time due to the specialized and as-needed nature of the services.
- 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 05/08/2023, 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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: PO Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41761 - 22/23

DHR Analysis/Recommendation:

action date: 07/03/2023

Commission Approval Required

Approved by Civil Service Commission

07/03/2023 DHR Approved for 07/03/2023

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES

Dept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # 39371 - 23/24)

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

Type of Service: Consulting

Funding Source: Federal, State, Local

PSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 09/01/23 - 06/30/24 (43 weeks 2 days)

PSC Mod#1 Amount: \$20,357 PSC Mod#1 Duration: 05/01/24-06/30/25 (1 year)

PSC Cumulative Amount Proposed: \$120,357 PSC Cumulative Duration Proposed: 1 year 43 weeks

1. Description of Work

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

Provide consultation, technical assistance, facilitation and report writing services in order for San Francisco County to complete the mandated County Self-Assessment (CSA) portion of the C-CFSR (California Mandated County Self-Assessment). This mandated process guides the completion of the five (5)-year San Francisco Child Welfare System Improvement Plan (SIP).

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

This 5 year system improvement plan is Federally and State mandated and consequences of denial could include Federal and State sanctions and the SF Child Protective Service not staying within Federal compliance. Failure to comply could result in defunding Title IV-E federal funding that child welfare uses to provide protective 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 39371 - 23/24

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.

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

Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.

Explain the qualifying circumstances:

Required by federal law every five years with best practice to use neutral facilitator

B. Reason for the request for modification:

Additional time and funding to complete assessment.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: A deep knowledge of skill and experience in the areas of Child Welfare and federal and state policy. Best practice suggests neutral party as best to consult with Department on system assessments and updates.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
This system improvement process is mandated every 5 years, plus best practice recommends neutral party
- 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 class for an every 5 year system improvement

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. It would not be practical to train employees for an every 5 year system improvement.
- C. Are there legal mandates requiring the use of contractual services?
1997 Adoptions and Safe Families Act (ASFA)
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 04/09/24, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21; Management & Superv Local 21;

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

Name: Tara Alvarez Phone: Email: tara.alvarez@sfgov.org

Address: 1650 Mission Street, Suite 500, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 39371 - 23/24

DHR Analysis/Recommendation:
Commission Approval Required

Civil Service Commission Action:

DHR Approved for 05/20/2024

Receipt of Union Notification(s)

Alvarez, Tara (HSA)

From: dhr-psccordinator@sfgov.org on behalf of tara.alvarez@sfgov.org
Sent: Tuesday, April 9, 2024 3:01 PM
To: Alvarez, Tara (HSA); sportillo@ifpte21.org; jharding@ifpte21.org; agarza@ifpte21.org; amakayan@ifpte21.org; jnuti@ifpte21.org; kdavis@ifpte21.org; mweirick@ifpte21.org; ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; Kristen Schumacher; l21pscreview@ifpte21.org; Leone, Elizabeth (HSA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 39371 - 23/24 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The HUMAN SERVICES -- DSS has submitted a modification request for a Personal Services Contract (PSC) for \$20,357 for services for the period May 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/22222>

Email sent to the following addresses: L21PSCReview@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ewallace@ifpte21.org mweirick@ifpte21.org kdavis@ifpte21.org jnuti@ifpte21.org amakayan@ifpte21.org agarza@ifpte21.org jharding@ifpte21.org sportillo@ifpte21.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS

Dept. Code: DSS

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

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

Type of Service: Consulting

Funding Source: Federal, State, Local

PSC Amount: \$100,000

PSC Est. Start Date: 09/01/2023

PSC Est. End Date 06/30/2024

1. Description of Work

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

Provide consultation, technical assistance, facilitation and report writing services in order for San Francisco County to complete the mandated County Self-Assessment (CSA) portion of the C-CFSR (California Mandated County Self-Assessment). This mandated process guides the completion of the five (5)-year San Francisco Child Welfare System Improvement Plan (SIP).

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

This 5 year system improvement plan is Federally and State mandated and consequences of denial could include Federal and State sanctions and the SF Child Protective Service not staying within Federal compliance. Failure to comply could result in defunding Title IV-E federal funding that child welfare uses to provide protective 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 services has been provided through a contract 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):

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).

Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.

B. Explain the qualifying circumstances:

Required by federal law every five years with best practice to use neutral facilitator

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: A deep knowledge of skill and experience in the areas of Child Welfare and federal and state policy. Best practice suggests neutral party as best to consult with

Department on system assessments and updates.

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

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

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

The City has not made efforts; best done by unbiased 3rd party

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

A. Explain why civil service classes are not applicable.

This system improvement process is mandated every 5 years, plus best practice recommends neutral party

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 class for an every 5 year system improvement

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. It would not be practical to train employees for an every 5 year system improvement.

C. Are there legal mandates requiring the use of contractual services?
Yes. 1997 Adoptions and Safe Families Act (ASFA)

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 08/29/2023, the Department notified the following employee organizations of this PSC/RFP request:
Management & Superv 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: Tara Alvarez Phone: Email: tara.alvarez@sfgov.org

Address: 1650 Mission Street, Suite 500 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 39371 - 23/24

DHR Analysis/Recommendation:
Commission Approval Not Required
Approved by DHR on 10/02/2023

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 # 44853 - 21/22)

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

Type of Service: Strategic Initiatives Consulting Services

Funding Source: General Funding

PSC Original Approved Amount: \$7,800,000 PSC Original Approved Duration: 07/01/22 - 06/30/27 (5 years)

PSC Mod#1 Amount: \$9,000,000 PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$16,800,000 PSC Cumulative Duration Proposed: 5 years

1. Description of Work

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

The Department of Homelessness and Supportive Housing (HSH) requires consultants to deliver several time-limited and/or as-needed projects/services, including a strategic framework review/progress report for HSH's five-year strategic framework; as-needed community and stakeholder engagement to inform needs and strategy; strategic planning; systems modeling to develop funding priorities; provide facilitation, coaching and planning services to support HSH's organizational development and the development of the executive leadership and management teams; Homelessness Response System capacity building; system-wide capacity-building services, including capacity-building services for the temporary shelter system and temporary shelter system training, policy, and procedure manual; equity impact analysis and recommendations for HSH-funded programs; review professional development opportunities to ensure alignment with HSH equity action plan and other equity goals; assistance with disaster preparedness planning; assistance with building trust and optimizing collaboration with homeless service contractors and other community partners; evaluation of HSH-funded programs and strategies; as-needed grant writing to secure non-local funding as opportunities arise; and time-limited project management support to HSH.

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

Inability to contract for the above services would prevent HSH and the City from strategically prioritizing funding based on equity and need, building its capacity, and creating a Strategic Plan to set, measure, and meet its goals and objectives. These plans are required for the Department to receive state funding starting in 2022.

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.

A Consultant was selected by HSH through competitive RFP process in 2017 and authorized by CSC via PSCs 2006 08/09 and 46663 17/18. The services included in this request expand the existing work and reflect the department's growth and City-wide priorities.

D. Will the contract(s) be renewed?

Yes, if there is additional need for these services.

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).

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:

Civil Services classes are not applicable because the Strategic Initiatives do not have a regular, recurring schedule. There may be a demonstrated potential of conflict of interest because analysis must be done by employees that are impartial.

B. Reason for the request for modification:

The PSC is being amended to account for additional hours needed to support San Francisco's five-year strategic plan, Home by the Bay, to prevent and end homelessness. HSH will continue to need support in a few targeted areas that HSH is not yet equipped to take on. Additional hours are needed that were not originally accounted for in the initial PSC request, such as:

- Very limited capacity in HSH's Planning, Performance, and Strategy (PPS) team in the first two years, which required more upfront consultant support from Focus, Talent Poole, and HMA to support various HSH initiatives. Even though HSH has built out more team capacity, there is still a need for ongoing support for new PPS staff.
- Increase in demand and need for the unique skill set to create processes to embed and compensate People with Lived Experience (PWLE) in HSH decisions, participatory action community engagement which Talent Poole helped build infrastructure for.
- Ad hoc requests for special reports such as "A Place for All" that weren't previously planned and systems modeling as HSH redesigns programs, which Focus Strategies continues to provide.
- HSH leadership transitions and gaps have also resulted in the need to rely more on consultants and their expertise/knowledge and required more executive coaching from the Impact Center.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The specific skills will vary based on the type of project/services provided. However, all consultants must have experience in working with municipalities/organizations that provide social services or services to people experiencing homelessness.

B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 0922, Manager I; 0923, Manager II; 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?

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 Services classes are not applicable because the services are highly specialized per the scope of work required. In addition, the work is time-limited and project-bound and/or will occur on an as-needed basis, and may pose a conflict-of-interest if performed by City staff, as HSH would like consultants who are impartial to carry out required 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: It would not be practical to adopt a new civil service class because the work is time-limited and not regular. The work may also fall under the conflict-of-interest category, as HSH would like consultants who are impartial to carry out required analyses, recommendations, and community engagement, for example.

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. The consultants will provide Executive Coaching (Impact Center/Talent Poole). The training hours are still to be determined. Trainees will include HSH Executive 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 04/05/24, the Department notified the following employee organizations of this PSC/RFP request:

Municipal Executive Association; Management & Superv Local 21;

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# 44853 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/20/2024

Receipt of Union Notification(s)

From: dhrrpscordinator@sfgov.org on behalf of monique.colon@sfgov.org
To: [Colon, Monique \(HOM\); andrea@sfmea.com; Laxamana, Junko \(DBI\); Criss@sfmea.com; christina@sfmea.com; staff@sfmea.com; jnuti@ifpte21.org; kdavis@ifpte21.org; mweirick@ifpte21.org; ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; Kristen Schumacher; l21pscreview@ifpte21.org; Bellamy, Latasha \(HOM\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Colon_Monique_(HOM); andrea@sfmea.com; Laxamana_Junko_(DBI); Criss@sfmea.com; christina@sfmea.com; staff@sfmea.com; jnuti@ifpte21.org; kdavis@ifpte21.org; mweirick@ifpte21.org; ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; Kristen_Schumacher; l21pscreview@ifpte21.org; Bellamy_Latasha_(HOM); DHR-PSCCoordinator_DHR_(HRD)@sfmea.com)
Subject: Receipt of Modification Request to PSC # 44853 - 21/22 - MODIFICATIONS
Date: Friday, April 5, 2024 4:06:37 PM

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 \$9,000,000 for services for the period July 1, 2024 – June 30, 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/22235>

Email sent to the following addresses: L21PSCReview@ifpte21.org
kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com
WendyWong26@yahoo.com ewallace@ifpte21.org mweirick@ifpte21.org
kdavis@ifpte21.org jnuti@ifpte21.org staff@sfmea.com Christina@sfmea.com
Criss@SFMEA.com junko.laxamana@sfgov.org andrea@sfmea.com

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

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

Type of Service: Strategic Initiatives Consulting Services

Funding Source: General Funding

PSC Amount: \$7,800,000

PSC Est. Start Date: 07/01/2022

PSC Est. End Date 06/30/2027

1. Description of Work

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

The Department of Homelessness and Supportive Housing (HSH) requires consultants to deliver several time-limited and/or as-needed projects/services, including a strategic framework review/progress report for HSH's five-year strategic framework; as-needed community and stakeholder engagement to inform needs and strategy; strategic planning; systems modeling to develop funding priorities; provide facilitation, coaching and planning services to support HSH's organizational development and the development of the executive leadership and management teams; Homelessness Response System capacity building; system-wide capacity-building services, including capacity-building services for the temporary shelter system and temporary shelter system training, policy, and procedure manual; equity impact analysis and recommendations for HSH-funded programs; review professional development opportunities to ensure alignment with HSH equity action plan and other equity goals; assistance with disaster preparedness planning; assistance with building trust and optimizing collaboration with homeless service contractors and other community partners; evaluation of HSH-funded programs and strategies; as-needed grant writing to secure non-local funding as opportunities arise; and time-limited project management support to HSH.

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

Inability to contract for the above services would prevent HSH and the City from strategically prioritizing funding based on equity and need, building its capacity, and creating a Strategic Plan to set, measure, and meet its goals and objectives. These plans are required for the Department to receive state funding starting in 2022.

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.

A Consultant was selected by HSH through competitive RFP process in 2017 and authorized by CSC via PSCs 2006 08/09 and 46663 17/18. The services included in this request expand upon the existing work under PSC 2006 08/09 and 46663 17/18 to reflect the department's growth and City priorities.

D. Will the contract(s) be renewed?

Yes, if there is additional need for these services.

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.

Actual agreement terms may vary based on funding availability and future need, but shall not exceed 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).

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:

Civil Services classes are not applicable because the Strategic Initiatives do not have a regular, recurring schedule. There may be a demonstrated potential of conflict of interest because analysis must be done by employees that are impartial.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The specific skills will vary based on the type of project/services provided. However, all consultants must have experience in working with municipalities/organizations that provide social services or services to people experiencing homelessness.

B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 0922, Manager I; 0923, Manager II; 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?

None. The work is time-limited and/or will occur on an as-needed basis and may pose a conflict-of-interest if obtained within the City, because analysis done through this job should be impartial.

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

A. Explain why civil service classes are not applicable.

Civil Services classes are not applicable because the services are highly specialized per the scope of work required. In addition, the work is time-limited and project-bound and/or will occur on an as-needed basis, and may pose a conflict-of-interest if performed by City staff, as HSH would like consultants who are impartial to carry out required 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. It would not be practical to adopt a new civil service class because the work is time-limited and not regular. The work may also fall under the conflict-of-interest category, as HSH would like consultants who are impartial to carry out required analyses, recommendations, and community engagement, for example.

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. The consultants will create and implement training plans and may provide training for staff of the Homelessness Response System for the following interventions, competencies, and approaches: Housing First, homelessness prevention, emergency shelter, rapid rehousing, permanent supportive housing, flexible housing subsidy administration, housing search and navigation, housing stabilization, outreach, trauma-informed care, harm reduction, and conflict de-escalation. Number of training hours is to be determined.

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 01/24/2022, the Department notified the following employee organizations of this PSC/RFP request:
Management & Superv Local 21; Municipal Executive Association

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# 44853 - 21/22

DHR Analysis/Recommendation:

action date: 03/21/2022

Commission Approval Required

Approved by Civil Service Commission

03/21/2022 DHR Approved for 03/21/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 46663 - 17/18)

Type of Approval: [] Expedited [x] Regular ([] Omit Posting)

Type of Service: Strategic Initiatives Consulting Services

Funding Source: local, state, or federal funding

PSC Original Approved Amount: \$778,492 PSC Original Approved Duration: 07/01/18 - 06/30/22 (4 years)
PSC Mod#1 Amount: \$286,699 PSC Mod#1 Duration: no duration added
PSC Mod#2 Amount: \$1,555,770 PSC Mod#2 Duration: no duration added
PSC Cumulative Amount Proposed: \$2,620,961 PSC Cumulative Duration Proposed: 4 years

1. Description of Work

A. Scope of Work:

Technical assistance to the Department of Homelessness and Supportive Housing (HSH) to support the implementation of HSH's Five-Year Strategic Framework, and the Department's work to drive systems transformation and culture change. Includes assessment to Department's approach to addressing homelessness in San Francisco, as well as specific strategies in the following areas: adult homelessness, family homelessness, youth homelessness, street homelessness, coordinated entry systems for all populations, problem solving strategies, data and performance measurement.

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

Inability to continue existing services, including strategic framework implementation, change management, and Coordinated Entry processes would prevent the department from meeting its mission, goals and objectives. Coordinated Entry organizes the Homelessness Response System with a common, population-specific assessment, centralized data system, and prioritization method that directs Participants to the appropriate resources and allows for data-driven decision-making and performance-based accountability. Coordinated Entry in San Francisco is organized to serve three subpopulations, Adults, Families, and Youth. The process is four parts: access, assessment, prioritization, and referral. The implementation of CE is ongoing. The Homelessness Response System describes the overall system of services to address homelessness managed by the

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

The service is currently provided by Focus Strategies and the Department wishes to continue services. The original contract was signed in 2017 and authorized by CSC via PSCs 2006 08/09 and 46663 17/18.

D. Will the contract(s) be renewed? It may be renewed based on Department needs and Contractor performance.

2. Union Notification: On 02/24/20, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Municipal Executive Association;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46663 - 17/18

DHR Analysis/Recommendation: 05/18/2020

Commission Approval Required Approved by Civil Service Commission

DHR Approved for 05/18/2020

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Minimum of ten (10) years of experience working on issues of homelessness and supportive housing

Minimum of five (5) years of proven experience successfully helping cities and counties with homeless systems re-design, including data systems related to homelessness, and conducting complex analyses

Experiences working with city and county agencies specializing in homelessness on multi-year work plans and

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

0922,0923,0931,0932,1825,1824,

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

No

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

These are highly specialized services per the years of experience and scope of work required. There are no existing civil service classifications that can provide these services.

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

No, it would not be practical to create a new class because of the immediate, short-term and on demand need for these services.

5. Additional Information (if "yes", attach explanation)

YES NO

A. Will the contractor directly supervise City and County employee? YES NO

B. Will the contractor train City and County employee? YES NO

Consultant will create and implement a plan for change management; this \

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

D. Are there federal or state grant requirements regarding the use of contractual services? YES NO

E. Has a board or commission determined that contracting is the most effective way to provide this service? YES NO

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Request to increase current PSC approval amount. YES NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 02/24/20 BY:

Name: Monique Colon Phone: 4153555230 Email: monique.colon@sfgov.org

Address: 1360 Mission St, Ste. 200 San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES

Dept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # 2006-08/09)

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

Type of Service: Services that support all of the programs under the Human Services Agency.

Funding Source: County, State and Federal

PSC Original Approved Amount: \$25,415,000 PSC Original Approved Duration: 07/01/2009 - continuous

PSC Mod#1 Amount: \$1,016,600 PSC Mod#1 Duration: 07/13/15 - continuous

PSC Cumulative Amount Proposed: \$26,431,600 PSC Cumulative Duration Proposed: 07/01/2009 - continuous

1. Description of Work

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

Services in support of the Agency include the following legal services such as process service, arbitration, Fair Hearing Officer services, and other specialized legal services not provided by the City Attorney, courier service, fiscal intermediary, credit checks, equipment maintenance and repairs, property management services, on-demand and supplemental translation and interpretation services, media and communications services including outreach to targeted populations served by the Agency, grant writing, program planning and evaluation, technical writing, environmental and industrial assessment services including ergonomics, mediation and dispute resolutions services, substance abuse compliance monitoring testing and paternity testing, criminal background checks, security services, population surveys, management information services, time study information system, business process mapping , one time document imaging conversion projects for archiving and transition to paperless system technology solutions for agency operations, off hours transportation services and specialized transportation including health and safety transportation and shuttle service.

Scope Change

Services in support of the Agency include the following legal services such as process service, arbitration, Fair Hearing Officer services, and other specialized legal services not provided by the City Attorney, courier service, fiscal intermediary, credit checks, equipment maintenance and repairs, property management services, on-demand and supplemental translation and interpretation services, media and communications services including outreach to targeted populations served by the Agency, grant writing, program planning and evaluation, technical writing, environmental and industrial assessment services including ergonomics, mediation and dispute resolutions services, substance abuse compliance monitoring testing and paternity testing, criminal background checks, security services, population surveys, management information services, time study information system, business process mapping , one time document imaging conversion projects for archiving and transition to paperless system technology solutions for agency operations, off hours transportation services and specialized transportation including health and safety transportation and shuttle service.

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

These services are required to process client and court mandated information, and are necessary for the day

to day operation of the Agency. Without these services, operations would be interrupted and the Agency could not fulfill welfare and institutions code compliance.

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.
2000 05/06

D. Will the contract(s) be renewed?
Yes, based upon funding, performance and procurement

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'S dates as continuous until further revoked by the Civil Service Commission.

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.

Explain the qualifying circumstances:

Work is performed 24 hours a day, seven days a week. These services are often crisis driven, do not involve predictable tasks and serve fluctuating and transient populations

B. Reason for the request for modification:

This PSC covers a range of ancillary services required by the department but not provided by Civil Service positions. In addition to the services specified in the original PSC, this modification includes media and communications services including outreach to targeted populations served by the Human Service Agency, mediation and dispute resolutions services, substance abuse compliance monitoring testing and paternity testing, criminal background checks, security services, population surveys, management information services, time study information system, business process mapping, one-time document imaging conversion projects for archiving and transition to paperless system technology solutions for agency operations, off-hours transportation services and specialized transportation including health and safety transportation and shuttle service. To align the PSC with contracted services we request this modification for an additional amount of \$1,016,600 to PSC 2006-08/09.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: legal services including process service, mediation, arbitration, Fair Hearing Officer services, and other specialized legal services not provided by the City Attorney, courier service, fiscal intermediary, credit checks, equipment maintenance and repairs, property management services including pre-move inspections and survey of conditions, records management (i.e. recycling, shredding, destruction, removal, document imaging), translation, media and communications services including outreach to targeted populations served by the Agency, grant writing, program planning and evaluation, technical writing, environmental and industrial assessment services including ergonomics, mediation and counseling services, security services, substance abuse monitoring and paternity testing, criminal background checks, population surveys, transportation services, management information services, time study services, business process mapping, technology solutions for agency operations.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 6139, Senior Industrial Hygienist; 8106, Legal Process Clerk;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
Yes, contractor will provided facilities and equipment to perform the services

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.

These are very specialized services. There are no current civil services classification to provided theses services.

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 create a new class because of the immediate, short-term and on demand need for 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 contact? If so, please explain what that will entail; if not, explain why not.

Fraud detection, contract development and management, child welfare training, , employee development, civil rights training, sexual harassment training, program specific and operational trainings, staff development Hours vary based upon course curriculum, 2-4 hours per session. • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. Occupations vary depending upon course curriculum 20-30 participants per training

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

Court mandated substance abuse monitoring and paternity testing

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.

Board of Supervisors, ordinance 185-95

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

No.

7. Union Notification: On 07/24/15, the Department notified the following employee organizations of this PSC/RFP request:

SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

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

Name: David Curto Phone: 415-557-5581 Email: david.curto@sfgov.org

Address: 1650 Mission Street Suite 300, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2006-08/09

DHR Analysis/Recommendation:

01/04/2016

Commission Approval Required
01/04/2016 DHR Approved for 01/04/2016

Approved by Civil Service Commission

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: SHERIFF

Dept. Code: SHF

Type of Request: Initial Modification of an existing PSC (PSC # 44721 - 17/18)

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

Type of Service: Install, configure, and implement a Jail Management System

Funding Source: General Fund

PSC Original Approved Amount: \$600,000 PSC Original Approved Duration: 07/01/18 - 06/30/23 (5 years)

PSC Mod#1 Amount: \$3,205,440 PSC Mod#1 Duration: 04/01/21-03/31/26 (2 years 39 weeks)

PSC Mod#2 Amount: \$2,033,471 PSC Mod#2 Duration: 04/01/21-08/30/28 (2 years 21 weeks)

PSC Cumulative Amount Proposed: \$5,838,911 PSC Cumulative Duration Proposed: 10 years 9 weeks

1. Description of Work

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

Install, configure, and implement a Jail Management System (JMS) software solution; along with software licenses, professional services, training, maintenance, and support. The JMS is required by SFSD to streamline and manage jail operations and inmate movements, automate booking and jail release functions, housing classification, and manage incarceration records.

Scope Change

Following the execution of the Assignment Agreement, the Sheriff's Office CIO was able complete the discovery phase with the new Contractor and expand the scope of work to customize the required interfaces of the department for the new Offender360 JMS. The Sheriff's Office propose to amend the original scope of work under contract 1000026487 to accommodate and facilitate the data migration, design, build, and implementation of a complete production of Offender360 per the required interfaces of the Sheriff's Office.

The original contract (1000021389) had general placeholders for project milestones and deliverables pending the completion of the discovery phase, which was deferred due to the sales of Offender360. The modifications to the scope of work provides a comprehensive and detailed description of the deliverables, milestones and billing schedule. The contract end date will change from 3/31/2026 to 8/30/2028. The amended scope of work will capture the migration, design, build, implementation, and annual support of the new Offender360 JMS following the completion of the discovery phase by the new Contractor and the Sheriff's Office.

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

The current JMS has exceeded it useful life and is not scalable to work in conjunction with the SFSD's existing Microsoft Dynamic Customer Relationship Management (CRM) licenses. Denial of this request will prevent SFSD from: 1) Effectively and efficiently complying with various California laws that mandate the sharing of SFSD data with the State and law enforcement agencies. 2) Updating an antiquated legacy application, to ensure critical functionality for departmental operations; and it will restrict SFSD's ability to collect, analyze, and share data for its operational decision-making.

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

Yes, PSC 44721-17/18 MOD1

D. Will the contract(s) be renewed?

The annual software license and maintenance will be renewed if accepted and deployed in the production environment following testing.

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 original JMS contract was executed on 6/1/2021. The sales of Offender360 and the extensive process to negotiate and execute the Assignment Agreement delayed the discovery phase and the implementation of the new JMS for 17-months. The contract services were paused from 7/1/2022 to 12/1/2023. As a result, the Sheriff's Office is respectfully requesting the Civil Service Commission to extend the expiration date of the contract from 3/31/2026 to 8/30/2028.

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:

Following several meetings with the Committee on Information Technology (COIT), the SFSD determined the specific engineering skills with required experience in a county jail environment resulted in a service that is not available through the City. In addition, the JMS solution would be proprietary software application.

B. Reason for the request for modification:

On 7/1/2022, the Contractor under contract 1000021389 sold Offender360 JMS to another Contractor. Per recommendation of the City Attorney, the Sheriff's Office executed an Assignment Agreement on 12/1/2023 to transfer the term of the original contract (1000021389) to the new Contractor under contract 1000026487. The sales of Offender360 and the extensive process to negotiate and execute the Assignment Agreement delayed the discovery phase and the implementation of the new JMS for 17-months. The contract services were paused from 7/1/2022 to 12/1/2023. Following the execution of the Assignment Agreement, the Sheriff's Office CIO was able complete the discovery phase with the new Contractor and expand the scope of work to customize the required interfaces of the department for the new Offender360 JMS. The Sheriff's Office propose to amend the original scope of work under contract 1000026487 to accommodate and facilitate the data migration, design, build, and implementation of a complete production of Offender360 per the required interfaces of the Sheriff's Office. The original contract (1000021389) had general placeholders for project milestones and deliverables pending the completion of the discovery phase, which was deferred due to the sales of Offender360. The modifications to the scope of work will increase the contract amount from \$3,205,440 to \$5,838,911. The contract end date will change from 3/31/2026 to 8/31/2028. The amended scope of work will capture the migration, design, build, implementation, and annual support of the new Offender360 JMS following the completion of the discovery phase by the new Contractor and the Sheriff's Office. The current Legacy JMS is not compliant with the Department of Justice (DOJ) and is limited in features and functionality required to efficiently operate and manage the San Francisco Sheriff's Office Jails. The current system also limits the Sheriff's Office's ability to share and integrate information with its Justice partners because the system is outdated and leads to operational inefficiencies. The inefficiencies are magnified with continued staffing shortages. By amending the contract, the proposed Offender360 Jail Management System will meet DOJ compliance through effective and efficient jail management operations and improvements in data quality and information exchange between agencies and departments. The new JMS will allow the Sheriff's Office to modernize its Jail Management System processes and enables the Sheriff to comply with the DOJ, CLETS, CJI, NCIC penal codes in managing the operations involving justice involved persons and the superior courts system.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Database and software engineering specific to a county jail environment.

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.

Following several meetings with the Committee on Information Technology (COIT), the SFSD determined the specific engineering skills with required experience in a county jail environment resulted in a service that is not available through the City. In addition, the JMS solution would be proprietary and the contractor do not authorize any third party to provide products or services related to their software.

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 proprietary nature of the application software will not allow for any third party to perform work related to the solution.

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 provide user training workshops to approximately 8 - 10 SFSD staff. The training will be 8 hour sessions per day. There will be four 2-day training workshops, totaling 64 hours. The training will cover necessary topics associated with Information Technology administration training for staff to configure the JMS prototype to business requirement specification and update the prototype per stakeholders feedback.

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, amend current approved contract 1000026487 .

7. Union Notification: On 04/12/24, 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: Henry Gong Phone: 415-554-7241 Email: henry.gong@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44721 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/20/2024

Receipt of Union Notification(s)

Gong, Henry (SHF)

From: dhr-psccordinator@sfgov.org on behalf of henry.gong@sfgov.org
Sent: Friday, April 12, 2024 4:06 PM
To: Gong, Henry (SHF); carey.dall@seiu1021.org; Yes@sfgov.org; oumar.fall@sieu1021.org; mhenneberry@teamsters853.org; kristin.hardy@seiu1021.org; Chanel.Brown@seiu1021.org; Chanel.Brown@seiu1021.org; jnuti@ifpte21.org; jnuti@ifpte21.org; 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; plangrooferslocal40@gmail.com; rooferslocal40@gmail.com; Stan Eichenberger; dtuttle@oe3.org; dtubble@oe3.org; pkim@ifpte21.org; Najuwanda Daniels; Pierre King - UAPD; President; 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; Julie.Meyers@sfgov.org; 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; Kristen Schumacher; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Kbasconcillo@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@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 # 44721 - 17/18 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The SHERIFF -- SHF has submitted a modification request for a Personal Services Contract (PSC) for \$2,033,471 for services for the period April 1, 2021 – August 30, 2028. 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/15751>

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 ewidthallace@ifpte21.org dho@ifpte21.org mweirick@ifpte21.org jharding@ifpte21.org
kdavis@ifpte21.org jnuti@ifpte21.org amakayan@ifpte21.org agarza@ifpte21.org sportillo@ifpte21.org
junko.laxamana@sfgov.org

Additional Attachment(s)

Appendix A Statement of Work

1. Phase 1 – Software Implementation

This Statement of Work (“SOW”) details the overall approach for the first phase of the Jail Management System “JMS” Solution, defines the scope of work to be completed, and contains deliverables for all project activities. Pursuant to this SOW, Contractor is providing software implementation services, to City. These services are provided over two phases and this SOW covers Phase 1 activities and deliverables only. The purpose of this SOW is to outline each party’s role and responsibilities. Contractor will provide City with this Statement of Work (“SOW”) to implement the Software System as defined herein (“Software”). This **SOW covers Phase 1 only** of two planned implementation phases.

1.1. Services and Deliverables

1.1.1. Software – In performing the Services, Contractor will be installing the following Software products and technologies that are licensed to Customer:

1.1.1.1. Third-party Software

- 1.1.1.1.1. Kingsway Soft (Integration software)
- 1.1.1.1.2. North 52 (Business rules engine for Microsoft Dynamics)
- 1.1.1.1.3. Microsoft Dynamics 365 Platform

1.1.1.2. DXC Software

- 1.1.1.2.1. DXC Offender360™ Jail Management System

1.1.1.3. Required Support Software – Contractor will work with City to verify that City has the correct versions of all Software to support the version of Microsoft Dynamics 365 being implemented at time of Project commencement. In the event City does not have the correct versions of Software, Contractor will notify City to provision all correct versions of Software at time of Project commencement. This Project will cover the installation of the Software version at time of Project initiation. Any subsequent decisions to apply any additional hotfixes or service packs, or to upgrade or downgrade to another version, using Contractor once the Project has started is out of scope. Any updates or releases provided by Microsoft relative to this SOW are not in scope. The software version to be implemented upon Go-Live will be mutually agreed. Contractor and City will execute a mutually agreeable Intellectual Property agreement prior to providing Customer with the DXC Offender360™ Jail Management solution. In the event both parties do not mutually agree to acceptable terms, the parties agree to a solution through the Dispute Resolution Procedure per Section 11.6 of the Software License and Maintenance Agreement. Contractor will provide Customer with its current version of the DXC Offender360™ Jail Management solution. Specifically, Customer will be provided the XML compiled solution (i.e. source code).

1.1.1.4. Support Software - The software listed in the table below are required for the delivery of this Project. City is responsible to make sure that the City has all required licenses and compatible products prior to the start of the project. Delays can impact dependent project activities, timelines and milestones.

- 1.1.1.4.1. Microsoft Active Directory required for Dynamics 365 user authentication
- 1.1.1.4.2. SSL certificates required for secure remote access
- 1.1.1.4.3. SMTP email server or relay required for Dynamics 365 inbound emails and Scribe alert notifications

1.2. **Functional Areas** – Contractor is providing an out of the box solution to City. This includes standard best of practice workflows, entities, and business rules. This Project includes requirements definition and conceptual design of Software covering the following functional areas:

1.2.1. **Offender Management.** Protection of the public and staff while providing safe, secure, and humane supervision of offenders with opportunities that support successful community reintegration.

- a) Booking
- b) Classification Scoring
- c) Risk Assessments
- d) Sentence and Time Accounting
- e) Commitment Orders
- f) Warrants
- g) Earned Time Credits
- h) Victim and Predator Flags
- i) Sex Offender Identification
- j) Offender Demographics
- k) Scars/Marks/Tattoos
- l) Aliases
- m) Mug Shots and Photo History
- n) Offender Contacts
- o) Security Threat Group Tracking
- p) Visitation
- q) Separations
- r) Property Management
- s) Victim Tracking
- t) Program Referrals and Tracking
- u) Case Management
- v) Drug Testing
- w) Scheduling and Appointments

1.2.2. **Facilities and Staff Management.** Enhance public, staff, and offender safety by providing safe, secure, and humane correctional facilities and processes.

- a) Housing and Bed Assignment
- b) Movements and Transfers
- c) Jobs and Assignments
- d) Use of Force Management
- e) Incident Reports

1.3. **Locations** – The Scope of the services will be provided at the following location(s) or remotely as required:

- 1.3.1. Sheriff’s Office Administration and Civil Unit:1 Dr. Carlton B. Goodlett Place – Room 456, San Francisco, CA 94102

1.3.2. County Jail #1 and County Jail #2: 425 7th St., San Francisco, CA 94103

1.3.3. County Jail #3: 1 Moreland Dr., San Bruno, CA 94066

1.3.4. Sheriff's Field Operations: 120 14th St., San Francisco, CA 94103

1.4. **Users** – The following are the estimated number of named Users for the Software in this Phase 1 JMS implementation project. This number represents a total of named users for the agency.

1.4.1. License Type: Offender360™ Offender Management – 30 users

1.5. Implementation Approach

The JMS implementation project will consist of two (2) distinct phases. Contractor will install the Offender360 COTS product and provide professional services as further defined in the Project Management Plan. The Project Management Plan is a formal set of documents used to describe the execution, management and control of the project which will be collaboratively developed and approved by both Contractor and City during the Initiation stage of the project

1.6. Project Methodology

Contractor will follow a standard project management methodology that will be applied to Phase 1 of the JMS implementation Project. Processes are in place align the strategic direction of City, deliver value to their business, avoid risks by implementing a structured risk management policy, and provide adequate and qualified resources are available.

Project meetings and status reports will be delivered in accordance with the mutually agreed Communications Management Plan that will be developed in the Initiation stage of the project.

Phase 1 will confirm the overall project scope and requirements by analyzing the Customer business processes and documenting functional requirements. When applicable, Contractor will work with City personnel to simulate functional requirements in Offender360 JMS test environment so that City JMS questions are addressed, requirements collected and documented as illustrated in section 1.7.2 of the Define stage to support Phase 2 of the Project. This will be followed by defining the design approach for the functional requirements identified to support the functional areas listed in Appendix A. The scope will include project initiation, business analysis and requirements definition, data migration analysis and planning, interface analysis and planning, detailed functional design considerations, as well as a training framework/training plan. Upon completion of Phase 1, a detailed estimate and implementation plan will be produced.

Phase 2 will include the detailed designs, configuration of any gaps identified in Phase 1 that were agreed to proceed, followed by building and configuring the solution, testing, preparing users to go live and going live with the solution. Phase 2 will be conducted under a separate SOW and will not exceed the Total Project Cost per Appendix C, Section 1.4. For clarification, the estimates and billing schedule provisions in Appendix C, Section 1.3.3 is earmarked and subject to review and execution of the Phase 2 SOW and contract amendment evaluation. In the event there is a discrepancy between the detailed estimates and implementation plan produced at the completion of Phase 1 and the amounts earmarked for Phase 2, Contractor and City agree to either amend the scope of Phase 2 to fit within the amounts earmarked for Phase 2, or agree to a revised budget and schedule for Phase 2 to achieve the desired requirements defined in Phase 1.

1.7. JMS Implementation Project – Phase 1

Contractor is implementing the Software solution in City's Microsoft Government Certified Cloud (GCC) preferred option.

Contractor will leverage the combined effort of a joint project team, which includes City resources. The City’s thorough and committed involvement throughout the project planning and design phase will contribute to a more successful project and the ability to support the system after Go-live.

1.7.1. Initiation Stage

During the Initiation stage of the Project, the framework and infrastructure needed to guide, and support project activities are put in place by Contractor, with assistance from City.

The first step in the Initiation stage is to initiate the Project. A formal project kick-off occurs with the Contractor team and also with the key project stakeholders from City. Key Project details including objectives, scope of services, high level timeline, and Project methodology will be reviewed with the entire joint Project team.

A Project Management Plan (PMP) will be produced by Contractor, with assistance from City, which defines the purpose and management objectives of the project, defines the roles and responsibilities of the City and Contractor teams, and identifies any known assumptions and constraints that could affect the Project. This document will also identify the stakeholders and organizations that may be affected by the Project. Additionally, a Project Governance structure is put in place by Contractor, with assistance from City.

Although the PMP is approved during the project’s Initiation stage, the specific content related to the plans it includes is created in the Define stage of Phase 1 of the Project. For example, the Risk / Issues Management Plan is created in the Initiation stage, but the Risk / Issues Register will be created in the Define stage.

This Activity will confirm the Project requirements in terms of scope, time frames, participants, and agree on the Project framework reflecting the respective City and Contractor roles and responsibilities. This involves setting realistic expectations to support the success of the Project and will lay the foundation for everything that follows. Contractor will work with the City to establish the Project Management Plan (PMP). Contractor will present the PMP to the City for the appropriate signing authority to approve and sign.

Contractor will perform the primary infrastructure tasks to install Microsoft Dynamics 365 and DXC Offender360™ and relevant third party tools to the City’s Microsoft GCC to establish an initial pre-production system environment. The solution will be installed in up to three (3) environments to support development, test, and production.

Deliverable Description	Tasks	Deliverable Output	Responsibility
Project Kick-off	Formal project kick off meeting	Presentation	Contractor and City
Project Management Plan	Contractor works with City to develop Project organization structure, communication cadence, escalation path, and supporting details	<ol style="list-style-type: none"> 1. Project Management Plan: 2. Risk and Issues Management Plan 3. Communication Plan 4. Resource Management Plan 5. Requirements Management Plan 6. Scope & Change Management Plan 7. Cost/Budget Management 	Contractor with City support

		Plan 8. Quality Management Plan 9.	
Project Schedule	Contractor works with City to develop Project timeline details	Phase 1 Project Schedule	Contractor with City support
*Dynamics365 Install	Contractor installs Dynamics 365 development environment	Development and test environment available	Contractor and City

1.7.2. Define Stage

During the Define stage of the Project, the detailed requirements, configuration, interface, data migration, and training requirements are captured in order to establish the scope of Phase 2 Project activities.

At the beginning of this stage, a team of Contractor resources will conduct a series of in-depth meetings to define the detailed requirements, as well as perform interfaces and data migration planning and analysis for the City solution. Through this analysis process, City resources will be exposed to the configurability of the Offender360 system. The Contractor project team for this planning exercise will consist of Functional and Technical Solutions Architects, and Project Managers. These individuals work with their City counterparts to document the requirements and approach, obtain stakeholder approval, and establish the detailed scope of the implementation project.

City will provide reference materials such as existing process flows, sample reports, screen shots, spreadsheets, and existing requirement list that will assist Contractor in preparation to of the detailed discussions and discovery sessions with the functional areas of the City business and to aid in facilitating the configuration planning / design sessions. Contractor will work to provide solutions to the functional requirements and reporting needs of City: decisions may be required to prioritize features or reports to meet the Phase 2 budget.

1.7.2.1. Requirements

During requirements definition, Contractor will analyze the functional areas identified in Appendix A (Statement of Work) and establish a Requirements Traceability Matrix ('RTM') of requirements that detail the overall functional scope of the Project. The RTM will trace the requirements back to the functionality listed in Appendix A (Statement of Work). The approved RTM will be used to conduct configuration planning and conceptual design with the out-of-the-box Offender360 product, at which time design and configuration considerations will be made for each requirement.

1.7.2.2. Data Migration

During data migration planning, the requirements for migrating City's legacy data into the Offender360 application are identified. Contractor analysts will work with the City technical team to review and further define the data migration strategy for the Project.

The data migration plan outlines the requirements, approach, tools, roles, responsibilities, and the work plan for accomplishing the Project data migration tasks. The data contains CJIS protected information and the migration will adhere to DOJ requirements. Contractor is required to complete a Private Contractor Management Control Agreement (Appendix E) required by the CLETS Policies, Practices and Procedures Manual prior to having access to CORI-CLETS. Contractor staff with access to CORI-CLETS will be compliant with the access requirements imposed by the CLETS Policies, Practices and Procedure Manual to include a background check,

LiveScan fingerprinting and mandated training. The data will not leave the CCSF’s network environment and will stay on City’s platform. Contractor will not retain any data off site. The data migration plan will provide City staff with the information they need in order to successfully participate in project data migration tasks.

1.7.2.3. Interfaces

During the interface planning, the requirements for interfacing Offender360 with identified sub-systems are defined. Contractor analysts will work with the City technical team to review and further define the interface strategy for the Project.

The interface management plan will outline the systems and/or sub-systems that require interfacing, requirements, approach, tools, roles, responsibilities, and the work plan for accomplishing the project interface work. The interface plan will provide City staff with the information they need in order to successfully participate in Project interface development, testing, and deployment tasks.

1.7.2.3.1. Minimum Infrastructure Requirements

1.7.2.3.1.1. Operating System

- i. Windows Server 2016 R2 Standard or Datacenter
- ii. Windows Server 2016 Standard or Datacenter

1.7.2.3.1.2. SQL Server

- 1.7.2.3.1.2.1. Microsoft SQL Server 2016 Enterprise, Business Intelligence, or Standard, 64-bit
- 1.7.2.3.1.2.2. Microsoft GCC Offender360 Hosting Architectural Requirements
- 1.7.2.3.1.2.3. Implementation Plan

Deliverable Description	Tasks	Deliverable Output	Responsibility
Requirements Traceability Matrix	Detailed business analysis is conducted relating to each functional area in Appendix A (Statement of Work). Analysis will identify detailed functional and non-functional requirements. 1. Contractor will establish a Requirements Traceability Matrix of functional requirements that detail the overall functional scope of the project.	Requirements Traceability Matrix Spreadsheet	Contractor with City Support
Data Migration Plan	1. Contractor will conduct data migration analysis and discovery sessions to produce the data migration plan. 2. The data migration plan outlines the requirements, approach, tools, roles, responsibilities, and the work plan for accomplishing the project data	Data Migration Plan Document	Contractor with City support

	migration tasks.		
Interface Management Plan	<ol style="list-style-type: none"> 1. Contractor will conduct interfaces analysis and discovery sessions to produce the interface management plan. 2. The interface management plan will outline the sub-systems that require interfacing, requirements, approach, tools, roles, responsibilities, and the work plan for accomplishing the project interface work. 	Interface Management Plan Document	Contractor with City support

1.7.3. Design Stage

During the Design stage, the Offender360 system functionality will be demonstrated, and the activities required to configure it for City use will be identified. The approved RTM will be used to conduct conceptual design and configuration planning with the out-of-the-box ('OOTB') Offender360 product. This activity will result in an updated requirements traceability matrix for the project that includes the configuration or design consideration plan for each requirement. In addition, detailed design considerations (such as sentence calculation rules, business rules, and business processes) will be identified.

This stage will also facilitate discussion and action planning related to any perceived feature gaps in the Offender360 functionality and the resolution of any identified implementation challenges. Should the complexity of the requirements vary from the OOTB capabilities, any gaps identified during the project may impact the level of effort required to implement and will be documented and reviewed as part of the defined change control process.

1.7.3.1. Design Workshops

Contractor in coordination with City will determine the conceptual design of Software to meet the requirements approved in the RTM. This includes agreeing on the configuration required to support these requirements.

Contractor will conduct design workshops with City subject matter experts for each functional area included in scope.

Contractor will lead and assume responsibility for mapping the requirements with the Software solution business processes and functions.

Business rules, reports, customizations, dashboards will be identified where needed during the requirements, and design sessions. The effort estimates for Phase 2, which will include, build, test, deploy, go-live and transition, will be developed to establish the scope and budget for Phase 2.

Contractor will present the Conceptual Design to the City for the appropriate signing authority to approve and sign.

Phase 2 Project schedule and fees will be refined based on the findings of the analysis and conceptual design. For clarification, the cost estimates and billing schedule provisions in Appendix C, Section 1.3.3 are subject to review and execution of the Phase 2 SOW and

contract amendment evaluation. In the event of a discrepancy between the Contractor estimates and amounts earmarked for Phase 2, Contractor and City agree in good faith to either amend the scope of Phase 2 to fit within the amounts earmarked, or revise the budget and schedule for Phase 2 to achieve the desired requirements defined in Phase 1.

1.7.3.2. Training Planning

The training planning activity will confirm assumptions about the number of staff requiring training. The staff breakdown across system functional areas required for training is expected to be executed in Phase 2, which is included as part of Appendix A. The number and type of training classes required will be finalized as part of this activity.

The training plan will document how training will be delivered throughout the stages of the Project, will outline the training work plan, and identify training-related roles and responsibilities.

Deliverable Description	Tasks	Deliverable Output	Responsibility
Software Configuration/Design Decisions	Conduct design workshops	Updated RTM with system design decisions	Contractor with City Support
Conceptual/Functional Design Document	Configuration Plan and Conceptual Design	Conceptual Design Document	Contractor
Scope and Requirements Definition	The summary of analysis, high level system design concepts, any gaps identified and any implementation planning recommendations.	1. Scope and Requirements Document 2. Phase 2 Project budget and schedule	Contractor with City Support
Training Plan	The training plan will document how training will be delivered throughout Phase 2 of the project, will outline the training work plan, and identify training-related roles and responsibilities.	Training Plan Document	Contractor with City Support

1.8. Project Milestones – Phase 1

Major Project milestones are identified in the table below. Major Milestones represent key Project checkpoints that are to be tracked with progress against plan (e.g., early, on-time, late) and percent complete and reported in the monthly project status reports. A milestone is considered complete once all associated deliverables have been accepted by City. All milestones that are behind schedule must be clearly identified in the status report along with a corrective action plan to bring each milestone back on schedule. The final project schedule will be defined and approved in collaboration with the City project manager during the Phase 1 Initiation stage. The Project schedule consists of the following milestones:

1.8.1. Project Initiation

- 1.8.2. Project Management Plan Approval
- 1.8.3. Project Schedule Approval
- 1.8.4. Completion of Dynamics365 Installation in the City Microsoft Government Certified Cloud
- 1.8.5. Initiation Stage Complete
- 1.8.6. Requirements Traceability Matrix (RTM) Approval
- 1.8.7. Data Migration Plan Approval
- 1.8.8. Interface Management Plan Approval
- 1.8.9. Define Phase Complete
- 1.8.10. Scope and Requirements Document
- 1.8.11. Conceptual Functional Design Document Approval
- 1.8.12. Training Plan

1.9. Acceptance Criteria

Contractor shall submit all Project Deliverables to the City Project Manager. Documentation shall be delivered in electronic version.

Throughout the term of this SOW, City will review and validate Contractor deliverables prior to final acceptance. Work product acceptance criteria shall consist of the following:

- 1.9.1. Specific work is completed as specified and the final work product or service has been rendered.
- 1.9.2. Plans, schedules, requirements and/or design documentation, are approved and completed as specified.
- 1.9.3. All supporting documentation for work products are provided and complete.
- 1.9.4. All work products are presented to City in approved mutually agreed upon format.

1.10. Project Deliverable Acceptance Criteria

All Project Deliverables will be reviewed by City's Project Manager, and/or the Executive Sponsors. City's final approval of the deliverables will be granted by City's Project Management. City is governed by turnaround requirement specified below for approval of documents and deliverables.

- 1.10.1. Following delivery of each Project Deliverable (non-software deliverables) Customer shall have a period of ten (10) business days ("Acceptance Review Period") to verify each project deliverable meets expectations. If the Customer requires more than 10 days, Contractor reserves the right to assess the impact and; if warranted, issue a change request that may impact the project timeline and/or costs. "Acceptance Review Period" to verify each project deliverable meets the requirements set forth in this Appendix A.

If, during the Acceptance Review Period, City determines that the deliverable does not meet the material specified requirements, City shall notify Contractor in writing. Contractor shall review the written notification and if the request reasonably represents a change to project or deliverable scope, then Contractor shall initiate the change control procedures.

Following delivery of each modification, City shall have five (5) business days to verify each modification on the delivery date before notifying the Contractor that it is either accepting or rejecting the modification.

1.11. Areas Out of Scope

Anything not specifically listed as in scope will be considered out of scope. Specifically, the following products and services are not included in the scope of this SOW:

- 1.11.1. Anything outside of the functional areas listed in Appendix A – Functional Areas
- 1.11.2. Reporting other than 20 OOTB reports. Including report modifications and custom reports
- 1.11.3. Testing
- 1.11.4. Phase 1 End User Training
- 1.11.5. Any modifications or customizations
- 1.11.6. Data Mapping or Migration (Planning activities will be conducted in Phase 1. Remaining activities will be conducted in Phase 2.)
- 1.11.7. Integrations (Planning activities will be conducted in Phase 1. Remaining activities will be conducted in Phase 2)

1.12. Assumptions

The following general assumptions have been made in the development of Contractor's plan and associated fee and schedule estimates as they relate to this Project. Therefore, all estimates set forth in this SOW are contingent upon the accuracy of these assumptions and are subject to the change control procedure as defined in the Software License and Maintenance Agreement should any assumption turn out to be inaccurate.

1.12.1. General Project

- 1.12.1.1. Contractor shall have no obligation to provide services other than those specified in this SOW for Phase 1 and included in the Scope. City may, from time to time, request changes to the scope of the Services herein or Contractor, in good faith, may determine that this SOW must be revised to complete the Services on the terms set forth therein (each, a "Change Request"). In response to any such Change Requests from either party, the parties will comply with the Change Control Process; provided that, unless and until City approves in writing a Change Request, nothing herein modifies, limits, or eliminates Contractor's obligation to perform all the Services set forth in the Scope.
- 1.12.1.2. Services will be provided both on-site at City facilities identified in this SOW and remotely as required.
- 1.12.1.3. All dollars are shown in USD.
- 1.12.1.4. City will use standard delivered Software functionality and business processes where reasonably possible. Contractor and City will address any unique requirements or business processes during the Define and Design Stages.
- 1.12.1.5. City will appoint subject matter experts for key functional areas. The role of the subject matter expert is to provide business requirements, make design decisions, and validate that the Software and design meets requirements. These resources will be available for all Project related meetings and tasks as necessary throughout the duration of the Project.

- 1.12.1.6. A Project work area will be dedicated in City's location for the duration of the Project with workstations and ports to allow access to the Software and internet as well as external monitors for connection to consultant laptops for optimal productivity. Remote access will be provided to the Project team throughout the Project to enable remote configuration and support. Contractor staff with access to CORI-CLETS will be compliant with the access requirements imposed by the CLETS Policies, Practices and Procedure Manual to include a background check, LiveScan fingerprinting and mandated training.
- 1.12.1.7. Contractor will conduct Project activities with a single City core Project team. Duplicate activities across multiple teams, locations, or companies are out of scope.
- 1.12.1.8. Informal knowledge transfer (also referred as "peer-to-peer-training") will be provided throughout the Project. Informal knowledge transfer is defined as City's staff working alongside Contractor staff. No formal training materials will be developed or delivered as part of informal knowledge transfer.
- 1.12.1.9. All required system integrations have been identified and communicated to Contractor.
- 1.12.1.9.1. Contractor team members will not be available at certain times during the expected timeframe of this Project to accommodate Contractor holidays, scheduled Contractor team meetings, and scheduled team member commitments, training, and vacation dates. Scheduled Contractor team meetings, commitments, training, and vacation dates that will impact the expected timeframe of this Project must be provided to City two (2) weeks in advance to ensure the modified timeline is accepted by City and Contractor. Contractor will communicate these dates with reasonable notice over the course of the Project as part of ongoing planning and status meetings. During Project Phase 1 initiation and planning, Contractor shall furnish City team with a formal Contractor holiday schedule.
- 1.12.1.9.2. City will access Software from devices meeting Microsoft-provided compatibility requirements. Devices that are not listed by Microsoft are out of scope.
- 1.12.1.10. City will consider Contractor as its Microsoft Partner of Record consistent with the City Microsoft Agreement prior to the start of the Project. This Microsoft requirement allows Contractor consultants access to City's account information enabling efficient support during, and after, the Project.
- 1.12.1.11. City will provide Contractor Project staff a mutually agreed user - licenses to access the Software during the Project
- 1.12.1.12. Budget and/or schedule increases incurred from the following are subject to a Change Request:
- 1.12.1.12.1. Additional requirements and scope not originally included in scope of this SOW are subsequently included in scope.
- 1.12.1.12.2. 2.12.1.16.2. Delays and rework caused by City or Contractor related to a request for material change in the Scope of Work Delays and rework that are not within the scope of Contractor's responsibility

- 1.12.1.12.3. Delays and rework caused by any third-party contracted directly through City
- 1.12.1.12.4. Delays and rework caused by a third-party software vendor or third-party vendor's software product performance
- 1.12.1.12.5. Delays due to force majeure events
- 1.12.1.13. Material deviations from the Project methodology guidelines can have a significant bearing on Contractor's ability to deliver the Project within the parameters defined in this SOW. As such, any material deviation from Contractor established methodology will be subject to the Project Change Control Process.
- 1.12.1.14. Services estimates are for a 4 month project period per section 1.15 of this Agreement.
- 1.12.1.15. City will use standard Software functionality and business processes resident within the software where reasonably possible.
- 1.12.1.16. Except for on-site business (in the event of no COVID constraints) activities in Phase 1, all services will be provided remotely for this project. If onsite assistance is required, six (6) Contractor visits will be scheduled for each phase of the project. Additional on-site assistance beyond the agreed six (6) visits will be provided as an additional cost for travel and expense.
- 1.12.1.17. Contractor agrees to provide City a copy of the California DOJ CJI Addendum for JMS Offender360 MS GCC hosting before project initiation in the Microsoft GCC.
- 1.12.1.18. All environments will be hosted in the Microsoft GCC.
- 1.12.1.19. All cost estimates are good for 120 days.

1.13. Project Management

- 1.13.1. Contractor will provide Project oversight services to coordinate the activities of the team of Contractor consultants providing Services applicable to the Project.
- 1.13.2. At Contractor's discretion depending on requirements, a Contractor project coordinator may be assigned to the Project at the initiation stage or later. Included as part of the agreed budgeted project management hours, a project coordinator's time is billable. The project coordinator assumes some of the Contractor project manager's administrative responsibilities, including:
 - 1.13.2.1. Resource scheduling
 - 1.13.2.2. Project plan updates
 - 1.13.2.3. Preparation of status reports
- 1.13.3. City shall review all Contractor status reports, deliverables, or service within ten (10) business days. The Project Delivery Acceptance Criteria shall apply.
- 1.13.4. City will report any quality or personnel issues directly to the Contractor project manager within five (5) business days of City's actual knowledge of the occurrence.
- 1.13.5. The City and Contractor project managers will setup a series of scheduled status meetings to review Project status, open items, and identified Project risks. Meeting frequency and format will be mutually agreed.

1.13.6. City and Contractor will form a Steering Committee which will include key stakeholders and each organization’s respective project managers. Meeting frequency and format will be mutually agreed.

1.14. Change Control Procedure

1.14.1. Either Party may submit a written request for a Contract Change to the other Party (Change Request). The receiving Party will evaluate the Change Request and deliver to the requesting Party a written response within fifteen (15) Business Days following receipt of the change Request. In respect of City requested changes, Contractor’s response may include associated proposed operational, financial, and other modifications to the SOW and Services that Contractor believes reasonable to implement this Agreement Change (Change Proposal).

1.14.2. Neither a Change Request nor a Change Proposal have a mandated format, except that Change Requests and Change Proposals must be reasonably sufficient for the receiving Party to understand the request or proposal (as applicable).

1.14.3. To the extent the Parties agree in writing to implement a Contract Change, the Parties will promptly implement, and document matters related to this Agreement Change to the extent reasonably necessary. For example, a minor operational Contract change will most likely not require significant documentation beyond the exchanges regarding this Agreement Change; while more significant Contract Changes may require an amendment to the applicable Contract.

1.14.4. To the extent that a Party makes agreement to a Contract change conditional (including where Contractor provides City with a Change Proposal), the other Party will decide in its sole discretion to either accept, reject or negotiate such conditions. Neither Party will be required to implement a Contract Change until and unless any applicable conditions are agreed upon, and either Party may cease negotiations as any time and for any reason. To the extent a Contract Change’s conditions are successfully negotiated, the Parties must promptly implement this Agreement Change as agreed and document matters to the extent reasonably necessary. Until such time as the change is accepted by either party, Contractor shall continue to supply the Services as originally agreed.

1.15. Project Schedule Estimate

Based on the services outlined and subject to change, the Project schedule is estimated at seventeen (17) weeks beginning with the Project Kickoff.

The Project will commence at a mutually agreed time following the execution of this SOW.

Below Table outlines the project duration for Phase 1. The first column lists the project deliverables, the second column lists the Project Deliverable(s) initials and columns (1) through (17) represent the duration of the Project in Week(s).

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Project Initiation	PI																	
Scope And Requirements	SR																	
Design	DE																	
System Build	BU																	
User Acceptance Testing	UAT																	
End-User Training	TR																	
Go-Live and Support	GLS																	
Project Management	PM																	
Change Readiness Assessment	CRA																	
Change Management Support	CM																	

1.16. Phase 2 – will be defined under a separate SOW. Major Project milestones are identified below. Major Milestones represent key Project checkpoints that are to be tracked with progress against plan (e.g., early, on-time, late) and percent complete and reported in the monthly project status reports. A milestone is considered complete once all associated deliverables have been accepted by City. All milestones that are behind schedule must be clearly identified in the status report along with a corrective action plan to bring each milestone back on schedule. The final Project schedule will be defined and approved in collaboration with the City project manager during the Phase 2 Initiation stage. The Project schedule will include, but is not limited to, the following milestones:

- 1.16.1.1. Project Initiation
- 1.16.1.2. Project Schedule Approval
- 1.16.1.3. Update Phase 1 Artifacts
- 1.16.1.4. Initiation Stage Complete
- 1.16.1.5. Prototype – Build Review 1
- 1.16.1.6. Prototype – Build Review 2
- 1.16.1.7. Prototype – Build Review 3
- 1.16.1.8. Business Process Testing
- 1.16.1.9. Data Migration Testing
- 1.16.1.10. Integration Testing
- 1.16.1.11. System Test
- 1.16.1.12. User Acceptance Testing
- 1.16.1.13. T-3 Training
- 1.16.1.14. Deployment/Go-Live Support

1.17. Phase 2 Project deliverables will be outlined in a new SOW executed between Contractor and City. The Parties understand and agree that incorporation of the new Phase 2 SOW will require mutual agreement and the execution of a formal contract modification in accordance with Section 11.5 (Modification of this Agreement).

1.18. The billing schedule provisions in Appendix C Section 1.3.3 is earmarked and contingent on the satisfactory completion of Phase 1. Section 1.3.3 is subject to review and execution of the Phase 2 SOW and contract amendment evaluation.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: SHERIFF

Dept. Code: SHF

Type of Request: Initial Modification of an existing PSC (PSC # 44721 - 17/18)

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

Type of Service: Install, configure, and implement a Jail Management System

Funding Source: General Fund

PSC Original Approved Amount: \$600,000 PSC Original Approved Duration: 07/01/18 - 06/30/23 (5 years)

PSC Mod#1 Amount: \$3,205,440 PSC Mod#1 Duration: 04/01/21-03/31/26 (2 years 39 weeks)

PSC Cumulative Amount Proposed: \$3,805,440 PSC Cumulative Duration Proposed: 7 years 39 weeks

1. Description of Work

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

Install, configure, and implement a Jail Management System (JMS) software solution; along with software licenses, professional services, training, maintenance, and support. The JMS is required by SFSD to streamline and manage jail operations and inmate movements, automate booking and jail release functions, housing classification, and manage incarceration records.

Scope Change

The overall scope remains unchanged. The Sheriff’s Office evaluation provided more detail to the business processes and functional requirements. The scope will include project initiation, business analysis and requirements definition, data migration analysis and planning, interface analysis and planning, functional design considerations, as well as a training framework/training plan.

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

The current JMS has exceeded its useful life and is not scalable to work in conjunction with the SFSD's existing Microsoft Dynamic Customer Relationship Management (CRM) licenses. Denial of this request will prevent SFSD from: 1) Effectively and efficiently complying with various California laws that mandate the sharing of SFSD data with the State and law enforcement agencies. 2) Updating an antiquated legacy application, to ensure critical functionality for departmental operations; and it will restrict SFSD's ability to collect, analyze, and share data for its operational decision-making.

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.

Current New World JMS has been in place since 2005. Original contract was administered by the Department of Technology.

D. Will the contract(s) be renewed?

The annual software license and maintenance will be renewed if accepted and deployed in the production environment following testing.

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 initial PSC had a contract period of 5 years with a start date of 7/01/2018. The Sheriff’s Office’s 12-month evaluation of the non-production DXC software was delayed and did not begin until 01/01/2019. The contract was set to continue only if funding was available and the department elected to do so. The initial scope did not have the 12-month evaluation factored in the contract duration. The modification will add an additional year to our original PSC, from 5 years to 6 years.

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:

Following several meetings with the Committee on Information Technology (COIT), the SFSD determined the specific engineering skills with required experience in a county jail environment resulted in a service that is not available through the City. In addition, the JMS solution would be proprietary software application.

B. Reason for the request for modification:

The Sheriff's Office procured an initial non-production DXC Offender360 license for a 12-month evaluation funded by COIT for \$250,000. The Sheriff's Office confirmed that DXC Offender360 meets the Corrections Technology Association's (CTA) correctional standards for information management systems that are tightly integrated "out of the box." The Sheriff's Office is proposing to amend the existing DXC contract by increasing the PSC amount from \$600,000 to \$3,600,000 and extending the expiration date to 03/31/2026. Amending the existing DXC contract will accommodate and facilitate the procurement and implementation of a complete production of Offender360. The current New World/Tyler Sheriff Jail Management System (JMS) is limited in features and functionality required to efficiently operate and manage the San Francisco Sheriff's Office Jails. The current system also limits the Sheriff's Office's ability to share and integrate information with its Justice partners because the system is outdated. By amending the contract, the proposed Offender360 Jail Management System will allow the Sheriff's Office to modernize its Jail Management System processes and enables the Sheriff to comply with the DOJ, CLETS, CJI, NCIC penal codes in managing the operations involving justice involved persons and the superior courts system.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Database and software engineering specific to a county jail environment.

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.

Following several meetings with the Committee on Information Technology (COIT), the SFSD determined the specific engineering skills with required experience in a county jail environment resulted in a service that is not available through the City. In addition, the JMS solution would be proprietary and the contractor do not authorize any third party to provide products or services related to their software.

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 proprietary nature of the application software will not allow for any third party to perform work related to the solution.

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 provide user training workshops to approximately 8 - 10 SFSD staff. The training will be 8 hour sessions per day. There will be four 2-day training workshops, totaling 64 hours. The training will cover necessary topics associated with Information Technology administration training for staff to configure the JMS prototype to business requirement specification and update the prototype per stakeholders feedback.

- 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, amend current approved contract with DXC .

7. **Union Notification:** On 11/30/20, 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: Henry Gong Phone: 415-554-7241 Email: henry.gong@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44721 - 17/18

DHR Analysis/Recommendation:

01/04/2021

Commission Approval Required

Approved by Civil Service Commission

01/04/2021 DHR Approved for 01/04/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 49509 - 13/14)

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

Type of Service: Medical Dictation, As-needed Transcription Svcs. at SFGH, LHH

Funding Source: General Fund

PSC Original Approved Amount: \$3,981,376 PSC Original Approved Duration: 07/01/14 - 12/31/19 (5 years 26 weeks)

PSC Mod#1 Amount: \$7,478,784 PSC Mod#1 Duration: 06/01/18-05/31/24 (4 years 21 weeks)

PSC Mod#2 Amount: \$3,000,000 PSC Mod#2 Duration: 06/01/24-05/31/29 (5 years 1 day)

PSC Cumulative Amount Proposed: \$14,460,160 PSC Cumulative Duration Proposed: 14 years 48 weeks

1. Description of Work

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

Vendor will provide efficient, specialized, state-of-the-art equipment—a hardware and dictation software system—to record, maintain and store voice files of dictation of San Francisco General Hospital Medical Center (SFGHMC) and Laguna Honda Hospital (LHH) medical staff, with interfaces with standard software used for creating medical charts and progress notes. The system will support quick turnaround time for SFGHMC and LHH Transcriptionists on a 24/7 basis, with the capability of tracking up to 500 individual staff's dictation. This PSC is requested for five years or more as the Department expects the need for these services to continue and funding to be available. The services are critical to providing quality patient care and providing the documentation needed for treatment, evaluation, billing, and legal purposes.

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

Use of technology for these services is a long-established industry standard fully integrated into modern health care operations as is needed at SFGHMC and LHH. Denial would compromise both hospitals' abilities to provide quality patient care and might result in adverse 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.
PSC 49509-13/14

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

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

The cumulative duration of this PSC will extend beyond 5 years as the Department anticipates an ongoing need to provide as-needed transcription services in order to provide quality patient care.

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:

Vendor will provide a hardware and dictation software system to record, maintain and store voice files of dictation of San Francisco General Hospital Medical Center (SFGHMC) and Laguna Honda Hospital (LHH) medical staff, with interfaces for standard software used for creating medical charts and progress notes, allowing quick turnaround on a 24/7 basis, with the capacity of tracking dictation of up to 500 individual staff.

B. Reason for the request for modification:

To extend the duration an additional 5 years, with a corresponding increase in amount, in order to continue support of current and ongoing software, transcription, speech recognition software, and transcription services. Such software,

licenses, systems and services will include ongoing software maintenance and hosting, critical for the Electronic Health Records Project. Due to the advancement in technology and automation software, the number of onsite transcriptionists have reduced over the years with the help of software advancements. The current extension is for approximately one transcriptionist the City intends to contract through Contractor.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Vendor must have an efficient hardware and dictation software system to provide services as described.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1440, Medical Transcriber Typist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, vendor will provide efficient hardware and dictation software system capable of providing the services described above.

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.
Use of technology for these services is a long-established industry standard fully integrated into modern health care operations as is needed at SFGHMC and LHH. The Department does not anticipate sufficient funding or operations to provide the number of FTEs necessary to approximate this technology.
- 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 that perform transcription services, as noted above.

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 will not be a training component in the contract.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 01/22/24, the Department notified the following employee organizations of this PSC/RFP request: 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: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard Street #421b, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49509 - 13/14

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 05/20/2024

Civil Service Commission Action:

Receipt of Union Notification(s)

Albert, Reanna (DPH)

From: dhr-psccordinator@sfgov.org on behalf of reanna.albert@sfdph.org
Sent: Monday, January 22, 2024 10:04 AM
To: Albert, Reanna (DPH); 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; Li, Joanna (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 49509 - 13/14 - 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 \$3,000,000 for services for the period June 1, 2024

– May 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/11304>

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 leah.berlanga@seiu1021.org ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo_seiu@sbcglobal.net Sandeep.lal@seiu1021.me Kbasconcillo@sfwater.org Ricardo.lopez@sfgov.org thomas.vitale@seiu1021.org sarah.wilson@seiu1021.org junko.laxamana@sfgov.org jason.klumb@seiu1021.org max.porter@seiu1021.org SF-DHR-Info@seiu1021.org cade.crowell@seiu1021.org oumar.fall@seiu1021.org

Additional Attachment(s)



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED
MAYOR

Sent Via Electronic Mail

December 21, 2018

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBER 49509-13/14 WITH THE DEPARTMENT OF PUBLIC HEALTH.

F. X. CROWLEY
PRESIDENT

ELIZABETH SALVESON
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

At its meeting on **December 17, 2018** the Civil Service Commission had for its consideration the above matter.

The Commission adopted the report and approved the request for the proposed Personal Services Contract listed above. This shall serve to notify the Office of the Controller and the Office of Contract Administration.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.

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

MICHAEL L. BROWN
EXECUTIVE OFFICER

CIVIL SERVICE COMMISSION

MICHAEL L. BROWN
Executive Officer

Cc: Jacquie Hale, Department of Public Health
David Canham, SEIU Local 1021
Xiu Min Li, SEIU Local 1021
Katherine Basconcillo
A. Blood
P. Camarillo, SEIU
Wendy Firgillana, SEIU Local 1021
David M. Kersten
Sandeep Lal, SEIU Local 1021
Ricardo Lopez
Sin Yee Poon, SEIU Local 1021
PSC Review, SEIU Local 1021
Joe Tanner
Thomas Vitale, SEIU Local 1021
Sarah Wilson, SEIU Local 1021
Ted Zarzecki, SEIU Local 1021
Commission File
Chron

Civil Service Commission

Civil Service Commission - December 17, 2018 - Minutes

Meeting Date:

December 17, 2018 - 2:00pm

Location:

City Hall - Room 400
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Related Meeting Content:

[Agenda](#)

[Supporting Documents](#)

MINUTES

Regular Meeting

December 17, 2018

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:00 p.m.

ROLL CALL

President F. X. Crowley	Present
Vice President Elizabeth Salvesson	Present (Left at 5:30 p.m.)
Commissioner Douglas S. Chan	Present
Commissioner Kate Favetti	Present
Commissioner Scott R. Heldfond	Present (Left at 4:07 p.m.)

President F.X. Crowley presided.

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

Steve Seltzer, United Public Workers for Action, there has been two Board of Supervisors audit committees meeting on systemic racism and practices of the City which has cost over \$70 million dollars. The Civil Service Commission is responsible for making sure that the Rules are followed, yet there's not a word in your agenda on what happened at these hearings. At the hearings City workers said that the Human Resources Director was responsible for illegal discrimination, systemic racism in the City and County of San Francisco. I find it astounding that this Human Resources Director is still in her position. I think there is a failure of accountability of this Commission. In fact, this Human Resources Director has promoted people who've been involved in illegal discrimination, harassment and bullying. The people of San Francisco demand an end to this and also the removal of this Human Resources Director.

Cheryl Thornton, I've come to speak about the malfeasance and systemic discrimination and misrepresentation of workers throughout the City's workforce. Minorities, as I have, faced systemic racism. I've been subjected to a hostile work environment where I was discriminated against on numerous occasions even after reporting these incidents to managers, department heads and city officials. I have not been protected. I sat for the 2593 Program Coordinator examination on October 22nd, was not afforded the opportunity for a reasonable accommodation, submitted an appeal to the Civil Service Commission on October 22nd but I was told in a letter that the Civil Service Commission is waiting for a staff report from

DHR. I asked to take the exam over with my accommodation. I am reachable but if I were given the reasonable accommodation I could have scored higher. I expect the Civil Service Commission and Ms. Callahan to look into this.

Ellen Lee Zhou, I am here to support my colleague Cheryl who spoke. We have been coming here to report to you issues about bribery, harassment, discrimination, extortion and retaliation. We have been trying every effort to save the City money so that public employees will not sue the City. Many public workers have been coming here and asking you to change legislation to protect our public resources. I am here again on behalf of our union SEIU 1021 and public services workers to ask you to think about legislation to really protect our City public employees. We are asking HR and the labor management division to have a tracking system. We want to know who has been complaining and how often, so we can hold people accountable. African Americans and people of color who are women have been harassed, retaliated, extorted and discriminated against.

Daniel Boreen, following up on the petition to decertify for upcoming negotiations. I just wanted to update the Commission that PERB has issued two charge identifiers. The first one is SF-DP-333E which may get changed to M and the attorney handling that for PERB is Laura Davis. The second is SF-DP-332M handled by attorney Jessica Kim. The reason why I bring that up is simply because PERB provides protection to employees for submitting a petition as opposed to this Commissions policy of requiring disclosure of those employees providing support for decertification. That's the reason why it was submitted to PERB.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of December 3, 2018

Action: Adopted the minutes. (Vote of 5 to 0)

ANNOUNCEMENTS (Item No. 4)

Michael Brown, Executive Officer announced one change to the Agenda. On Item #12. A zero was left off in the description of the Rule 410. The zero was added and it has been changed on our website.

0413-
18-1

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

Response to Commission's Request on Examination Score Reports.

Speaker: Micki Callahan, Department of Human Resources

**Public
Comment:** Steve Seltzer, United Public Workers for Action

Linda Simon, Department of Human Resources

Action: Accepted the report. (Vote of 5 to 0)

0419-
18-1

EXECUTIVE OFFICER'S REPORT (Item No. 6)

Civil Service Commission's Draft Goals and Objectives for Fiscal Year 2018-2019.

Speaker: Michael Brown, Executive Officer

**Public
Comment:** Daniel Boreen

Action: Adopted the Civil Service Commission's Goals and Objectives for Fiscal Year 2018-2019. (Vote of 5 to 0)

0423-18-1 **Fiscal Years 2019-20 and 2020-21 Mayor's Budget Instructions and Department Budget Preparation Schedule. (Item No. 7)**

Speaker: Sandra Eng, Civil Service Commission

Public Comment: Steve Seltzer, United Public Workers for Action

Daniel Boreen

Cheryl Thornton

Action: Directed Commission staff to prepare Fiscal Years 2019-21 Budget Request to maintain adequate staffing levels to meet current service needs; continue to negotiate amounts; present Budget Request at the Commission meeting of January 4, 2019; incorporate changes made by the Commission up to the Budget Request submission deadline; and approved to submit the Fiscal Years 2019-21 Budget Request to the Controller and the Office of the Mayor by February 21, 2019. (Vote of 5 to 0)

0415-18-8 **Review of Request for Approval of Proposed Personal Services Contracts. (Item No. 8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
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47570-18/19	General Services Agency – Public Works	\$3,600,000	The Consultants will provide as-needed environmental, scientific and laboratory consultation services to provide rapid and cost effective resolution of environmental issues encountered in maintenance dredging, dredge spoil disposal, hydrographic survey and coastal engineering. Consultants will review project plans, perform field surveys and sampling activities, perform specialized laboratory analyses, develop reports and assist in regulatory negotiations. Individual CSO's will define job/task specific scopes of work.	Regular	6/30/2024
47962-18/19	General Services Agency – Public Works	\$200,000	The consultant will develop various design schemes of possible new trash cans for Public Works to choose from. The design process will involve the use of 2D and 3D renderings to show form, color, material, and finishes, as well as small scale or large scale mock-ups for physical representation. A total of 3 final designs will be selected to go into prototype production and for actual testing on the streets. The consultant's service under this PSC will include working closely with a 3 rd party engineering team and prototype fabricator and provide coordination and oversight services during the prototype production period.	Regular	12/16/2020
41701-18/19	Public Health	\$10,000,000	Contractor(s) will provide as-needed, short-term, intermittent EPIC-credentialed training services to assist with the EPIC-Electronic Health Record (E H R) training methodology, program development, approach, resources, tasks and tools. Contractor(s) will present solutions for successful end-user training, adoption and assist the Department with recruiting and retaining credentialed trainer consultants specifically for the critical short-term go-live EPIC EHR transitional period.	Regular	9/30/2022
42303-18/19	Public Health	\$10,000,000	Contractor(s) will provide as-needed, short-term, intermittent services to assist with the EPIC EHR (Electronic Health Record) and EPIC MyChart Patient Portal Go-Live activation, adoption, logistical administration, surge user support, technology customer service desk functions, information technology incidents, web related problem management, strategic planning, training and implementation.	Regular	9/30/2022
42957-18/19	Public Utilities Commission	\$9,500,000	Provide engineering planning, assessment and design services on an as-needed basis to support projects for electric power transmission, power distribution, street lights, and distributed and central generation of all types (including interconnection facilities), and particularly renewable generation. Other work may include engineering or construction management support services. Such services could include: engineering	Regular	2/28/2024

consultation, preparation of conceptual and detailed stamped design drawings and specifications, the drafting and refining of Electric Services Guidelines and Standards, the review and evaluation of construction documents, construction management, and other services at the discretion of the San Francisco Public Utilities Commission (SFPUC).

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
42332-18/19	Public Utilities Commission	\$8,500,000	<p>Hetch Hetchy Water & Power's (HHWP) Renewal and Replacement Program (R&R) was developed to manage aging infrastructure, i.e., asset life extension of existing capital assets. This ongoing program includes understanding failure mechanisms, detection through comprehensive inspection and assessment, protection/correction. As part of this program, the SFPUC requires technical support or performing pipeline inspection services for steel pipe using HHWP's magnetic flux leakage tool, minor repair/replacement design projects, and developing various components of its R&R program for the San Joaquin Pipelines. The bulk of this Professional Services Contracts (PSC) will be for the condition assessment of The San Joaquin Pipelines (SJPLs) while a smaller portion will be used to supplement HHWP's Renewal and Replacement Program (R&R). The R&R program will be run and staffed by City engineers (San Francisco/HHWP) staff. The PSC does include supplemental task provisions for as-needed technical support.</p>	Regular	3/4/024
35070-14/15	Municipal Transportation Agency	<p>Current Approved Amount \$200,000</p> <p>Increase Amount Requested \$50,000</p> <p>New Total Amount Requested \$250,000</p>	<p>The contractor will have an as-needed support role for the San Francisco Municipal Transportation Agency (SFMTA) during peak periods of design requests and will prepare a wide variety of graphs, charts and maps to illustrate and provide comparative information on both proposed projects and projects under construction; prepare and design the format, page layouts and typography; and execute various types of plain and color art work for a variety of publications.</p> <p>Scope Change: No. ongoing graphic design projects can be completed by in-house graphic designers. This contractor is available as-needed during peak times.</p>	Modification	12/31/2019

47706-16/17	Public Health	Current Approved Amount	The initial engagement will be in support of a task force established by the Board of Supervisors in preparation for the possible legalization and regulation of adult use and possession of cannabis, the Cannabis State Legalization Task Force, begun in early 2016, to be active for a two-year period. The Task Force is comprised of 22 members, including non-voting representatives of City departments such Planning, Fire, Police, Building Inspection and Public Health and voting members from various sectors, including advocates, business and tourism sector representatives. Services will include assistance in planning; identifying best practices, legal mandates and other relevant information; determining the stakeholder needs, facilitating meetings and handling task force/project documentations and communications; development of findings and recommendations, and making large and small group presentations.	Modification	9/30/2020
		\$890,000			
		Increase Amount Requested			
		\$500,000			
		New Total Amount Requested			
		\$1,390,000			

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
48552-13/14	Recreation and Park Commission	Current Approved Amount	(i) Design Development Documents in sufficient detail and completeness to show and describe among other things, the size and character of the Improvements as to the architecture, structural, mechanical and electrical systems and materials. (ii) Preliminary (50%) Construction Documents, which shall generally include (a) site plans at appropriate scale showing the building, streets, walks, and other open spaces, with all land uses designated and all site development details and bounding streets, and points of vehicular and pedestrian access shown, (b) all building plans and elevations at appropriate scale, (c) building sections showing all typical cross sections at appropriate scale, floor plans, (e) preliminary tenant improvement plans, if applicable, (f) plans for public access areas, (g) outline specifications for materials, finishes and methods of construction, (h) exterior signage and exterior lighting plans, (i) material and color samples, and (j) roof plans showing all mechanical and other equipment.	Modification	3/1/2021
		\$838,000			
		Increase Amount Requested			
		\$746,000			
		New Total Amount Requested			
		\$1,584,000	Scope Change:		
			Changes in the phasing of the project resulted in additional expenditure related to construction documentation, construction administration, geotechnical work, and tenant improvements.		

Speaker: Stanley DeSouza, Department of Public Works

Public Comment: Steve Seltzer, United Public Workers for Action

Action: 1. Adopted PSC #47570-18/19. (Vote of 5 to 0)
2. Adopted the report. Approved the remaining request for proposed Personal Services Contracts; Notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0411-18-1 Annual Review of Exempt and Non-Exempt Classifications at the San Francisco Municipal Transportation Agency. (Item No. 9)

Action: Adopted the Report. (Vote of 5 to 0)

0412-18-1 2018 Workforce Utilization Analysis Report. (Item No. 10)

Speakers: Janie White, Department of Human Resources

Anna Biasbas, Department of Human Resources

Micki Callahan, Department of Human Resources

Public Comment: Steve Seltzer, United Public Workers for Action

Cheryl Thornton

Daniel Boreen

Action: Adopted the report. (Vote of 5 to 0)

0416-18-8 Review of Request for Approval of Proposed Personal Services Contract Number 49509-13/14 with the Department of Public Health. (Item No. 11)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
49509-13/14	Department of Public Health	<p>Current Approved Amount</p> <p>\$3,981,376</p> <p>Increase Amount Requested</p> <p>\$8,000,000</p> <p>New Total Amount Requested</p> <p>\$11,981,376</p>	<p>Vendor will provide efficient, specialized, state-of-the-art equipment-a hardware and dictation software system-to record, maintain and store voice files of dictation of San Francisco General Hospital Medical Center (SFGHMC) and Laguna Honda Hospital (LHH) medical staff, with interfaces with standard software used for creating medical charts and progress notes. The system will support quick turnaround time for SFGHMC and LHH Transcriptionists on a 24/7 basis, with the capacity of tracking up to 500 individual staff's dictation. This PSC is requested for five years or more as the Department expects the need for these services to continue and funding to be available. The services are critical to providing quality patient care and providing the documentation needed for treatment, evaluation, billing, and legal purposes.</p> <p>Scope Change:</p> <p>In addition to current software and systems related to dictation, transcription and speech recognition, the scope changes related to this PSC includes ongoing as-needed transcription services and project implementation services.</p>	Modification	5/31/2024

November 5, 2018: Postponed approval of PSC #49509-13/14 to allow the Department to revise ending date and review amount requested. Rescheduled tentatively to November 19, 2018.

Speaker: Jacquie Hale, Department of Public Health

Public Comment: Steve Seltzer, United Public Workers for Action

Action: Adopted the report. Approved the request for proposed Personal Services Contracts; Notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0420-18-5 **Proposed Amendments to Volume IV Civil Service Commission Rules 402 Definitions, 410 Examinations Announcements and Applicants, 411 Examinations, 411A Position-Based Testing, 412 Eligible Lists, 413 Certification of Eligibles – Applicable to Service-Critical Classes of the Municipal Transportation Agency. (Item No. 12)**

Speaker: Derek Kim, Municipal Transportation Agency

Public Comment: Steve Seltzer, United for Public Workers for Action

Osha Ashworth, Local Union 6

Action: Adopted the staff report; and directed the Executive Officer to post proposed Rule Changes for meet and discuss with interested stakeholders. (Vote of 5 to 0)

0285-18-4 **Appeal by Daniel Boreen – Protest of Amended 7388 Utility Plumber Announcement Minimum Qualifications and Rejection of His Application for the 7388 Utility Plumber. (Item No. 13)**

November 19, 2018: Postpone to the meeting of December 17, 2018 at the request of appellant.

Speakers: Anna Biasbas, Department of Human Resources

Ana Borja, Public Utilities Commission

Daniel Boreen, Appellant

Bill Teahan, Public Utilities Commission

Public Comment: Steve Seltzer, United Public Worker for Action

Action: Denied Daniel Boreen's appeal and adopted the report.
(Vote of 3 to 1; President Crowley dissented)

0364-18-7 Request for Hearing by Elizabeth Angelini, Workers' Compensation Supervisor I (Class 8165) on Her Future Employment Restrictions with the City and County of San Francisco. (Item No. 14)

Speakers: Adam Romoslowski, Department of Human Resources

Dr. Peggy Sugarman, Worker's Compensation

Elizabeth Angelini, Appellant

Public Comment: Kazmi Torii

Cheryl Thornton

Steve Seltzer

Daniel Boreen

Action: Cancel any current examination and eligibility status and restrict future employment as follows: Two (2) years of satisfactory performance outside City and County of San Francisco Service and No future employment with the Department of Human Resources. (Vote of 4 to 0)

Public comment on all matters pertaining to Item #17. (Item No. 15)

None.

Vote on whether to hold Item #17 in closed session. (Item No. 16)

Action: The Commission voted to conduct Item #17 in Closed Session.
(Vote of 4 to 0)

0219-18-6 **Appeal by Jessica Perez of the Human Resources Director's Determination to Administratively Close her Complaint of Harassment and Retaliation. (Item No. 17)**

October 1, 2018: Continued Ms. Perez's appeal to October 15, 2018.

October 15, 2018: Postpone to the meeting of December 17, 2018 by mutual agreement between department and appellant.

The Closed Session started at 5:38 p.m. and ended at 5:47 p.m. in City Hall, Room 400 and the following

individuals were present:

F.X. Crowley, President, CSC

Douglas Chan, Commissioner, CSC

Kate Favetti, Commissioner, CSC

Michael Brown, Executive Officer, CSC

Sandra Eng, Deputy Director, CSC

Elizabeth Aldana, CSC

Micki Callahan, Department of Human Resources

Linda Simon, Department of Human Resources

Rebecca Sherman, Department of Human Resources

Rikki De Wit, General Services Agency

Action: Adopted the report and denied Ms. Perez's appeal. Ms. Perez failed to appear. (Vote of 3 to 0)

The Commission reconvened in Open Session at 5:48 p.m.

Reconvene in Open Session. Vote to elect whether to disclose any or all discussions held on Item #17 in closed session (San Francisco Administrative Code Section 67.12 (a)) (Item No. 18)

Action: The Commission voted to disclose its action, but not the discussion conducted in Closed Session. (Vote of 3 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 19)

The Commission adjourned with a moment of silence in recognition of the one year anniversary from the passing of our 43rd Mayor of San Francisco, Edwin M. Lee.

ADJOURNMENT (Item No. 20)

5:49 p.m.