



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure for Staff - Submission of
Written Reports for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Number: _____ - _____ -
2. For Civil Service Commission Meeting of: August 5th, 2024
3. Check One: X Ratification Agenda
 Consent Agenda
 Regular Agenda
 Human Resources Directors Report
4. Subject: Review of Request of Approval of Proposed Personal Services Contracts
5. Recommendation: Review & Approve
6. Report prepared by: DHR on Behalf of CSC Telephone number:
7. Notifications: **(Attach a list of the person(s) to be notified in the format described in
IV. Commission Report Format -A).**
8. Reviewed and approved for Civil Service Commission Agenda:

Human Resources Director:

Date:
9. Submit the original time-stamped copy of this form and person(s) to be notified
(see Item 7 above) along with the required copies of the report to:

**Executive Officer
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102**

10. Receipt-stamp this form in the ACSC RECEIPT STAMP≡
box to the right using the time-stamp in the CSC Office.

Attachment

CSC RECEIPT STAMP

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PSC Submissions

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PSC Requests Scheduled for

August 5, 2024

PSC	Department	Type of Approval	New Amount	Cumulative Total	Description	New Duration	Cumulative Duration
DHRPSC0004105 v 0.01	AIR	New	\$750,000	\$750,000	41757 - 23/24 - Veterinary Services for Airport Police Canines	60	60
DHRPSC0004104 v 0.01	AIR	New	\$3,000,000	\$3,000,000	49078 - 23/24 - As-Needed Executive Search and Recruitment Services	60	60
DHRPSC0004106 v 0.01	DEM	New	\$4,000,000	\$4,000,000	45193 - 23/24 - Planning for Resilience, Response, and Recovery relating to un/natural disasters	48	48
DHRPSC0001012 v 0.01	DPH	New	\$231,000	\$231,000	Switchgear Equipment Maintenance	36	36
DHRPSC0004112 v 0.01	POL	New	\$300,000	\$300,000	47576 - 23/24 - POL - Facilitation services	36	36

PSC	Department	Type of Approval	New Amount	Cumulative Total	Description	New Duration	Cumulative Duration
DHRPSC0004117 v 0.01	PUC	New	\$19,200,000	\$19,200,000	49754 - 23/24 - As-Needed Engineering Design Services	60	60
DHRPSC0004123 v 0.01	PUC	New	\$8,000,000	\$8,000,000	46059 - 23/24 - Specialized and Technical As-Needed Services, Water Resources Division	66	66
DHRPSC0004121 v 0.01	PUC	New	\$9,000,000	\$9,000,000	46717 - 23/24 - Engineering Services for Regional Groundwater Treatment Improvements	101	101
DHRPSC0004130 v 0.01	TIS	New	\$2,500,000	\$2,500,000	40791 - 23/24 Microsoft Power Apps Implementation Specialist	60	60
DHRPSC0004131 v 0.01	TIS	New	\$20,000,000	\$20,000,000	41139 - 23/24 - ServiceNow Professional Services	102	102
DHRPSC0004170 v 1.01	PUC	Amendment	\$1,800,000	\$6,800,000	46235-19/20 - As-Needed Analytical Laboratory Services (PRO.0165)	44	105
		TOTAL	\$68,781,000	\$73,781,000			

**New
Personal Services Contracts**

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: AIR

Submitted By: Sung Kim

Department Coordinator: Sung Kim,
Sung.Kim@flysfo.com

Project Manager: Emily Yee

ServiceNow Number: DHRPSC0004105

Version: 0.01

Version Type: New

Brief description of proposed work: 41757 - 23/24 - Veterinary Services for Airport Police Canines

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$750,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 60

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Contractor shall provide veterinary care services for working canines of the San Francisco Police Department Airport Bureau K-9 Unit at San Francisco International Airport (Airport). Services include examinations, disease prevention programs, diet and weight management services, medications, and treatments as necessary to various conditions and illnesses. 24/7 emergency and specialty care include oncology treatment, cardiology, ophthalmology, and neurology services may also be required.

Why are these services required and what are the consequences of denial?: These services are critical for the continued performance of the working canines for the Airport to provide safe

and secure facilities for the traveling public, airlines, tenants, and its employees. If this request is denied, the safety and security of the Airport may be compromised

Has your department contracted out these services in the last three years?: Yes. See attached list of contracts entered into for these or similar services in the last 3 years.

How many contracts?: 1

Why have you not hired City employees to perform the services?: Work must be performed by licensed veterinarians with expertise in providing prevention and medical treatment services to working dogs, at a facility within close proximity to the Airport.

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: Yes

Provide details related to contracts for which dept comm approval required: All Airport contracts at or above the Minimum Competitive Amount require Airport Commission approval.

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:
No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lack necessary facilities/equipment?: Yes

Q4a) What facilities or equipment does the City lack that contractor possesses?: Veterinary hospital or clinic facility within close proximity to the Airport

Does the dept plan to acquire the facilities/equipment to perform the services?: No

Explain why: The work is intermittent in nature and occurs on an as-needed basis.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 2292 - Shelter Veterinarian, 3375 - Animal Health Technician, 3370 - Animal Care Attendant

Labor Unions: 250 - SEIU 1021, 164 - Physician/Dentists 8-CC, UAPD, 856 - Teamsters Local 856 Multi-Unit

Labor Union Email Addresses: SF-DHR-Info@seiu1021.org, pcamarillo_seiu@sbcglobal.net, david.canham@seiu1021.org, najuawanda.daniels@seiu1021.org, Jennifer.Esteen@seiu1021.org, oumar.fall@seiu1021.org, wendy.frigillana@seiu1021.org, wendy.frigillana@seiu1021.org, carlos.gabriel@seiu1021.org, kristin.hardy@seiu1021.org, jason.klumb@seiu1021.org,

xiumin.li@seiu1021.org, julie.meyers@sfgov.org, max.porter@seiu1021.org,
jegy.sering@seiu1021.org, jtanner940@aol.com, matthew.torres@seiu1021.org,
thomas.vitale@seiu1021.org, sarah.wilson@seiu1021.org, ted.zarzecki@seiu1021.net,
pking@uapd.com, uapd@uapd.com, uapdsacto@uapd.com, pfinn@ibt856.org,
mleach@ibt856.org

Union Review Sent On: 5/10/2024

Union Review End Date: 7/9/2024

Union Review Duration Met On: 7/10/2024

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Friday, May 10, 2024 11:17 AM
To: Cynthia Avakian (AIR); mleach; Yes@sfgov.org; kristin.hardy@seiu1021.org; oumar.fall@seiu1021.org; cade.crowell@seiu1021.org; max.porter@seiu1021.org; Laxamana, Junko (DBI); sarah.wilson@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; carey.dall@seiu1021.org; Chanel.Brown@seiu1021.org; jegy.sering@seiu1021.org; matthew.torres@seiu1021.org; SF-DHR-Info@seiu1021.org; Najuawanda Daniels; Jason Klumb; Frigault, Noah (HRC); Julie.Meyers@sfgov.org; Thomas Vitale; Ricardo.lopez@sfgov.org; Kbasconcillo@sfgwater.org; pcamarillo_seiu@sbcglobal.net; Wendy Frigillana; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; XiuMin Li; Sin.Yee.Poon@sfgov.org; David Canham; jtanner940@aol.com; Pierre King - UAPD; tjenkins@uapd.com; Sung Kim (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41757 - 23/24

RECEIPT for Union Notification for PSC 41757 - 23/24 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 41757 - 23/24 for \$750,000 for Initial Request services for the period 08/06/2024 – 08/05/2029. 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/21372> 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)

List of Previously Approved Contracts for Similar Services (Measured 3 years from the PSC Submission Date)

Instructions:

Step 1: Download and save this template to your desktop.

Step 2: Complete the fields below.

Step 3: Upload a copy of the completed file to your PSC record under the "Required Documentation" tab.

Document Content:

Do not use this document to list contracts let under this PSC record; those will be tracked separately in the PSC record itself at the end of each fiscal year. Rather, use this template to identify other contracts executed by your department for the services now being requested with this PSC submission. The list of contracts should be limited to those executed within the last three years, measured from the date of the PSC submission. The Commission will use this information to determine if there is a pattern of contracting this or similar work out, regardless of which PSC record is associated with those other contracts.

Other than completing the blank fields below, do not change or alter this template.

Dept Acronym:	AIR
Dept Name:	Airport Commission
PSC Coordinator Name:	Cynthia Avakian
PSC Coordinator Email:	Cynthia.Avakian@flysfo.com
PSC ServiceNow Record Number:	CHRPSC0004105 v 0.01

PS Contract ID	Contract Start Date	Contract End Date	Contract Not to Exceed Amount	PSC ServiceNow Record Number (if PSC approval was obtained)	Brief Description of Services Rendered
1000011065	7/1/2018	6/30/2023	\$ 450,000	DHRPSC0001831	Veterinary Services for Police K9 Unit

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 45222 - 17/18)

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

Type of Service: Veterinary Services for Police K-9

Funding Source: Airport Operating Funds

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

PSC Mod#1 Amount: \$100,000 PSC Mod#1 Duration: 07/01/23-12/31/23 (26 weeks 2 days)

PSC Cumulative Amount Proposed: \$700,000 PSC Cumulative Duration Proposed: 5 years 26 weeks

1. Description of Work

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

Veterinary care services for approximately 15-20 canine members of the K9 Unit of the San Francisco Police Department Airport Bureau, at the San Francisco International Airport (Airport). Care will include examinations, disease prevention programs, diet and weight management services, medications, and treatments as necessary for various conditions and illnesses.

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

This service is critical for the continued high performance of the working dogs for the San Francisco International Airport to provide safe and secure facilities for the traveling public, airlines, tenants, and its employees and to assure the Transportation Security Administration that the working dogs have access to veterinary services. If veterinary care and services are denied, the safety and security of the Airport may be compromised.

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. 45222-17/18

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for 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:

Adding time and money

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The work is intermittent, and will be performed on an as-needed basis as the dogs require veterinarian care.

B. Reason for the request for modification:

Need to add time and money.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Licensed veterinarians with expertise in providing prevention and medical treatment services to working dogs, at a facility within close proximity to the Airport.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2292, Shelter Veterinarian; 3370, Animal Care Attendant; 3375, Animal Health Technician;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Veterinary service provider will have its own hospital or clinic facility and required equipment.

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 work is intermittent and typically as-needed, and it requires licensed veterinarians and a veterinarian facility in which to perform the work. Further, the services must be available if emergencies occur.
- 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 is intermittent in nature and occurs on an as-needed basis.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
None
- 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 08/02/23, the Department notified the following employee organizations of this PSC/RFP request:
Teamsters, Local 856 Health Workers; SEIU Local 1021; SEIU 1021 Miscellaneous; Physicians and Dentists - 8CC;

☒ 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# 45222 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 10/30/2023

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: Veterinary Services for Police K-9

Funding Source: Airport Operating Funds

PSC Amount: \$600,000

PSC Est. Start Date: 07/01/2018

PSC Est. End Date: 06/30/2023

1. Description of Work

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

Veterinary care services for approximately 15-20 canine members of the K9 Unit of the San Francisco Police Department Airport Bureau, at the San Francisco International Airport (Airport). Care will include examinations, disease prevention programs, diet and weight management services, medications, and treatments as necessary for various conditions and illnesses.

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

This service is critical for the continued high performance of the working dogs for the San Francisco International Airport to provide safe and secure facilities for the traveling public, airlines, tenants, and its employees and to assure the Transportation Security Administration that the working dogs have access to veterinary services. If veterinary care and services are denied, the safety and security of the Airport may be compromised.

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 previously provided through a contract, most recently under PSC #4000-13/14.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for 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 duration of the PSC will cover the resulting five-year contract term.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The work is intermittent, and will be performed on an as-needed basis as the dogs require veterinarian care.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Licensed veterinarians with expertise in providing prevention and medical treatment services to working dogs, at a facility within close proximity to the Airport.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2292, Shelter Veterinarian; 3370, Animal Care Attendant; 3375, Animal Health Technician;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Veterinary service provider will have its own hospital or clinic facility and required equipment.

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

None, as these services need to be performed at a veterinarian facility within close proximity to the Airport.

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

- A. Explain why civil service classes are not applicable.
The work is intermittent and typically as-needed, and it requires licensed veterinarians and a veterinarian facility in which to perform the work. Further, the services must be available if emergencies occur.
- 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 is intermittent in nature and occurs on an as-needed basis.

6. Additional Information

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

If so, please explain.

No.

7. Union Notification: On 04/09/2018, the Department notified the following employee organizations of this PSC/RFP request:
Physicians and Dentists - 8CC; SEIU 1021 Miscellaneous; SEIU Local 1021; Teamsters, Local 856 Health Workers

☒ 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# 45222 - 17/18

DHR Analysis/Recommendation:

action date: 06/18/2018

Commission Approval Required

Approved by Civil Service Commission

06/18/2018 DHR Approved for 06/18/2018

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: AIR

Submitted By: Sung Kim

Department Coordinator: Sung Kim,
Sung.Kim@flysfo.com

Project Manager: Cynthia Maltez

ServiceNow Number: DHRPSC0004104

Version: 0.01

Version Type: New

Brief description of proposed work: 49078 - 23/24 - As-Needed Executive Search and Recruitment Services

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$3,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 60

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Contractor shall provide as-needed recruitment services for senior and executive level (e.g. Airport Director, Deputies/Chiefs) and specialized positions (e.g. management positions in airport safety and security, airport cybersecurity, and airport environmental and sustainability) for the San Francisco International Airport (SFO). Work includes conducting the end-to-end recruitment process including working with SFO to develop the candidate's profile, advertising the job opportunity on various sites to attract applicants, searching for candidates through its industry network and database, screening candidates and conducting first interviews, shortlisting and facilitating candidates to interview with SFO including coordinating candidate travel arrangements, conducting detailed reference and background checks, and assisting with negotiations.

Why are these services required and what are the consequences of denial?: This service is needed to help SFO meet its hiring needs for executive level managers and other employees with specialized knowledge of airport facilities, operations, technology, safety and security, or financial and aviation planning backgrounds. Denial of service may cause delays or failure to hire the executives or specialized positions that are critical for the airport's operations.

Has your department contracted out these services in the last three years?: Yes. See attached list of contracts entered into for these or similar services in the last 3 years.

How many contracts?: 2

Why have you not hired City employees to perform the services?: While Civil Service classes currently perform much of the hiring work for positions at SFO, they lack the extensive active global network of potential candidates that recruitment firms build over time, as well as expertise with the job market trends and technical knowledge needed to help meet SFO's unique hiring needs.

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: Yes

Provide details related to contracts for which dept comm approval required: All Airport contracts at or above the Minimum Competitive Amount require Airport Commission approval.

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:
No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: No

Q5 - Are the services required on a temporary basis or on a long-term basis?: Long-term Basis

Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: Yes

Q5a1) Why are the services required on an as-needed, intermittent and periodic basis?: The services will be needed depending on hiring needs.

Q5b) Do the services require specialized expertise, knowledge experience?: Yes

Q5b1) Describe the specialized skills and expertise required to perform the services: Access to a network of global contacts and database of potential candidates that allow Contractor to tap into a broad pool of executives with experience in airport operations, safety and security, aviation planning and airport finance. Extensive knowledge of the airport and aviation industries,

including job market and compensation trends to help SFO make the best hiring decisions to address the unique financial, infrastructure, security, and technological needs of the Airport.

Q5c) Does City have classifications with the required specialized skills or expertise?: Yes

Q5c1) Identify the classifications: 0932 - Manager IV, 1246 - Prin Human Resources Analyst, 1244 - Senior Human Resources Analyst, 1250 - Recruiter

Q5c2) Does the Department have employees in these classifications?: Yes

Q5c3) Why are they not able to perform the services?: While Civil Service classes currently perform much of the hiring work for positions at SFO, they lack the extensive active global network of potential candidates that recruitment firms build over time, as well as expertise with the job market trends and technical knowledge needed to help meet SFO's unique hiring needs.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: No

Q5e1) Explain why training of City employees is not required: This work cannot be performed by City staff.

Q5f) Is there a plan to transition this work back to the City?: No

Q5f1) Explain why the work will not be transitioned back to the City: This work cannot be performed by City staff.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 0932 - Manager IV, 1246 - Prin Human Resources Analyst, 1244 - Senior Human Resources Analyst, 1250 - Recruiter

Labor Unions: 351 - Municipal Exec Assoc-Misc, 022 - Prof & Tech Eng, Local 21

Labor Union Email Addresses: staff@sfmea.com, Criss@SFMEA.com, Christina@sfmea.com, Amit@sfmea.com, L21PSCReview@ifpte21.org, ewidthallace@ifpte21.org, jnuti@ifpte21.org, sportillo@ifpte21.orgKdavis, amakayan@ifpte21.org, jnuti@ifpte21.org, kpage@ifpte21.org, jharding@ifpte21.org, mweirick@ifpte21.org, Dho@ifpte21.org, Agarza@ifpte21.org

Union Review Sent On: 6/6/2024

Union Review End Date: 7/6/2024

Union Review Duration Met On: 7/6/2024

Receipt of Union Notification(s)

Sung Kim (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Thursday, June 6, 2024 3:08 PM
To: Cynthia Avakian (AIR); 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; Laxamana, Junko (DBI); Criss@sfmea.com; Christina@sfmea.com; staff@sfmea.com; Sung Kim (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49078 - 23/24

RECEIPT for Union Notification for PSC 49078 - 23/24 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 49078 - 23/24 for \$3,000,000 for Initial Request services for the period 09/03/2024 – 09/02/2029. 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/22238> 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)

List of Previously Approved Contracts for Similar Services (Measured 3 years from the PSC Submission Date)

Instructions:

Step 1: Download and save this template to your desktop.

Step 2: Complete the fields below.

Step 3: Upload a copy of the completed file to your PSC record under the "Required Documentation" tab.

Document Content:

Do not use this document to list contracts let under this PSC record those will be tracked separately in the PSC record itself at the end of each fiscal year. Rather, use this template to identify other contracts executed by your department for the services now being requested with this PSC submission. The list of contracts should be limited to those executed within the last three years, measured from the date of the PSC submission. The Commission will use this information to determine if there is a pattern of contracting this or similar work out, regardless of which PSC record is associated with those other contracts.

Other than completing the blank fields below, do not change or alter this template.

Dept Acronym:	AIR
Dept Name:	AIRPORT COMMISSION
PSC Coordinator Name:	Cynthia Avakian
PSC Coordinator Email:	cynthia.avakian@fysfo.com
PSC ServiceNow Record Number:	DHRPSC0004104

[illegible]

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 48159 - 16/17)

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

Type of Service: As-Needed Executive Search and Recruitment Services

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$1,800,000

PSC Original Approved Duration: 06/15/17 - 12/31/22 (5 years 28 weeks)

PSC Mod#1 Amount: \$900,000

PSC Mod#1 Duration: 01/01/23-09/30/25 (2 years 39 weeks)

PSC Cumulative Amount Proposed: \$2,700,000

PSC Cumulative Duration Proposed: 8 years 15 weeks

1. Description of Work

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

As-needed executive search and recruitment services are required to assist the Airport Commission (Airport) in meeting its hiring needs for senior managers and other employees with specialized knowledge of airport facilities, operations, safety and security, or financial and aviation planning backgrounds. Services include conducting nationwide searches for senior executive/managers for vacant positions, recruitment of candidates from diverse backgrounds, providing the Airport with candidates to interview, and providing reference checks.

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

Recruitment and outreach services are necessary to fill senior management and specialized vacancies. If denied, federally mandated security implementations will be significantly delayed resulting in possible non-compliance and penalties. Expansion of business enterprise will also be delayed or not realized resulting in loss of considerable revenue to the Airport.

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, by this existing PSC 48159-16/17

D. Will the contract(s) be renewed?

Yes, if there continues to be a need at the Airport.

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 is set to align with current approvals.

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:

Specific recruitment services are required on an as-needed, intermittent basis.

B. Reason for the request for modification:

This modification will increase the amount and term.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Required expertise includes executive recruitment networking knowledge and nation-wide and world-wide recruitment contacts for recruiting persons with experience in airport operations, safety and security, aviation planning and airport finance.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1244, Senior Personnel Analyst; 1246, Principal Personnel Analyst; 1244, Senior Human Resources Analyst; 1246, Principal Human Resources 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.
Civil service classes do not have the nation-side and world-wide recruitment contacts, knowledge of various background or employment experience for the recruitment of senior-level management positions, specialized airport finance, security and planning positions.
- 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 need for this service is as-needed and infrequent.

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, nation & world-wide recruitment services cannot be trained.

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

7. Union Notification: On 05/17/22, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21:

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

Name: 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# 48159 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 05/27/2022

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 Executive Search and Recruitment Services

Funding Source: Airport Operating Funds

PSC Amount: \$1,800,000

PSC Est. Start Date: 06/15/2017

PSC Est. End Date 12/31/2022

1. Description of Work

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

As-needed executive search and recruitment services are required to assist the Airport Commission (Airport) in meeting its hiring needs for senior managers and other employees with specialized knowledge of airport facilities, operations, safety and security, or financial and aviation planning backgrounds. Services include conducting nationwide searches for senior executive/managers for vacant positions, recruitment of candidates from diverse backgrounds, providing the Airport with candidates to interview, and providing reference checks.

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

Recruitment and outreach services are necessary to fill senior management and specialized vacancies. If denied, federally mandated security implementations will be significantly delayed resulting in possible non-compliance and penalties. Expansion of business enterprise will also be delayed or not realized resulting in loss of considerable revenue to the Airport.

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.

Prior approval for this service was granted through PSC #4065-11/12.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need at the Airport.

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 5-year anticipated total contract term, through the end of the calendar year.

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:

Specific recruitment services are required on an as-needed, intermittent basis.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Required expertise includes executive recruitment networking knowledge and nation-wide and world-wide recruitment contacts for recruiting persons with experience in airport operations, safety and security, aviation planning and airport finance.

B. Which, if any, civil service class(es) normally perform(s) this work? 1244, Senior Personnel Analyst; 1246, Principal Personnel Analyst; 1244, Senior Human Resources Analyst; 1246, Principal Human Resources 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?

An email was sent to the Department of Human Resources (DHR) Workforce Development Director on 3/8/17 detailing the Airport's notice of intent to award contracts for this service. DHR responded that the department does not have staff to conduct Executive Searches, nor the expertise to conduct specialized recruitments.

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

A. Explain why civil service classes are not applicable.

Civil service classes do not have the nation-side and world-wide recruitment contacts, knowledge of various background or employment experience for the recruitment of senior-level management positions, specialized airport finance, security and planning positions.

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 need for this service is as-needed and infrequent.

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, nation & world-wide recruitment services cannot be trained.

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

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

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

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

7. Union Notification: On 03/16/2017, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21

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

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flsfo.com

Address: PO Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48159 - 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 Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DEM

Submitted By: Scott Kaplan

Department Coordinator: Thomas Chen,
Thomas.Chen@sfgov.org

Project Manager: Thomas Chen

ServiceNow Number: DHRPSC0004106

Version: 0.01

Version Type: New

Brief description of proposed work: 45193 - 23/24 - Planning for Resilience, Response, and Recovery relating to un/natural disasters

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$4,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 48

Funding

Funding Source: Private Grant, Federal Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Contractor will create and build on existing effective capabilities relating to the emergency preparedness/resilience, response, and recovery within San Francisco and it's communities in the even of a disaster, natural or man-made. Grant funding for this type of work specifies different priorities and areas of expertise each year from a list of 32 different FEMA Core Capabilities. These may include, but are not limited to, Public Information and Warning, Mass Care Services, Cybersecurity, Operational Communications, Intelligence and Information Sharing, Access Control and Identify Verification, Community Resilience, Threat and Hazard Identification, Environmental Response/Health and Safety, Critical Transportation, Terrorism and Domestic/Targeted Violence Prevention, etc. The type of work to be performed by the Contractor as required by the grants

will include, creating planning documents, community-focused/accessible information, toolkits, templates, providing technical expertise and solutions, and developing trainings, exercises, and other evaluation activities needed to strengthen and improve San Francisco's emergency planning, community preparedness, and recovery planning capabilities.

Why are these services required and what are the consequences of denial?: Denial of this request will limit the ability to effectively develop plans and implement best practices to ensure San Francisco and its communities are prepared and are able to quickly and efficiently respond to man-made and/or natural disasters. Limiting this capacity building will prevent the DEM from maintaining federal and state grant compliance and will significantly hinder DEM's ability to secure future grant funding. Reduced funding will minimize the department's impact in resilience, response, and recovery by limiting the amount of projects implemented and, possibly, by having to cut staffing.

Has your department contracted out these services in the last three years?: No

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: No

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:

No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: No

Q5 - Are the services required on a temporary basis or on a long-term basis?: Long-term Basis

Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: No

Q5b) Do the services require specialized expertise, knowledge experience?: Yes

Q5b1) Describe the specialized skills and expertise required to perform the services: The specific expertise and skills required for these services can change yearly with the updated grant priorities. The ever changing nature of the grant priorities make it challenging to know exactly what the specific expertise required will be and does not lead to hiring staff on a project-by-project basis. However, the primary capabilities require the contractor has extensive knowledge and expertise in how to prevent, respond to, and recover man-made and/or natural disasters, including acts of terrorism and domestic violence extremism

Q5c) Does City have classifications with the required specialized skills or expertise?: Yes

Q5c1) Identify the classifications: 0931 - Manager III, 8604 - Emergency Services Coord IV

Q5c2) Does the Department have employees in these classifications?: Yes

Q5c3) Why are they not able to perform the services?: The existing DEM staff does not have

the specific experience and expertise required to provide these services. It is not feasible to hire staff based on specific project requirements for projects that are approximately one year in duration and the expertise requirements change each year. Further, the projects are funded through Federal grants which limit how much funding can be used on personnel. DEM is already at the personnel limit for the existing grants and cannot hire additional staff to perform these services. Contractor costs are not counted toward the personnel limit.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: No

Q5e1) Explain why training of City employees is not required: Training may be provided by contractor to City public safety personnel and Emergency Operations Center (EOC) staff as required by the grant funding.

Q5f) Is there a plan to transition this work back to the City?: No

Q5f1) Explain why the work will not be transitioned back to the City: Because these services will be funded under a time limited grant from the Federal Department of Homeland Security.

Additional information to support your request (Optional): The grant funded nature of these projects that require changing areas of expertise each year make it extremely challenging to hire staff and have them complete the projects within the grant performance period, typically 12-14 months. In addition, hiring staff for a specific project can lead to issues when the grant requires different expertise the following year. This would lead to having to terminate staff to hire different staff on a yearly basis.

Union Notifications

Job Class(es): 0931 - Manager III, 8604 - Emergency Services Coord IV

Labor Unions: 021 - Prof & Tech Eng, Local 21, 351 - Municipal Exec Assoc-Misc

Labor Union Email Addresses: L21PSCReview@ifpte21.org, ewallace@ifpte21.org, jnuti@ifpte21.org, sportillo@ifpte21.org, Kdavis, amakayan@ifpte21.org, jnuti@ifpte21.org, kpage@ifpte21.org, jharding@ifpte21.org, mweirick@ifpte21.org, Dho@ifpte21.org, Agarza@ifpte21.org, staff@sfmea.com, Criss@SFMEA.com, Christina@sfmea.com, Amit@sfmea.com

Union Review Sent On: 5/22/2024

Union Review End Date: 5/22/2024

Union Review Duration Met On: 6/22/2024

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of Thomas.Chen@sfgov.org
Sent: Wednesday, May 22, 2024 12:02 PM
To: Chen, Thomas (DEM); andrea@sfmea.com; Laxamana, Junko (DBI); Criss@sfmea.com; Christina@sfmea.com; staff@sfmea.com; 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; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; L21PSCReview@ifpte21.org; Kaplan, Scott (DEM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45193 - 23/24

RECEIPT for Union Notification for PSC 45193 - 23/24 more than \$100k

The DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD has submitted a request for a Personal Services Contract (PSC) 45193 - 23/24 for \$4,000,000 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/22419> 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)

ELECTRONIC CODE OF FEDERAL REGULATIONS

e-CFR data is current as of March 24, 2020

Title 2 → Subtitle A → Chapter II → Part 200 → Subpart D → Subject Group

Title 2: Grants and Agreements

PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

Subpart D—Post Federal Award Requirements

PROCUREMENT STANDARDS**§200.317 Procurements by states.**

When procuring property and services under a Federal award, a state must follow the same policies and procedures it uses for procurements from its non-Federal funds. The state will comply with §200.322 Procurement of recovered *materials* and ensure that every purchase order or other contract includes any clauses required by section §200.326 Contract provisions. All other non-Federal entities, including subrecipients of a state, will follow §200.318 General procurement standards through 200.326 Contract provisions.

§200.318 General procurement standards.

(a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part.

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of

each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also §200.213 Suspension and debarment.

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)(1) The non-Federal entity may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 43309, July 22, 2015]

§200.319 Competition.

(a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

(1) Placing unreasonable requirements on firms in order for them to qualify to do business;

(2) Requiring unnecessary experience and excessive bonding;

(3) Noncompetitive pricing practices between firms or between affiliated companies;

(4) Noncompetitive contracts to consultants that are on retainer contracts;

(5) Organizational conflicts of interest;

(6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and

(7) Any arbitrary action in the procurement process.

(b) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(c) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

(1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(d) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

§200.320 Methods of procurement to be followed.

The non-Federal entity must use one of the following methods of procurement.

(a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

(i) A complete, adequate, and realistic specification or purchase description is available;

(ii) Two or more responsible bidders are willing and able to compete effectively for the business; and

(iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

(i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

(1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(2) Proposals must be solicited from an adequate number of qualified sources;

(3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

(4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

(5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(e) [Reserved]

(f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

(1) The item is available only from a single source;

(2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

(3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or

(4) After solicitation of a number of sources, competition is determined inadequate.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 54409, Sept. 10, 2015]

§200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

§200.322 Procurement of recovered materials.

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes

energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

§200.323 Contract cost and price.

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E—Cost Principles of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

§200.324 Federal awarding agency or pass-through entity review.

(a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

(1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;

(2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

(3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;

(4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

(1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis;

(2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

§200.325 Bonding requirements.

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

(b) A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

§200.326 Contract provisions.

The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

[Need assistance?](#)

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DPH

Submitted By: Reanna Albert

Department Coordinator: Reanna Albert,
reanna.albert@sfdph.org

Project Manager: Abhitej Singh

ServiceNow Number: DHRPSC0001012

Version: 0.01

Version Type: New

Brief description of proposed work: Switchgear Equipment Maintenance

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$231,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 36

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Switchgear Maintenance involves regular inspection, testing and servicing of electrical equipment such as circuit breakers, switches, and relays to ensure proper unction, prevent breakdowns, and maximize operation efficiency.

1. Visual Inspection – Regular visual checks to identify wear, corrosion, or damage on switchgear components
2. Function Testing – Testing functionality of circuit breakers, switches, relays, and protective devices
3. Cleaning – Removal of dust, dirt, and debris from switchgear to prevent insulation breakdown
4. Tightening Connections – Ensuring all electrical connections are properly tightened to prevent

overheating

5. Insulation testing – Conducting insulation resistance tests to detect deterioration of insulation material

6. Lubrication – Applying lubricants to moving parts and mechanics

7. Documentation and Record Keeping – Maintain detailed record of maintenance activities, test results, and equipment condition

Why are these services required and what are the consequences of denial?: These services are necessary because deferred maintenance can lead to electrical failures, fires, and fatalities. Failure to maintain can lead to unexpected outages, disruption to hospital operations, and potentially financial losses. Faulty switchgear poses serious safety risks to hospital personnel and property due to the potential for electrical shocks, fires, or explosions. Failure to maintain compliancy with NFPA Standard 70B which requires the implementation and operation of a EMP (Electrical Maintenance Program).

Has your department contracted out these services in the last three years?: No

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: No

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:

No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: Yes

Q4a) What facilities or equipment does the City lack that contractor possesses?: The City lacks special tools for the testing and maintenance of the switchgear and its components.

Does the dept plan to acquire the facilities/equipment to perform the services?: No

Explain why: The City does not have the resources or ability to support maintenance and troubleshooting of medium and high voltage switchgear systems.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): -None- - None Selected

Labor Unions: No Union Selected -

Labor Union Email Addresses: dvickers@iam1414.org, nathanquigley@gmail.com, JLassart@MPBF.com, danny@sffdlocal798.org, gail@sffdlocal798.org, larryjr@ualocal38.org, jchiarenza@ualocal38.org, pwilson@twusf.org, mdennis@twusf.org,

Post Union Notification

djohnson@opcmialocal300.org, WOrellana@opcmialocal300.org, L21PSCReview@ifpte21.org, ewallace@ifpte21.org, jnuti@ifpte21.org, sportillo@ifpte21.org, Kdavis, amakayan@ifpte21.org, jnuti@ifpte21.org, kpage@ifpte21.org, jharding@ifpte21.org, mweirick@ifpte21.org, Dho@ifpte21.org, Agarza@ifpte21.org, SF-DHR-Info@seiu1021.org, pcamarillo_seiu@sbcglobal.net, david.canham@seiu1021.org, najuawanda.daniels@seiu1021.org, Jennifer.Esteen@seiu1021.org, oumar.fall@seiu1021.org, wendy.frigillana@seiu1021.org, wendy.frigillana@seiu1021.org, carlos.gabriel@seiu1021.org, kristin.hardy@seiu1021.org, jason.klumb@seiu1021.org, xiumin.li@seiu1021.org, julie.meyers@sfgov.org, max.porter@seiu1021.org, jegy.sering@seiu1021.org, jtanner940@aol.com, matthew.torres@seiu1021.org, thomas.vitale@seiu1021.org, sarah.wilson@seiu1021.org, ted.zarzecki@seiu1021.net, president@sanfranciscodsa.com, oashworth@ibew6.org, staff@sfmea.com, Criss@SFMEA.com, Christina@sfmea.com, Amit@sfmea.com, edward.donnely@sfgov.org, sfbia14@gmail.com, mleach@ibt856.org, Laborers261@gmail.com, ramonliuna261@gmail.com, pwilson@twusf.org, mdennis@twusf.org, sal@local16.org, jb@local16.org, smcgarry@nccrc.org, john.lenny@sfgov.org, cityworker@sfcwu.org, local200twu@sbcglobal.net, nichelle.flentroy@sfcityatty.org, local200twu@sbcglobal.net, rmarenco@twusf.org, staff@sfmea.com, Criss@SFMEA.com, Christina@sfmea.com, Amit@sfmea.com, sfdpoa@icloud.com, DannyC@smw104.org, joshv@smw104.org, danny@sffdlocal798.org, gail@sffdlocal798.org, anthony@dc16.us, charlie@local377.com, ccarr@oe3.org, tneep@oe3.org, mbeauchamp@oe3.org, dtuttle@oe3.org, mbeauchamp@oe3.org, tneep@oe3.org, ccarr@oe3.org, pking@uapd.com, uapd@uapd.com, uapdsacto@uapd.com, pfinn@ibt856.org, mleach@ibt856.org, rooferslocal40@gmail.com, salvlocal40@gmail.com, plangrooferslocal40@gmail.com, Laborers261@gmail.com, ramonliuna261@gmail.com, bart@dc16.us, SF-DHR-Info@seiu1021.org, abush@cirseiu.org, snaranjo@cirseiu.org, emathurin@cirseiu.org, mespinoza2@nccrc.org, cmoyer@nccrc.org, pwilson@twusf.org, mdennis@twusf.org, SF-DHR-Info@seiu1021.org, pcamarillo_seiu@sbcglobal.net, david.canham@seiu1021.org, najuawanda.daniels@seiu1021.org, Jennifer.Esteen@seiu1021.org, oumar.fall@seiu1021.org, wendy.frigillana@seiu1021.org, wendy.frigillana@seiu1021.org, carlos.gabriel@seiu1021.org, kristin.hardy@seiu1021.org, jason.klumb@seiu1021.org, xiumin.li@seiu1021.org, julie.meyers@sfgov.org, max.porter@seiu1021.org, jegy.sering@seiu1021.org, jtanner940@aol.com, matthew.torres@seiu1021.org, thomas.vitale@seiu1021.org, sarah.wilson@seiu1021.org, ted.zarzecki@seiu1021.net, SF-DHR-Info@seiu1021.org, pcamarillo_seiu@sbcglobal.net, david.canham@seiu1021.org, najuawanda.daniels@seiu1021.org, Jennifer.Esteen@seiu1021.org, oumar.fall@seiu1021.org, wendy.frigillana@seiu1021.org, wendy.frigillana@seiu1021.org, carlos.gabriel@seiu1021.org, kristin.hardy@seiu1021.org, jason.klumb@seiu1021.org, xiumin.li@seiu1021.org, julie.meyers@sfgov.org, max.porter@seiu1021.org, jegy.sering@seiu1021.org, jtanner940@aol.com, matthew.torres@seiu1021.org, thomas.vitale@seiu1021.org, sarah.wilson@seiu1021.org, ted.zarzecki@seiu1021.net, pking@uapd.com, uapd@uapd.com, uapdsacto@uapd.com, pfinn@ibt856.org, mleach@ibt856.org, cpark@local39.org, sfdpoa@icloud.com, SF-DHR-Info@seiu1021.org, pcamarillo_seiu@sbcglobal.net, david.canham@seiu1021.org, najuawanda.daniels@seiu1021.org, Jennifer.Esteen@seiu1021.org, oumar.fall@seiu1021.org, wendy.frigillana@seiu1021.org,

wendy.frigillana@seiu1021.org, carlos.gabriel@seiu1021.org, kristin.hardy@seiu1021.org,
jason.klumb@seiu1021.org, xiumin.li@seiu1021.org, julie.meyers@sfgov.org,
max.porter@seiu1021.org, jegy.sering@seiu1021.org, jtanner940@aol.com,
matthew.torres@seiu1021.org, thomas.vitale@seiu1021.org, sarah.wilson@seiu1021.org,
ted.zarzecki@seiu1021.net, L21PSCReview@ifpte21.org, ewallace@ifpte21.org, jnuti@ifpte21.org,
sportillo@ifpte21.orgKdavis, amakayan@ifpte21.org, jnuti@ifpte21.org, kpage@ifpte21.org,
jharding@ifpte21.org, mweirick@ifpte21.org, Dho@ifpte21.org, Agarza@ifpte21.org,
pwilson@twusf.org, mdennis@twusf.org, leadams1@yahoo.com, stevek@bac3-ca.org,
dhart@teamsters853.org, mhenneberry@teamsters853.org, lkuhls@teamsters853.org,
staff@sfmea.com, Criss@SFMEA.com, Christina@sfmea.com, Amit@sfmea.com,
edward.donnelly@sfgov.org, sfbia14@gmail.com, mleach@ibt856.org

Union Review Sent On: 7/1/2024

Union Review End Date: 7/8/2024

Union Review Duration Met On: 7/8/2024

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: POL

Submitted By: Vincent Lee

Department Coordinator: Vincent Lee,
vincent.lee@sfgov.org

Project Manager: Asja Steeves

ServiceNow Number: DHRPSC0004112

Version: 0.01

Version Type: New

Brief description of proposed work: 47576 - 23/24 - POL - Facilitation services

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$300,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 36

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The San Francisco Police Department (SFPD) is looking to procure the services of a neutral facilitator as required by SF Admin Code 96I. 1(a) that was approved by voters on March 5, 2024. A neutral facilitator must hold at least one community feedback session at each district station (10 stations total) within 90 days of the Police Commission posting a notice relating to a policy or procedure going before them, and when they do not receive a waiver from the Chief of Police (Sf Admin Code 96I.1(b)).

The Neutral Facilitator will work with the SFPD Community Engagement Division (CED) to

schedule meetings at district stations during the 90-day period. The meetings are held to solicit community feedback on the policy or procedure listed in the Police Commission notice. The Facilitator chairs the meetings, encourages dialogue between the community members and the Department and Commission representatives. Further, the Facilitator solicits feedback on implementation and impacts of existing policies and procedures in order to identify possible changes. The Facilitator posts a written summary online before any commission meeting regarding the policy or procedure listed in the Police Commission notice can occur. That written summary must be shared with the Policy Development Division, the Police Commission office and the CED, once available.

Why are these services required and what are the consequences of denial?: This service is required by SF Admin Code 96I. 1(a) that was approved by the voters on March 5, 2024. The facilitator must be neutral and cannot be an employee of either SFPD, the commission office or any other law enforcement or oversight agency (if remaining neutral). The community engagement aspect is required before the Police Commission can adopt policies and if it does not occur, policies will not be amended or adopted and will remain out of date or out of compliance with current laws or best practices.

Has your department contracted out these services in the last three years?: No

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: No

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:
Yes

Q1a) Clearly describe & site the regulatory/legal requirements to support outsourcing: SF Admin Code 96I.1(a) requires a "neutral facilitator" that is agreed upon by the Chief of Police and the Police Commission President. This implies the facilitator must not be aligned with the department, the commission or any city department affiliated with law enforcement or oversight practices. The Department currently has over 125 Department General Orders that may be impacted by SF Admin Code 96I.1(a) and it is our understanding that no other city Department has the capacity to loan their staff to facilitate the 96I.1(a) community engagement process.

Q2 - Does performing these services cause a conflict of interest?: Yes

Clearly describe the circumstances and the conflict of interest: SF Admin Code 96I.1(a) requires a "neutral facilitator" that is agreed upon by the Chief of Police and the Police Commission President. This implies the facilitator must not be aligned with the department, the commission or any city department affiliated with law enforcement or oversight practices. The Department currently has over 125 Department General Orders that may be impacted by SF Admin Code 96I.1(a) and it is our understanding that no other city Department has the capacity

to loan their staff to facilitate the 96I.1(a) community engagement process.

Additional information to support your request (Optional): This service is required by SF Admin Code 96I. 1(a) that was approved by the voters on March 5, 2024. The facilitator must be neutral and cannot be an employee of either SFPD, the commission office or any other law enforcement or oversight agency (if remaining neutral). The community engagement aspect is required before the Police Commission can adopt policies and if it does not occur, policies will not be amended or adopted and will remain out of date or out of compliance with current laws or best practices.

Union Notifications

Job Class(es): 5408 - Coord of Citizen Involvement

Labor Unions: 021 - Prof & Tech Eng, Local 21

Labor Union Email Addresses: L21PSCReview@ifpte21.org, ewallace@ifpte21.org, jnuti@ifpte21.org, sportillo@ifpte21.orgKdavis, amakayan@ifpte21.org, jnuti@ifpte21.org, kpage@ifpte21.org, jharding@ifpte21.org, mweirick@ifpte21.org, Dho@ifpte21.org, Agarza@ifpte21.org

Union Review Sent On: 5/17/2024

Union Review End Date: 6/16/2024

Union Review Duration Met On: 6/16/2024

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of vincent.lee@sfgov.org
To: [Lee, Vincent \(POL\)](#); [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; [Lee, Vincent \(POL\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47576 - 23/24
Date: Friday, May 17, 2024 11:12:49 AM

RECEIPT for Union Notification for PSC 47576 - 23/24 more than \$100k

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

47576 - 23/24 for \$300,000 for Initial Request services for the period 07/01/2024 – 06/30/2027. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/22406> 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 Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: PUC

Submitted By: Shawndrea Hale

Department Coordinator: Shawndrea Hale,
SHale@sfgwater.org

Project Manager: Shawndrea Hale

ServiceNow Number: DHRPSC0004117

Version: 0.01

Version Type: New

Brief description of proposed work: 49754 - 23/24 - As-Needed Engineering Design Services

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$19,200,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 60

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: SFPUC intends to award up to four (4) agreements, at \$4.8 million each to perform specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff. Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.

Why are these services required and what are the consequences of denial?: Some of these projects require expertise which is not available from City employees. If these services are not available, design projects cannot be completed. The areas of expertise needed include geotechnical engineering, slope stability analysis, finite element analysis, lateral spreading

analysis, pipeline seismic fault crossings, building information modeling, transient hydraulic analysis, corrosion engineering and trenchless technology design.

Has your department contracted out these services in the last three years?: Yes. See attached list of contracts entered into for these or similar services in the last 3 years.

How many contracts?: 4

Why have you not hired City employees to perform the services?: These As-needed Services will be utilized when specialized engineering is required that is not normally performed by engineers in these current civil service classifications, such as geotechnical engineering, slope stability analysis, finite element analysis, lateral spreading analysis, pipeline seismic fault crossings, building information modeling, transient hydraulic analysis, corrosion engineering and trenchless technology design. Services will also be utilized when the need for engineering design is temporarily beyond the capacity of current resource levels within the SFPUC and other City engineering staff (i.e., PW and other City departments).

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: Yes

Provide details related to contracts for which dept comm approval required: Contracts over 1 million

Will any contracts under this PSC require Board of Supervisors approval: Yes

Provide details related to contracts for which BOS approval will be required?: Contracts over 10 million

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:
No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: No

Q5 - Are the services required on a temporary basis or on a long-term basis?: Long-term Basis

Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: Yes

Q5a1) Why are the services required on an as-needed, intermittent and periodic basis?:

These As-needed Services will be utilized when specialized engineering is required that is not normally performed by engineers in these current civil service classifications, such as geotechnical engineering, slope stability analysis, finite element analysis, lateral spreading analysis, pipeline seismic fault crossings, building information modeling, transient hydraulic

analysis, corrosion engineering and trenchless technology design. Services will also be utilized when the need for engineering design is temporarily beyond the capacity of current resource levels within the SFPUC and other City engineering staff (i.e., PW and other City departments).

Q5b) Do the services require specialized expertise, knowledge experience?: Yes

Q5b1) Describe the specialized skills and expertise required to perform the services: Civil, structural, electrical and mechanical engineering in: designing water and wastewater conveyance and treatment facilities; and power facilities. Areas of expertise needed include geotechnical engineering, slope stability analysis, finite element analysis, lateral spreading analysis, pipeline seismic fault crossings, building information modeling, transient hydraulic analysis, corrosion engineering and trenchless technology design.

Q5c) Does City have classifications with the required specialized skills or expertise?: Yes

Q5c1) Identify the classifications: 5241 - Engineer, 5364 - Engineering Associate 1, 5211 - Eng/Arch/Landscape Arch Sr, 5207 - Assoc Engineer

Q5c2) Does the Department have employees in these classifications?: Yes

Q5c3) Why are they not able to perform the services?: Engineers in current civil classifications perform some of the more routine engineering work. These As-needed Services will be utilized when specialized engineering is required that is not normally performed by engineers in these current civil service classifications, such as geotechnical engineering, slope stability analysis, finite element analysis, lateral spreading analysis, pipeline seismic fault crossings, building information modeling, transient hydraulic analysis, corrosion engineering and trenchless technology design. Services will also be utilized when the need for engineering design is temporarily beyond the capacity of current resource levels within the SFPUC and other City engineering staff (i.e., PW).

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: No

Q5e1) Explain why training of City employees is not required: No. There is no training under this Agreement because the work will not be transitioned back to the City given that the work is only needed on an as-needed basis and such expertise is not found within City staff.

Q5f) Is there a plan to transition this work back to the City?: No

Q5f1) Explain why the work will not be transitioned back to the City: No. The work will not be transitioned back to the City given that the work is only needed on an as-needed basis and such expertise is not found within City staff

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 5241 - Engineer, 5364 - Engineering Associate 1, 5211 - Eng/Arch/Landscape Arch Sr, 5207 - Assoc Engineer

Labor Unions: 021 - Prof & Tech Eng, Local 21

Labor Union Email Addresses: L21PSCReview@ifpte21.org, ewallace@ifpte21.org, jnuti@ifpte21.org, sportillo@ifpte21.org, amakayan@ifpte21.org, jnuti@ifpte21.org, kpage@ifpte21.org, jharding@ifpte21.org, mweirick@ifpte21.org, Dho@ifpte21.org, Agarza@ifpte21.org

Union Review Sent On: 5/31/2024
Union Review End Date: 6/30/2024
Union Review Duration Met On: 7/1/2024

Receipt of Union Notification(s)

From: dhrrpscordinator@sfgov.org on behalf of shale@sfgov.org
To: [Hale, Shawndrea M.](#); junko.laxamana@sfgov.org; 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; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; L21PSCReview@ifpte21.org; [Hale, Shawndrea M.](#); dhrrpscordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 49754 - 23/24
Date: Friday, May 31, 2024 3:50:52 PM

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RECEIPT for Union Notification for PSC 49754 - 23/24 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 49754 - 23/24 for \$19,200,000 for Initial Request services for the period 01/01/2025 – 01/01/2030. Notification of 30 days (60 days for SEIU) is required.

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

[https://urldefense.com/v3/_http://apps.sfgov.org/dhrrupal/node/22470_!!NCYPjq8!79fht06ag7DVg_FYrNaOOvfYgQaPoHfl_oFp-9S6YGyFXGKnyvqbT1cl55IJqL8ecu9CGQU9G6kN\\$](https://urldefense.com/v3/_http://apps.sfgov.org/dhrrupal/node/22470_!!NCYPjq8!79fht06ag7DVg_FYrNaOOvfYgQaPoHfl_oFp-9S6YGyFXGKnyvqbT1cl55IJqL8ecu9CGQU9G6kN$) 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)

List of Previously Approved Contracts for Similar Services (Measured 3 years from the PSC Submission Date)

Instructions:

Step 1: Download and save this template to your desktop.

Step 2: Complete the fields below.

Step 3: Upload a copy of the completed file to your PSC record under the "Required Documentation" tab.

Document Content:

Do not use this document to list contracts let under this PSC record those will be tracked separately in the PSC record itself at the end of each fiscal year. Rather, use this template to identify other contracts executed by your department for the services now being requested with this PSC submission. The list of contracts should be limited to those executed within the last three years, measured from the date of the PSC submission. The Commission will use this information to determine if there is a pattern of contracting this or similar work out, regardless of which PSC record is associated with those other contracts.

Other than completing the blank fields below, do not change or alter this template.

Dept Acronym:	PUC
Dept Name:	Public Utilities Commission
PSC Coordinator Name:	Shawndrea Hale
PSC Coordinator Email:	shale@sfwater.org
PSC ServiceNow Record Number:	DHRPSC0004117

[illegible]

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: PUC

Submitted By: Shawndrea Hale

Department Coordinator: Shawndrea Hale,
SHale@sfgwater.org

Project Manager: Shawndrea Hale

ServiceNow Number: DHRPSC0004123

Version: 0.01

Version Type: New

Brief description of proposed work: 46059 - 23/24 - Specialized and Technical As-Needed Services, Water Resources Division

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$8,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 66

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: This PSC will be made up of two (2) contracts, each at a value of \$4 million. Work will consist of specialized and technical as-needed services for water resources management and conservation planning and program support. Specialized and technical services will provide support in the following categories: water conservation services, onsite non-potable water services, recycled water services, groundwater services, water supply planning services, and public outreach services.

Why are these services required and what are the consequences of denial?: Proposed services are necessary for continued operation of water resources and conservation programs, fulfillment of required monitoring and reporting to regulatory agencies, compliance with water

quality and public health standards related to alternate water supplies, and fulfillment of obligations pertaining to water supply planning. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties, as well as inability to meet level of service goals in the SFPUC retail and wholesale service areas.

Has your department contracted out these services in the last three years?: Yes. See attached list of contracts entered into for these or similar services in the last 3 years.

How many contracts?: 2

Why have you not hired City employees to perform the services?: The contract is needed because the work is short term, required on an intermittent or periodic basis, and/or highly specialized. The contract will only be used in the case of short term or highly specialized work that cannot be performed by in-house staff . For these reasons, it is not appropriate for civil service staff to perform the work.

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: Yes

Provide details related to contracts for which dept comm approval required: Contract over 1 million

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:
No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: No

Q5 - Are the services required on a temporary basis or on a long-term basis?: Long-term Basis

Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: Yes

Q5a1) Why are the services required on an as-needed, intermittent and periodic basis?: For example, services are needed for the preparation of technical recycled water reports, the nature of work which is short term would not be practical for the City to support permanently.

Q5b) Do the services require specialized expertise, knowledge experience?: Yes

Q5b1) Describe the specialized skills and expertise required to perform the services:

Includes, but not limited to, specialized and technical skills related to water resources and conservation planning and management. Examples of specialized and technical services needed to support SFPUC staff include financial analyses of water supply opportunities and the unit cost and investment value, development and review of technical and investigative recycled water

reports, and development and updates to data models. Specialized expertise is also needed for groundwater services including, but not limited to the evaluation of complex hydrogeological data, development of groundwater flow models, and preparation of technical reports. California-licensed geologists, engineering geologists, hydrogeologists and/or engineers with appropriate subject area expertise will be required for preparation of certain groundwater regulatory reports. These specialized and technical services are needed short term and are required on an intermittent or periodic basis.

Q5c) Does City have classifications with the required specialized skills or expertise?: Yes

Q5c1) Identify the classifications: 5620 - Regulatory Specialist, 1839 - Water Conservation Admin, 5602 - Utility Specialist, 5207 - Assoc Engineer

Q5c2) Does the Department have employees in these classifications?: Yes

Q5c3) Why are they not able to perform the services?: The contract is needed because the work is short term, required on an intermittent or periodic basis, and/or highly specialized. The contract will only be used in the case of short term or highly specialized work that cannot be performed by in-house staff. For these reasons, it is not appropriate for civil service staff to perform the work.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: Yes

Q5e1) Clearly describe and detail the training activities: Yes, technical and specialized training is expected to be provided by contractor for forecast modeling, non-potable and purified water systems engineering and operation, and any other technical or specialized topic or skill as requested by staff. Training time is estimated to be a minimum of 40 hours total (about one 8-hour day of training per year over the life of the 5-year contract). City and County employees to be trained include utility analysts, regulatory specialists, water conservation administrators, and engineers totaling approximately 6-8 employees.

Q5f) Is there a plan to transition this work back to the City?: No

Q5f1) Explain why the work will not be transitioned back to the City: It would not be practical to adopt a new civil service class to perform this work because it is needed for short-term, intermittent or periodic, and highly specialized work.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 1839 - Water Conservation Admin, 5602 - Utility Specialist, 5207 - Assoc Engineer

Labor Unions: 021 - Prof & Tech Eng, Local 21, 351 - Municipal Exec Assoc-Misc

Labor Union Email Addresses: L21PSCReview@ifpte21.org, ewallace@ifpte21.org, jnuti@ifpte21.org, sportillo@ifpte21.org, kdavis, amakayan@ifpte21.org, jnuti@ifpte21.org, kpage@ifpte21.org, jharding@ifpte21.org, mweirick@ifpte21.org, Dho@ifpte21.org, Agarza@ifpte21.org, staff@sfmea.com, Criss@SFMEA.com, Christina@sfmea.com, Amit@sfmea.com

Union Review Sent On: 6/6/2024

Union Review End Date: 7/6/2024

Union Review Duration Met On: 7/6/2024

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of shale@sfwater.org
Sent: Thursday, June 6, 2024 2:39 PM
To: Hale, Shawndrea (PUC); agarza@ifpte21.org; andrea@sfmea.com; Laxamana, Junko (DBI); Criss@sfmea.com; Christina@sfmea.com; staff@sfmea.com; 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; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; L21PSCReview@ifpte21.org; Hale, Shawndrea (PUC); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 46059 - 23/24

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

RECEIPT for Union Notification for PSC 46059 - 23/24 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 46059 - 23/24 for \$8,000,000 for Initial Request services for the period 07/01/2024 – 12/31/2029. 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:

https://url.avanan.click/v2/___http://apps.sfgov.org/dhrdrupal/node/22518___YXAzOnNmZHQyOmE6bzo1MGFIMWZhMGRiYjZIOGU1ZTEwNDcwYTAzNTcwODg2Mjo2OjNjMmI6NGE3OGYwZmVIMzMwZDY4MzJIOGExOWE5YjA5YWQ2NzRmYmQ2M2E3Zjc5MTVIOGEyOTE2YTE0YjgwNmZlYjg2MzpwOIQ 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)

Instructions:

Step 2: Complete the fields below.

Do not use this document to list contracts let under this PSC record; those will be tracked separately in the PSC record itself at the end of each fiscal year. Rather, use this template to identify other contracts executed by your department for the services now being requested with this PSC submission. The Commission will use this information to determine if there is a pattern of contracting this or similar work out, regardless of which PSC record is associated with those other contracts.

Dept Acronym:	PUC
Dept Name:	Public Utilities Commission
PSC Coordinator Name:	Shawndrea Hale
PSC Coordinator Email:	shale@sfwater.org
PSC ServiceNow Record Number:	DHRPSC0004123

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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: Water Resources Professional Services (PRO.0166)

Funding Source: Water Enterprise Project and Operating Bud PSC Duration: 5 years

PSC Amount: \$4,000,000

1. Description of Work

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

Water resources and conservation planning and program support. Specialized and technical services will support efficient use and reliability of existing surface water supplies as well as development and ongoing management of alternate water supplies, including groundwater, recycled water, non-potable water, and purified water. Services will include preparation and review of technical and investigative reports, studies, and documents; development of outreach, informational, and training materials; development and review of conceptual engineering plans for planning purposes; water customer site assessments; development and updates to data models; data analyses, review, and interpretation; regulatory review; financial analysis of water supply opportunities, including comparative evaluation of the unit cost of water and the valuation of investment options; grant administration; operations and outreach coordination; and cross-connection control testing assistance. California-licensed geologists, engineering geologists, hydrogeologists and/or engineers with appropriate subject area expertise will be required for preparation of certain regulatory reports.

The Selected Proposer will assist SFPUC staff in the implementation and completion of various tasks upon staff request. The Selected Proposer may also be called upon to provide other related planning and support services during the term of the Professional Services Agreement ("Agreement").

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

Proposed services are necessary for continued operation of water resources and conservation programs, fulfillment of required monitoring and reporting to regulatory agencies, compliance with water quality and public health standards related to alternate water supplies, and fulfillment of obligations pertaining to water supply planning. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties, as well as inability to meet level of service goals in the SFPUC retail and wholesale service areas.

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

Similar services, but not all services sought under the proposed work, were provided in the past under SFPUC Contract Nos. CS-229 (PSC#4162-08/09) and PRO.0019, Specialized and Technical Services, Water Enterprise (PSC#44258-15/16). Identical services were provided under PRO.0118, Water Resources Professional Services, Water Enterprise (PSC#47705-18/19).

D. Will the contract(s) be renewed?

No.

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

The SFPUC is requesting PSC authority to provide specialized and/or technical expertise on an as-needed basis to support planning, investigation, development, and ongoing management of water resources. Many of these services will take multiple years to complete, followed by subsequent services (e.g., feasibility analysis followed by conceptual design, demand forecasting followed by plan preparation). Some services will not be required until a few years from now, but ensuring these services can be provided at that time when needed is critical (e.g., cross-connection control testing, regulatory reports). It is estimated that the requested services will take up to five years to complete.

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:

Regarding both items marked above, the scope of work is highly specialized requiring specialized skills, expertise and/or knowledge not found within the SFPUC or other City departments, and the work to be done under the PSC is required only on a short term or periodic basis, and not on a regular basis. Therefore, long term staffing is not required.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Includes, but not limited to, specialized and technical skills related to water resources and conservation planning and management; preparation and review of technical studies, reports, and plans; water quality and volumetric data analyses, collection, analyses, review, and interpretation; hydraulic and hydrologic reservoir modeling; graphic design capabilities for and preparation of outreach and training materials; regulatory and policy analysis; financial analysis of water supply opportunities, including comparative evaluation of the unit cost of water and the valuation of investment options; grant administration; operations and outreach coordination; irrigation system retrofit assessment; operation of plumbing and irrigation systems in the field per direction of supervisor. California-licensed geologists, engineering geologists, hydrogeologists and/or engineers with appropriate subject area expertise will be required for preparation of certain regulatory reports.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5602, Utility Specialist; 5620, Regulatory 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?

Civil service classes are already performing some of the applicable work as project managers. However, the contract is needed because the work is short term, technical, and/or highly specialized.

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

- A. Explain why civil service classes are not applicable.
- The contract is needed because the work is short term, required on an intermittent or periodic basis, and/or highly specialized.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt a new civil service class to perform this work because it is needed for short-term, intermittent or periodic, and/or highly specialized work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. Technical and specialized training is expected to be provided by contractor on demand forecast modeling, non-potable and purified water systems engineering and operation, and any other technical or specialized topic or skill as requested by staff. Training time is estimated to be a minimum of 32 hours total (about one 8-hour day of training per year over the life of the 5-year contract). City and County employees to be trained include utility analysts, regulatory specialists, engineers, and engineers totaling approximately 6-8 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.
Yes. It is possible that a contractor and/or subcontractors that are on a current PSC with the Water Enterprise (e.g., PRO.0019, PSC#44258-15/16) will propose and potentially be awarded the contract. These firms represent a diverse array of services, skills, and expertise and could competently and efficiently perform the proposed work.

- 7. Union Notification:** On 08/26/2019, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42147 - 19/20

DHR Analysis/Recommendation:

action date: 10/21/2019

Commission Approval Required

Approved by Civil Service Commission

10/21/2019 DHR Approved for 10/21/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 47705 - 18/19)

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

Type of Service: Water Resources Professional Services (PRO.0118)

Funding Source: Project & Operating Budget Funded

PSC Original Approved Amount: \$4,000,000 PSC Original Approved Duration: 01/01/19 - 12/31/23 (5 years)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 12/28/23-09/30/25 (1 year 39 weeks)

PSC Cumulative Amount Proposed: \$4,000,000 PSC Cumulative Duration Proposed: 6 years 39 weeks

1. Description of Work

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

Water resources and conservation planning and program support. Specialized and technical services will support efficient use and reliability of existing surface water supplies as well as development and ongoing management of alternate water supplies, including groundwater, recycled water, non-potable water, and purified water. Services will include preparation and review of technical and investigative reports, studies, and documents; development of outreach, informational, and training materials; development and review of conceptual engineering plans; water customer site assessments; development and updates to data models; data analyses, review, and interpretation; regulatory review; financial analysis of water supply opportunities, including comparative evaluation of the unit cost of water and the valuation of investment options; grant administration; operations and outreach coordination; and cross-connection control testing assistance. California-licensed geologists, engineering geologists, hydrogeologists and/or engineers with appropriate subject area expertise will be required for preparation of certain regulatory reports.

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

Proposed services are necessary for continued operation of water resources and conservation programs, fulfillment of required monitoring and reporting to regulatory agencies, compliance with water quality and public health standards related to alternate water supplies, and fulfillment of obligations pertaining to water supply planning. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties, as well as inability to meet level of service goals in the SFPUC retail and wholesale service areas.

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 47705 - 18/19

D. Will the contract(s) be renewed?

No.

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

The SFPUC is requesting PSC authority to provide specialized and/or technical expertise on an as-needed basis to support planning, investigation, development, and ongoing management of water resources. Many of these services will take multiple years to complete, followed by subsequent services (e.g., feasibility analysis followed by conceptual design, demand forecasting followed by plan preparation). Some services will not be required until a few years from now, but ensuring these services can be provided at that time when needed is critical (e.g., cross-connection control testing, regulatory reports). It is estimated that the requested services will take up to five years to complete.

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:

The scope of work is highly specialized requiring specialized skills, expertise and/or knowledge not found within the SFPUC or other City departments, and the work to be done under the PSC is required only on a short term or periodic basis, and not on a regular basis. Therefore, long term staffing is not required.

B. Reason for the request for modification:

This is a request to extend the duration of the contract by one year, and no additional funds are being added. Water Resources is seeking additional time for specialized and technical services for water resource management, including advancing recycled water and PureWater SF projects, decommissioning and converting wells in Golden Gate Park, continued water conservation outreach and education and advancement of the Alternative Water Supply Program projects.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Includes, but not limited to, specialized and technical skills related to water resources and conservation planning and management; preparation and review of technical studies, reports, and plans; water quality and volumetric data analyses, collection, analyses, review, and interpretation; hydraulic and hydrologic reservoir modeling; graphic design capabilities for and preparation of outreach and training materials; regulatory and policy analysis; financial analysis of water supply opportunities, including comparative evaluation of the unit cost of water and the valuation of investment options; grant administration; operations and outreach coordination; irrigation system retrofit assessment; operation of plumbing and irrigation systems in the field per direction of supervisor. California-licensed geologists, engineering geologists, hydrogeologists and/or engineers with appropriate subject area expertise will be required for preparation of certain regulatory reports.

B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5602, Utility Specialist; 5620, Regulatory 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?

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil service classes are not applicable because the work is short term, required on an intermittent or periodic basis, and highly specialized.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: It would not be practical to adopt a new civil service class to perform this work because it is needed for short-term, intermittent or periodic, and highly specialized work.

6. Additional Information

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not. Technical and specialized training is expected to be provided by contractor on demand forecast modeling, non-potable and purified water systems engineering and operation, and any other technical or specialized topic or skill as requested by . Training time is estimated to be a minimum of 32 hours total (about one 8-hour day of training per year over the life of the 4-year contract). City and County employees to be trained include utility analysts, regulatory specialists, engineers, and engineers totaling approximately 6-8 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 12/28/23, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47705 - 18/19

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 01/05/2024

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: Water Resources Professional Services (PRO.0118)

Funding Source: Project & Operating Budget Funded

PSC Duration: 5 years

PSC Amount: \$4,000,000

1. Description of Work

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

Water resources and conservation planning and program support. Specialized and technical services will support efficient use and reliability of existing surface water supplies as well as development and ongoing management of alternate water supplies, including groundwater, recycled water, non-potable water, and purified water. Services will include preparation and review of technical and investigative reports, studies, and documents; development of outreach, informational, and training materials; development and review of conceptual engineering plans; water customer site assessments; development and updates to data models; data analyses, review, and interpretation; regulatory review; financial analysis of water supply opportunities, including comparative evaluation of the unit cost of water and the valuation of investment options; grant administration; operations and outreach coordination; and cross-connection control testing assistance. California-licensed geologists, engineering geologists, hydrogeologists and/or engineers with appropriate subject area expertise will be required for preparation of certain regulatory reports.

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

Proposed services are necessary for continued operation of water resources and conservation programs, fulfillment of required monitoring and reporting to regulatory agencies, compliance with water quality and public health standards related to alternate water supplies, and fulfillment of obligations pertaining to water supply planning. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties, as well as inability to meet level of service goals in the SFPUC retail and wholesale service areas.

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

Similar services, have been provided under PSC No.44258-15/16 (PRO.0019).

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 SFPUC is requesting PSC authority to provide specialized and/or technical expertise on an as-needed basis to support planning, investigation, development, and ongoing management of water resources. Many of these services will take multiple years to complete, followed by subsequent services (e.g., feasibility analysis followed by conceptual design, demand forecasting followed by plan preparation). Some services will not be required until a few years from now, but ensuring these services can be provided at that time when needed is critical (e.g., cross-connection control testing, regulatory reports). It is estimated that the requested services will take up to five years to complete.

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 scope of work is highly specialized requiring specialized skills, expertise and/or knowledge not found within the SFPUC or other City departments, and the work to be done under the PSC is required only on a short term or periodic basis, and not on a regular basis. Therefore, long term staffing is not required.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Includes, but not limited to, specialized and technical skills related to water resources and conservation planning and management; preparation and review of technical studies, reports, and plans; water quality and volumetric data analyses, collection, analyses, review, and interpretation; hydraulic and hydrologic reservoir modeling; graphic design capabilities for and preparation of outreach and training materials; regulatory and policy analysis; financial analysis of water supply opportunities, including comparative evaluation of the unit cost of water and the valuation of investment options; grant administration; operations and outreach coordination; irrigation system retrofit assessment; operation of plumbing and irrigation systems in the field per direction of supervisor. California-licensed geologists, engineering geologists, hydrogeologists and/or engineers with appropriate subject area expertise will be required for preparation of certain regulatory reports.

B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5602, Utility Specialist; 5620, Regulatory 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?

Civil service classes are already performing some of the applicable work as project managers. However, the contract is needed because the work is short term, technical, and/or highly specialized.

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

A. Explain why civil service classes are not applicable.

Civil service classes are not applicable because the work is short term, required on an intermittent or periodic basis, and highly specialized.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt a new civil service class to perform this work because it is needed for short-term, intermittent or periodic, and highly specialized work.

6. Additional Information

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not. Yes. Technical and specialized training is expected to be provided by contractor on demand forecast modeling, non-potable and purified water systems engineering and operation, and any other technical or specialized topic or skill as requested by . Training time is estimated to be a minimum of 32 hours total (about one 8-hour day of training per year over the life of the 4-year contract). City and County employees to be trained include utility analysts, regulatory specialists, engineers, and engineers totaling approximately 6-8 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 07/17/2018, 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: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47705 - 18/19

DHR Analysis/Recommendation:

action date: 09/17/2018

Commission Approval Required

Approved by Civil Service Commission

09/17/2018 DHR Approved for 09/17/2018

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: PUC

Submitted By: Shawndrea Hale

Department Coordinator: Shawndrea Hale,
SHale@sfgwater.org

Project Manager: Shawndrea Hale

ServiceNow Number: DHRPSC0004121

Version: 0.01

Version Type: New

Brief description of proposed work: 46717 - 23/24 - Engineering Services for Regional Groundwater Treatment Improvements

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$9,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 101

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The work will require architectural, civil, structural, electrical, mechanical, process and other specialized engineering services in the planning, design, and engineering support during construction, for new conveyance and groundwater treatment facilities. The purpose of the project is to improve the performance and reliability of wells and facilities constructed under the Regional Groundwater Storage and Recovery Project in order to optimize the use of the groundwater supply in the South Westside Basin during dry years. The project will identify, design, and construct long-term improvements which may include a combination of retrofits or additions to the existing decentralized well pumping and treatment facilities and/or the construction of new centralized treatment and distribution facilities. An optional task is included to provide engineering support

for projects related to the other Westside Groundwater Basin facilities, including South Sunset Well, West Sunset Well, and Golden Gate Central Well.

PSC # 44299-22/23 was previously approved by CSC on July 3, 2023. There were unexpected delays in executing this contract with the one-year approval period, so we are returning to CSC with the same request.

Why are these services required and what are the consequences of denial?: SFPUC is working on the Water System Improvement Program (WSIP), Sewer System Improvement Program (SSIP) and several Capital Improvement Programs (CIPs). The engineering workload has substantially increased and consultants are needed to meet peak workload demands for planning, engineering design and construction support services on projects. Also, this project requires special expertise in planning, engineering design, engineering support during construction, testing, commissioning, and start-up of new facilities and processes, particularly those related to groundwater treatment and water quality processes which are not available from City employees. Therefore, disapproval of this contract will deny the SFPUC staff the opportunity to work on facilities that will improve the performance and reliability of the wells and facilities which will result in an improved and efficient operation and maintenance. City staff will be utilized to lead, manage, and provide engineering and construction management support from planning to project completion through a project manager, project engineer, engineers, architects, construction inspectors, office engineer and resident engineer.

Has your department contracted out these services in the last three years?: Yes. See attached list of contracts entered into for these or similar services in the last 3 years.

How many contracts?: 1

Why have you not hired City employees to perform the services?: The project requires special expertise particularly in water treatment and water quality process design, which is not available from City employees.

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: Yes

Provide details related to contracts for which dept comm approval required: Contract over 1 million

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:

No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: No

Q5 - Are the services required on a temporary basis or on a long-term basis?: Long-term Basis

Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: No

Q5b) Do the services require specialized expertise, knowledge experience?: Yes

Q5b1) Describe the specialized skills and expertise required to perform the services:

Experienced professional architects and engineers for architectural, civil, structural, electrical, mechanical, and other specialized engineering services for the planning and design of water treatment facilities and water quality processes. The specialized engineering services include treatment processes, surge control, geotechnical investigations, fire protection, corrosion, security, communications, system integration, construction cost estimating and scheduling, operations and maintenance plans, commissioning, startup and testing, and other support services. Design support services during the construction phase are needed to review RFIs and submittals, address design changes, prepare operations and maintenance plans and as-built CAD drawings.

Q5c) Does City have classifications with the required specialized skills or expertise?: Yes

Q5c1) Identify the classifications: 5241 - Engineer, 5203 - Assistant Engineer, 5268 - Architect, 5266 - Architectural Associate 2, 5207 - Assoc Engineer, 5265 - Architectural Associate 1

Q5c2) Does the Department have employees in these classifications?: Yes

Q5c3) Why are they not able to perform the services?: The project requires special expertise particularly in water treatment and water quality process design, which is not available from City employees.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: Yes

Q5e1) Clearly describe and detail the training activities: In-house engineering staff will gain valuable knowledge and experience on this project. In addition to the knowledge transfer that will be provided as a result of working closely with the team with specialized engineering expertise, the team will also provide brown-bag presentations (one-hour each) throughout the term of the project. The target audience will be Water Enterprise, EMB, and PMB staff. Planned topics will include in-depth presentations on water treatment, water quality processes, facility operation and maintenance, and startup. These topics will benefit both the team directly assigned to the project, as well as additional engineering and technical staff across multiple departments.

Q5f) Is there a plan to transition this work back to the City?: No

Q5f1) Explain why the work will not be transitioned back to the City: The proposed work will only require additional resources to provide support during this project. After the project concludes, the additional resources will no longer be needed.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 5241 - Engineer, 5203 - Assistant Engineer, 5268 - Architect, 5266 - Architectural Associate 2, 5207 - Assoc Engineer, 5265 - Architectural Associate 1

Labor Unions: 021 - Prof & Tech Eng, Local 21

Labor Union Email Addresses: L21PSCReview@ifpte21.org, ewallace@ifpte21.org, jnuti@ifpte21.org, sportillo@ifpte21.orgKdavis, amakayan@ifpte21.org, jnuti@ifpte21.org, kpage@ifpte21.org, jharding@ifpte21.org, mweirick@ifpte21.org, Dho@ifpte21.org, Agarza@ifpte21.org

Union Review Sent On: 6/6/2024

Union Review End Date: 7/6/2024

Union Review Duration Met On: 7/6/2024

Receipt of Union Notification(s)

From: dhrrpscordinator@sfgov.org on behalf of shale@sfgwater.org
To: [Hale, Shawndrea M.](#); junko.laxamana@sfgov.org; 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; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; L21PSCReview@ifpte21.org; [Hale, Shawndrea M.](#); dhrrpscordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 46717 - 23/24
Date: Thursday, June 6, 2024 10:43:02 AM

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RECEIPT for Union Notification for PSC 46717 - 23/24 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 46717 - 23/24 for \$9,000,000 for Initial Request services for the period 08/01/2024 – 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 and verify receipt:

[https://urldefense.com/v3/_http://apps.sfgov.org/dhrrupal/node/22514_!!NCYPjq8!-K0xJhClNy0Y-DdIUlIPWkf_egiLN5_sNrkrxrgtXhh4oyjv-Z-3B8XiFphfDg65o1eM6jJjLcWpN\\$](https://urldefense.com/v3/_http://apps.sfgov.org/dhrrupal/node/22514_!!NCYPjq8!-K0xJhClNy0Y-DdIUlIPWkf_egiLN5_sNrkrxrgtXhh4oyjv-Z-3B8XiFphfDg65o1eM6jJjLcWpN$)

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)

List of Previously Approved Contracts for Similar Services (Measured 3 years from the PSC Submission Date)

Instructions:
Step 1: Download and save this template to your desktop.
Step 2: Complete the fields below.
Step 3: Upload a copy of the completed file to your PSC record under the "Required Documentation" tab.

Document Content:
Do not use this document to list contracts let under this PSC record; those will be tracked separately in the PSC record itself at the end of each fiscal year. Rather, use this template to identify other contracts executed by your department for the services now being requested with this PSC submission. The list of contracts should be limited to those executed within the last three years, measured from the date of the PSC submission. The Commission will use this information to determine if there is a pattern of contracting this or similar work out, regardless of which PSC record is associated with those other contracts.

Other than completing the blank fields below, do not change or alter this template.

Dept Acronym:	PUC
Dept Name:	Public Utilities Commission
PSC Coordinator Name:	Shawndrea Hale
PSC Coordinator Email:	shale@sfwater.org
PSC ServiceNow Record Number:	DHRPSC0004121

PS Contract ID	Contract Start Date	Contract End Date	Contract Not to Exceed Amount	PSC ServiceNow Record Number (if PSC approval was obtained)	Brief Description of Services Rendered
1000017223	2/20/2020	2/10/2026	\$ 15,000,000	DHRPSC0002001	Planning and engineering services for the Sunol Valley Water Treatment Plant ("SVWTP") Improvements Project;

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: Engineering Services for Regional Groundwater Treatment Improvements

Funding Source: Water Enterprise Capital Budget

PSC Duration: 8 years 1 day

PSC Amount: \$9,000,000

1. Description of Work

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

The work will require architectural, civil, structural, electrical, mechanical, process and other specialized engineering services in the planning, design, and engineering support during construction, for new conveyance and groundwater treatment facilities. The purpose of the project is to improve the performance and reliability of wells and facilities constructed under the Regional Groundwater Storage and Recovery Project in order to optimize the use of the groundwater supply in the South Westside Basin during dry years. The project will identify, design, and construct long-term improvements which may include a combination of retrofits or additions to the existing decentralized well pumping and treatment facilities and/or the construction of new centralized treatment and distribution facilities. An optional task is included to provide engineering support for projects related to the other Westside Groundwater Basin facilities, including South Sunset Well, West Sunset Well, and Golden Gate Central Well.

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

SFPUC is working on the Water System Improvement Program (WSIP), Sewer System Improvement Program (SSIP) and several Capital Improvement Programs (CIPs). The engineering workload has substantially increased and consultants are needed to meet peak workload demands for planning, engineering design and construction support services on projects. Also, this project requires special expertise in planning, engineering design, engineering support during construction, testing, commissioning, and start-up of new facilities and processes, particularly those related to groundwater treatment and water quality processes which are not available from City employees. Therefore, disapproval of this contract will deny the SFPUC staff the opportunity to work on facilities that will improve the performance and reliability of the wells and facilities which will result in an improved and efficient operation and maintenance. City staff will be utilized to lead, manage, and provide engineering and construction management support from planning to project completion through a project manager, project engineer, engineers, architects, construction inspectors, office engineer and resident engineer.

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.

Previous similar contracts include Agreement No. PRO. 0120 for Engineering Services for Sunol Valley Water Treatment Plant Long Term Taste & Odor. The PSC No. for this Agreement is PSC# 47941 18/19.

D. Will the contract(s) be renewed?

No

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

Will report back in 4 years. A project of this magnitude and complexity requires an eight-year contract. The planning phase will be two years and includes an Alternatives Analysis Report and Conceptual Engineering Report. The design phase will be two years and includes 35%, 65%, 95% and 100% design milestones with presentations at each milestone, preparation of engineer's estimates and construction schedules. The bid and award phase will be six months and includes addendum preparation, review of Question of Bid Documents (QBD's), review of bids and participation in preconstruction meetings and activities. The construction phase will be three years and 6 month, and includes construction support services, review of Requests for Information (RFI), Submittals and Requests for Substitutions, preparation of designs related to change orders or RFI's, preparation of an Operations and Maintenance (O&M) plan for the facility, and preparation of as-built Computer Aided Design (CAD) drawings.

2. Reason(s) for the Request

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

- ☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- ☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

- B. Explain the qualifying circumstances:

As stated above, this project requires specialized expertise in engineering services particularly related to the planning and design of water treatment facilities, which is not available from City employees. The specialized engineering expertise required for this project and level of resources needed is not long term.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Experienced professional architects and engineers for architectural, civil, structural, electrical, mechanical, and other specialized engineering services for the planning and design of water treatment facilities and water quality processes. The specialized engineering services include treatment processes, surge control, geotechnical investigations, fire protection, corrosion, security, communications, system integration, construction cost estimating and scheduling, operations and maintenance plans, commissioning, startup and testing, and other support services. Design support services during the construction phase are needed to review RFIs and submittals, address design changes, prepare operations and maintenance plans and as-built CAD drawings.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, drilling and other equipment for geotechnical/hazardous material investigations.

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

The department has contacted the architectural, engineering and construction management bureaus within the SF Public Utilities Commission and SF Public Works, and requested for support needed for the project. The managers have responded that City resources possess limited knowledge and experience needed to provide the specialized design and professional support services for work in water treatment and water quality processes. Also, the managers have responded that their current resources are not available to perform the work. City resources will be utilized for various scope based on availability and the project schedule. City staff

will fill the roles of project management and project engineering, architectural design, landscape design, civil design, structural design, mechanical design, and electrical design team based on availability and the project schedule.

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

A. Explain why civil service classes are not applicable.

The project requires special expertise particularly in water treatment and water quality process design, which is not available from City employees.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The specialized engineering expertise required for the project is not normally needed for projects and the level of resources needed is not long term. Adopting a new class for these specialized areas is not feasible.

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. In-house engineering staff will gain valuable knowledge and experience on this project. In addition to the knowledge transfer that will be provided as a result of working closely with the team with specialized engineering expertise, the team will also provide brown-bag presentations (one-hour each) throughout the term of the project. The target audience will be Water Enterprise, EMB, and PMB staff. Planned topics will include in-depth presentations on water treatment, water quality processes, facility operation and maintenance, and startup. These topics will benefit both the team directly assigned to the project, as well as additional engineering and technical staff across multiple departments.

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:
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@sfwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44299 - 22/23

DHR Analysis/Recommendation:

action date: 07/03/2023

Commission Approval Required

Approved by Civil Service Commission with conditions

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 47941 - 18/19)

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

Type of Service: Engineering Services for Sunol Valley Water Treatment Plant Long Term Taste & Odor (PRO.0120)

Funding Source: SFPUC Water Enterprise CIP

PSC Original Approved Amount: \$19,000,000 PSC Original Approved Duration: 10/01/19 - 10/01/26 (7 years 2 days)

PSC Mod#1 Amount: \$19,000,000 PSC Mod#1 Duration: 02/22/24-12/31/29 (3 years 13 weeks)

PSC Cumulative Amount Proposed: \$38,000,000 PSC Cumulative Duration Proposed: 10 years 13 weeks

1. Description of Work

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

SFPUC civil, structural, electrical; process, mechanical, and other specialized engineering services in the design and support during construction of a new raw water ozonation system, flocculant aid polymer system, and various needed upgrades at SFPUC's Sunol Valley Water Treatment Plant (SVWTP) to address long-term taste and odor issues and plant reliability. Major plant upgrades include new cryogenic oxygen tanks, liquid oxygen vaporizers, ozone generators, ozone injectors, an ozone contactor, an ozone building, an ozone destruct system, electrical power facilities, backup power facilities, polymer mixing skids, polymer aging tanks, transfer pumps, polymer building, associated piping/appurtenances, and associated automatic controls (I&C), modifications to various existing facilities and systems, and power generation consisting of solar panels atop the Treated Water Reservoir and nearby SVWTP facilities to offset the increased power load.

The scope also includes an upgrade to the Calaveras high voltage substation to accommodate increasing power needs brought on by the new ozonation system and various facility upgrades within the Sunol Valley and services of Technical Advisory Panels to review and provide expert opinion and recommendations during design and construction.

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

SFPUC is working on the Water System Improvement Program (WSIP), Sewer System Improvement Program (SSIP) and Capital Improvement Program (CIP). The engineering workload has substantially increased and consultants are needed to meet peak workload demands for planning, engineering design and construction support services on projects. This project requires special expertise in water treatment plant design and in particular, the raw water ozonation system, which is not available from City employees. The project is also on a tight schedule for completion due to the Hetch Hetchy shutdowns and the need to have a long-term taste and odor system in place. If these services are not available, the project will not be completed to the highest quality and meet the project schedule. There is substantially more work than can be completed with in-house engineers within the planned schedule. Also, some of the services require expertise which is not available from City employees.

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 47941 - 18/19

D. Will the contract(s) be renewed?

No.

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

A project of this magnitude and complexity requires a seven-year contract. The planning phase will be 1.5 years and includes a Conceptual Engineering Report. The design phase will be 2 years and includes 35, 65, 95 and 100% design milestones with presentations at each milestone, preparation of Civic Design Review documents, engineer's estimates and construction schedules and documents needed for the California Environmental Quality Act (CEQA)

process. The bid and award phase will be .5 years and includes addendum preparation, review of Question of Bid Documents (QBD's), review of bids and participation in preconstruction meetings and activities. The construction phase will be 2.5 years and includes construction support services, review of Requests for Information (RFI), Submittals and Requests for Substitutions, attend weekly construction meetings, attend site visits, prepare designs related to change orders or RFI's, and preparation of an Operations and Maintenance (O&M) plan for the facility. The closeout phase will be .5 years and will include review of closeout documents, preparation of as-built Computer-Aided Design (CAD) drawings and closeout reports. In the event there are design or construction delays and/or follow-up sub projects, consultant services will be needed for design and construction support work, pushing the duration past the 6-year mark.

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:

As stated in Section 1B, this project requires special expertise in water treatment plant design and the ozonation process, which is not available from City employees. The project is also on a tight schedule for completion due to the Hetch Hetchy shutdowns and need to have taste and odor control systems installed prior to the shutdowns.

B. Reason for the request for modification:

PRO.0120 is being modified to secure additional budget and schedule duration for engineering support services for the project construction phase. Since the contract began, there has been project scope and schedule changes that increased the budget and duration. A modification is needed to accommodate the changes.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Experienced professional engineers in the structural, electrical, power, process, mechanical and civil disciplines during the design and construction phases of the new raw water ozonation system, substation upgrades and SVWTP improvements are needed. Areas of specialized engineering experience are needed for the ozonation and high voltage systems. In addition, process modifications downstream of the raw water ozonation process requires expertise in water treatment design. Design support services during the construction phase are needed to review RFI's, RFS' and submittals, address design changes and prepare operations and maintenance plans and as-built CAD drawings.

B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The project requires special expertise in Ozonation and water treatment design, which is not available from City employees.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The specialized engineering expertise required for the project is not normally needed for projects and the level of resources needed is not long term. Adopting a new class for these specialized areas is not feasible.

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.
In-house engineering staff will gain valuable knowledge and experience on this project. In addition to the knowledge transfer that will be provided as a result of working closely with the award firm, the consultant will also provide brown bag lunch presentations (one-hour each) throughout the term of the project. The target audience will be Water Enterprise, EMB and PMB staff. Planned topics will include in depth presentations on treatment technologies, facility operation and start-up, BIM, and/or lessons learned. These topics will benefit both the team directly assigned to the project, as well as additional staff across multiple departments.
- 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 02/26/24, 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: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47941 - 18/19

DHR Analysis/Recommendation:

04/01/2024

Commission Approval Required

Approved by Civil Service Commission

04/01/2024 DHR Approved for 04/01/2024

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: TIS

Submitted By: Jolie Gines

Department Coordinator: Jolie Gines,
jolie.gines@sfgov.org

Project Manager: Jolie Gines

ServiceNow Number: DHRPSC0004130

Version: 0.01

Version Type: New

Brief description of proposed work: 40791 - 23/24 Microsoft Power Apps Implementation Specialist

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$2,500,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 60

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The selected contractors will report to the RPA Manager. Under general direction, the contractors will oversee the more difficult and complex aspects of the systems development cycle for Microsoft Power Apps, including needs analysis, structured systems analysis and design, feasibility analysis, technology and software assessment, project planning and management, installation, implementation and testing, conversion to production status, technical and procedural documentation.

The selected contractor will provide support for project-based works. This includes but is not limited to:

- LBE Subcontracting App for OCA

- Human Rights Commission (HRC) wants to develop a Power App application for expense tracking and approvals which would save them significant dollars and optimize their current manual workflow process.

- San Francisco LIB wants to develop an application for furniture/equipment/printers and computers, fax machines, and other devices that need inventory management. This will replace their outdated legacy Microsoft Access files application.

- The Sherriff Department would like workflows around developing arrest forms and documents that go to the government agencies to automate manual workflows using Power Apps.

- PO and requisition tracking application: This application would enable OCA to track staff workload for standalone POs and requisitions, which are a major component of their workload. With this tracking application in place, OCA will be able to be more strategic in assigning work, hiring staff, and ensuring that citywide procurement needs are met.

- New LBE goal intake application: Currently, CMD staff receive requests for LBE goals via email. This process lacks transparency and does not allow for CMD staff, CMD management, or requesting departments to have visibility into each request, its status, and the results. This new application will centralize and systematize this process so that all LBE goals are reviewed and set in a transparent and standardized manner..

- RFQ tracking application: The City does not have a way to track pools of contracts created through a Request for Qualifications (RFQ), which limits City departments' ability to work collaboratively to meet their operational needs. This new application would create a central list of pools that all City departments could utilize.

- Equipment disposal request application: OCA currently receives requests for equipment disposal from departments in a nonstandard manner. This new application will centralize and systematize this process so that all requests are reviewed and set in a transparent and standardized manner.

- New delegated department solicitation waiver application: While solicitation waivers that go through OCA are centrally received through the ServiceNow OCA Waiver application, solicitation waivers that departments have the authority to approve themselves are not centrally tracked or documented. This new application would provide tracking for these department-level waivers so that waiver justifications are properly documented per City law.

- New integrations between applications: As new applications are launched, there may be a need to integrate data between applications to reduce data entry and ensure data quality.

- New Personal Services Contract (PSC) application: The current PSC application is built in Drupal

and is no longer supported. Our goal is to bring this functionality into Microsoft Power Apps and integrate it with other contracting-related applications.

- DT Finance: Position Control – This process would download people & pay data every Monday & Reconcile data in Peoplesoft.

- DT Finance: Billing to Client departments – This project would download a report to see which City department has not approved it. Send a reminder email to them. Every Quarter. The report is in PeopleSoft and can be downloaded/Pending GL.

PLEASE SEE ATTACHED RFP FOR THE FULL SCOPE OF WORK.

Why are these services required and what are the consequences of denial?: The Power Platform is a new skill set that the City is developing, in the long run it will save money to develop in MSFT Power Platform than using expansive platforms like Salesforce or ServiceNow. If we do not hire this skill set, then the departments will outsource the project to bigger firms which will be 3 times more expensive.

Has your department contracted out these services in the last three years?: No

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: Department does not have a Commission

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:
No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: No

Q5 - Are the services required on a temporary basis or on a long-term basis?: Long-term Basis

Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: Yes

Q5a1) Why are the services required on an as-needed, intermittent and periodic basis?: The Department is attempting to hire for this position and is training internal staff to assume these roles

Q5b) Do the services require specialized expertise, knowledge experience?: Yes

Q5b1) Describe the specialized skills and expertise required to perform the services: Power Application skills to convert manual departmental process to automated process.

Q5c) Does City have classifications with the required specialized skills or expertise?: Yes

Q5c1) Identify the classifications: 1054 - IS Business Analyst-Principal

Q5c2) Does the Department have employees in these classifications?: Yes

Q5c3) Why are they not able to perform the services?: The employees do not have the skills to complete and perform the work required.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: Yes

Q5e1) Clearly describe and detail the training activities: Knowledge transfer for City Staff to complete and perform the tasks.

Q5f) Is there a plan to transition this work back to the City?: Yes

Q5f1) Describe the transition plan, including the anticipated timeline: The City hopes to transition the work while the contractor is training City employees and working side by side for City staff to assume and perform the tasks themselves.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 1044 - IS Engineer-Principal, 1064 - IS Prg Analyst-Principal

Labor Unions: 021 - Prof & Tech Eng, Local 21

Labor Union Email Addresses: L21PSCReview@ifpte21.org, ewallace@ifpte21.org, jnuti@ifpte21.org, sportillo@ifpte21.org, Kdavis, amakayan@ifpte21.org, jnuti@ifpte21.org, kpage@ifpte21.org, jharding@ifpte21.org, mweirick@ifpte21.org, Dho@ifpte21.org, Agarza@ifpte21.org

Union Review Sent On: 5/7/2024

Union Review End Date: 6/6/2024

Union Review Duration Met On: 6/7/2024

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of jolie.gines@sfgov.org
To: [Gines, Jolie \(TIS\)](#); 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; [Gines, Jolie \(TIS\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 40791 - 23/24
Date: Tuesday, May 7, 2024 5:32:54 PM

RECEIPT for Union Notification for PSC 40791 - 23/24 more than \$100k

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a request for a Personal Services Contract (PSC) 40791 - 23/24 for \$2,500,000 for Initial Request services for the period 01/01/2025 – 12/31/2030. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/22346> 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)

Attachment 5

A. Department Overview

The fundamental goal of the DT MSFT Power Apps team is to support DT and other City Departments/Agencies in their IT modernization effort by digitizing business processes to intelligently automate tasks and workflows that integrate systems, people, and data across the enterprise.

B. Project Summary

The selected contractors will report to the RPA Manager. Under general direction, the contractors will oversee the more difficult and complex aspects of the systems development cycle for Microsoft Power Apps, including needs analysis, structured systems analysis and design, feasibility analysis, technology and software assessment, project planning and management, installation, implementation and testing, conversion to production status, technical and procedural documentation.

The successful candidates must:

- A. demonstrate the ability to perform job functions independently,
- B. have a strong background in Microsoft Power Platform/RPA development,
- C. have experience and expertise with Microsoft Power Platforms.

C. Business Requirements

Due to the complexity and size of the systems/applications supported, the successful candidates must have highly specialized knowledge, abilities, skills, experience, in-depth knowledge of ITSM, ITIL best practices, and Microsoft Power Apps tools and must be able to exercise independent judgment.

D. Scope of Work

The selected contractors will provide support for project-based works. This includes but is not limited to:

- Local Business Enterprise Subcontracting App for the Office of Contract Administration.
- Developing a Power App application for Human Rights Commission expense tracking and approvals to optimize its current manual workflow process.
- Develop an application for San Francisco Public Library to manage its inventory or furniture/equipment/printers and computers, fax machines, and other devices to replace its outdated legacy Microsoft Access files application.
- Automate manual workflows for the Sheriff's Department around arrest forms and documents that go to the government agencies.
- Develop purchase order and requisition tracking application to enable the Office of Contract Administration (OCA) to track staff workload for standalone purchase orders and requisitions to enable more strategic work assigning, staff hiring, and ensuring that citywide procurement needs are met.
- Develop a new Local Business Enterprise goal intake application to replace the current email intake process used by the Contract Management Division. The new standardized process will provide transparency and allow CMD staff, CMD management, and requesting departments to have visibility into each request, its status.
- Develop a Request for Qualifications (RFQ) tracking application that will allow City to track pools of contracts created through an RFQ to better enable City departments to work collaboratively to meet their operational needs by creating a central list of pools that all City departments could utilize.
- Develop an equipment disposal request application for OCA to receives request for equipment disposal from departments in a transparent and standardized manner.
- Develop a delegated department solicitation waiver application for OCA to enable City departments to approve waivers and centrally track or document such waivers.

- Provide for integration between applications as new applications are launched to reduce data entry and ensure data quality.
- Develop a Personal Services Contract (PSC) application to replace the current PSC application that is built in Drupal and is no longer supported, bring this functionality into Microsoft Power Apps, and integrate it with other contracting-related applications.
- Develop a Position Control process to allow the Department of Technology Finance Division (DT Finance) to download people and pay data every Monday and reconcile that data in Peoplesoft.
- Develop a for process for DT Finance to billing to client departments by downloading a report in PeopleSoft to see which City department has not approved a bill and send reminder emails to them.

E. Position Duties

The Microsoft Power Apps Platform Specialists will:

- Work on and be responsible for complex software applications research, development, conversion, and installation of Microsoft Power Apps Core (Out of the Box) and Custom applications (Digitizing business processes & Task automation).
- Work with business stakeholders to troubleshoot application and integration issues
- Develop solutions for new ideas/demands and non-recurring problems by analyzing, interpreting, and evaluating various precedents and data and conduct "walkthroughs" for proposed solutions to systems problems.
- Develop related activities/phases of multiple complex projects/initiatives in parallel to successfully delivering the Power platform and its components like PowerApps, Model Driven & Canvas Apps, Power Automate.
- Lead technical development of additional module implementations within Power Platforms, including POC design, process modeling and gap analysis and mitigation.
- Serve as Microsoft Power Platform Subject Matter Expert (SME), with technical expertise including system architecture, solution design, system configuration, and security management.
- Drive Microsoft Power Platform implementations through all project phases including discovery, definition, build, test, and deploy.
- Help design the system architecture process, in partnership with the Development Team, to create, define specifications for, and implement customizations for any custom code or data migration requirements using SQL Server Reporting Services.
- Conduct end-user training and create and maintain knowledge transfer documentation.
- Develop and continue to refine Power Platform implementation standards and tools.
- Provide programming/scripting and/or reverse engineering of the following: Python, Business Rules, Script Includes, Client Scripts, MS Flow and PowerBI.
- Develop enhancements to the RPA Custom Applications and other projects.

F. Required Experience

1. Minimum Qualifications

- A minimum of 5 plus years of experience.

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: TIS

Submitted By: Jolie Gines

Department Coordinator: Jolie Gines,
jolie.gines@sfgov.org

Project Manager: Jolie Gines

ServiceNow Number: DHRPSC0004131

Version: 0.01

Version Type: New

Brief description of proposed work: 41139 - 23/24 - ServiceNow Professional Services

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$20,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 102

Funding

Funding Source: City Funds, Federal Funds, State Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The selected contractor will provide support for project-based work. This includes but not limited to:

- Personal Services Contract (PSC) application (tech marketplace transactions): This application will be a spin-off of PSC Application(which is in progress) and will be tailored to PSCs related to technology marketplace requisitions only, which Local 21 reviews through a unique business process.
- Enhancements to existing applications: Based on feedback received from users or issues reported, OCA/Gov Ops may propose updates to the system to improve data quality, usability,

etc.

- Updates to existing applications in response to changes in law or policy: When departments change business processes that impact contracting, OCA/Gov Ops determines whether changes to any ServiceNow applications are needed to implement the new process.
- New PO and requisition tracking application: This application would enable OCA to track staff workload for standalone POs and requisitions, which are a major component of their workload. With this tracking application in place, OCA will be able to be more strategic in assigning work, hiring staff, and ensuring that citywide procurement needs are met.
- Office of Contract Administration (OCA) business process automation (i.e., ServiceNow suite of OCA Waivers Custom Applications)
- City Administrator Office (ADM) ICS 214 Application
- Department of Human Resources (HRD) ServiceNow Human Resources Service Delivery Configuration/Implementation
- Enhancements to the existing suite of ServiceNow Employee Performance Management Custom Applications
- Enhancements to the existing ServiceNow Procurement Custom Application- Existing Project Enhancements
- Enhancements to the existing ServiceNow Catalog items- Existing Project Enhancements
- ServiceNow Platform upgrade

The ServiceNow contractor will:

- Work on and be responsible for complex software applications research, development, conversion, and installation of ServiceNow Core (Out of the Box) and Custom applications (Digitizing business processes & Task automation)
- Work with business stakeholders to troubleshoot application and integration issues
- Develop solutions for new ideas/demands and to non-recurring problems by analyzing, interpreting, and evaluating various precedents and data and conduct "walkthroughs" for proposed solutions to systems problems

- Develop related activities/phases of multiple complex projects/initiatives in parallel to successfully delivering ITSM/IT Business Management (ITBM) and custom solutions to achieve organizational goals and improve efficiencies

- Lead technical development of additional module implementations within ServiceNow, including POC design, process modeling and gap analysis and mitigation

- Provide programming/scripting and/or reverse engineering of the following:

- o Angular JS/HTML/CSS/AJAX

- o Client Side and Server-Side Scripting

- o Business Rules, Script Includes, Client Scripts, UI Actions, Scheduled Jobs, ACLs, UI Scripts

Why are these services required and what are the consequences of denial?: The City Departments have individually made professional services request through the Technology Marketplace to upgrade and enhance their ServiceNow platforms. This agreement will consolidate the City's collective effort for these services which are needed notably for the Civil Service Commission's Personal Services Database, the GovOps Team's Law/Policies, consolidating and enhancing the Human Resources Platforms for the Department of Human Resources, Airport and Public Utilities Commission, and other departmental upgrade and enhancements.

Has your department contracted out these services in the last three years?: No

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: Department does not have a Commission

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:

No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: No

Q5 - Are the services required on a temporary basis or on a long-term basis?: Long-term Basis

Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: Yes

Q5a1) Why are the services required on an as-needed, intermittent and periodic basis?: The City has attempted to hire for this position in the past. The City advertised for this position and

there were limited qualified potential candidate to interview.

Q5b) Do the services require specialized expertise, knowledge experience?: Yes

Q5b1) Describe the specialized skills and expertise required to perform the services: The work requires a seasoned programmer who can work as both a business analyst as well as program the platform to the desired workflow outcome.

Q5c) Does City have classifications with the required specialized skills or expertise?: Yes

Q5c1) Identify the classifications: 1054 - IS Business Analyst-Principal

Q5c2) Does the Department have employees in these classifications?: Yes

Q5c3) Why are they not able to perform the services?: The department is seeking additional assistance to complete the vast work requested by City Departments including OCA, SFGovOps, DHR, PD, etc.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: No

Q5e1) Explain why training of City employees is not required: City Staff is also completing the work. This request is to augment City staff until the open position is filled.

Q5f) Is there a plan to transition this work back to the City?: Yes

Q5f1) Describe the transition plan, including the anticipated timeline: The City hopes to hire for this position within a year.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 1044 - IS Engineer-Principal, 1064 - IS Prg Analyst-Principal

Labor Unions: 021 - Prof & Tech Eng, Local 21

Labor Union Email Addresses: L21PSCReview@ifpte21.org, ewallace@ifpte21.org, jnuti@ifpte21.org, sportillo@ifpte21.org, Kdavis, amakayan@ifpte21.org, jnuti@ifpte21.org, kpage@ifpte21.org, jharding@ifpte21.org, mweirick@ifpte21.org, Dho@ifpte21.org, Agarza@ifpte21.org

Union Review Sent On: 5/17/2024

Union Review End Date: 6/16/2024

Union Review Duration Met On: 6/17/2024

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of jolie.gines@sfgov.org
Sent: Friday, May 17, 2024 11:39 AM
To: Gines, Jolie (TIS); jnuti@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; ewallace@ifpte21.org; Laxamana, Junko (DBI); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; Kristen Schumacher; l21pscreview@ifpte21.org; Gines, Jolie (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41139 - 23/24

RECEIPT for Union Notification for PSC 41139 - 23/24 more than \$100k

The Dept Title -- Dept has submitted a request for a Personal Services Contract (PSC) 41139 - 23/24 for \$20,000,000 for Initial Request services for the period 07/01/2024 – 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 and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/22405> 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

Modification

Personal Services Contracts

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: PUC

Submitted By: Shawndrea Hale

Department Coordinator: Shawndrea Hale,
SHale@sfgwater.org

Project Manager: Shawndrea Hale

ServiceNow Number: DHRPSC0004170

Version: 1.01

Version Type: Amendment

Legacy PSC #: 46235-19/20

Brief description of proposed work: 46235-19/20 - As-Needed Analytical Laboratory Services (PRO.0165)

Reason for the Request for Amendment: The PSC Duration and Amount is to be modified. This modification is an extension of the original PSC#46235 - 19/20.

The PUC must have an as-needed laboratory services contract to support/supplement our in-house laboratory. There are some tests which only occur a few times per year that require very expensive instruments. Those tests require laboratory accreditations and analytical techniques that our in-house laboratory does not have the expertise. Having the laboratory services available to accommodate out-of-service instrument or increased sample load is equally important. In addition, if there was ever an emergency which required specialized testing or inhibited the ability of our laboratory to analyze samples, the contract for as-needed laboratory support services would be essential.

There are a very limited number of laboratories that can perform specialized testing required by the SFPUC. The Contractor must be capable to provide laboratory testing of drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, water and wastewater treatment chemicals, biosolids, and biota (tissues). It is advantageous for the PUC to extend with the Contractor because 1) they can provide the encompassing testing for all the matrices, 2) they are current with federal and state regulations and the associated instrument technology such as PFAS and microplastics, and 3) a leader in Contaminants of Emerging Concern in response to climate change such as nutrients/contaminants related to wildfire and algal toxins.

The PUC needs to provide quick-response laboratory analysis for specialized sample testing during water quality emergencies that the WQD does not have the capability and/or capacity to perform. It is also critical to maintain backup testing capabilities in the event of WQD laboratory equipment failures.

Staff's recommendation is to extend the current contract to ensure continuity of service to meet regulatory compliance requirements with the California State Water Resources Control Board (SWRCB) and other regulatory agencies.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Duration

Amount

Previously Approved Amount: \$5,000,000

Increase Amount: \$1,800,000

Why are you requesting the PSC amount to be increased?: The PSC Duration and Amount is to be modified. This modification is an extension of the original PSC#46235 - 19/20.

The PUC must have an as-needed laboratory services contract to support/supplement our in-house laboratory. There are some tests which only occur a few times per year that require very expensive instruments. Those tests require laboratory accreditations and analytical techniques that our in-house laboratory does not have the expertise. Having the laboratory services available to accommodate out-of-service instrument or increased sample load is equally important. In addition, if there was ever an emergency which required specialized testing or inhibited the ability of our laboratory to analyze samples, the contract for as-needed laboratory support services would be essential.

There are a very limited number of laboratories that can perform specialized testing required by the SFPUC. The Contractor must be capable to provide laboratory testing of drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, water and wastewater treatment chemicals, biosolids, and biota (tissues). It is advantageous for the PUC to extend with the Contractor because 1) they can provide the encompassing testing for all the matrices, 2) they are current with federal and state regulations and the associated instrument technology such as PFAS and microplastics, and 3) a leader in Contaminants of Emerging Concern in response to climate change such as nutrients/contaminants related to wildfire and algal toxins.

The PUC needs to provide quick-response laboratory analysis for specialized sample testing during water quality emergencies that the WQD does not have the capability and/or capacity to perform. It is also critical to maintain backup testing capabilities in the event of WQD laboratory equipment failures.

Staff's recommendation is to extend the current contract to ensure continuity of service to meet regulatory compliance requirements with the California State Water Resources Control Board (SWRCB) and other regulatory agencies.

Total Amended Amount: \$6,800,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 61

Post Union Notification

Duration Increase (months): 44

Why are you requesting the PSC duration to be increased: The PSC Duration and Amount is to be modified. This modification is an extension of the original PSC#46235 - 19/20.

The PUC must have an as-needed laboratory services contract to support/supplement our in-house laboratory. There are some tests which only occur a few times per year that require very expensive instruments. Those tests require laboratory accreditations and analytical techniques that our in-house laboratory does not have the expertise. Having the laboratory services available to accommodate out-of-service instrument or increased sample load is equally important. In addition, if there was ever an emergency which required specialized testing or inhibited the ability of our laboratory to analyze samples, the contract for as-needed laboratory support services would be essential.

There are a very limited number of laboratories that can perform specialized testing required by the SFPUC. The Contractor must be capable to provide laboratory testing of drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, water and wastewater treatment chemicals, biosolids, and biota (tissues). It is advantageous for the PUC to extend with the Contractor because 1) they can provide the encompassing testing for all the matrices, 2) they are current with federal and state regulations and the associated instrument technology such as PFAS and microplastics, and 3) a leader in Contaminants of Emerging Concern in response to climate change such as nutrients/contaminants related to wildfire and algal toxins.

The PUC needs to provide quick-response laboratory analysis for specialized sample testing during water quality emergencies that the WQD does not have the capability and/or capacity to perform. It is also critical to maintain backup testing capabilities in the event of WQD laboratory equipment failures.

Staff's recommendation is to extend the current contract to ensure continuity of service to meet regulatory compliance requirements with the California State Water Resources Control Board (SWRCB) and other regulatory agencies.

Total Amended Duration (months): 105

First Contract Start Date: 6/18/2020

PSC Duration End Date: 3/18/2029

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Are you making substantive changes to the scope of work last approved?: No

Clearly describe scope and detail the services to be performed: The proposed work includes

laboratory analytical testing of drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, water and wastewater treatment chemicals, biosolids, and biota (tissue).

An as-needed laboratory service is required to provide sample laboratory analysis for: 1) specialized sample testing that Water Quality Division (WQD) does not have the capability and/or capacity to perform; 2) additional capacity and specialized testing during water quality emergencies; 3) backup testing capabilities required for WQD laboratory equipment failures.

Why are these services required and what are the consequences of denial?: As-Needed Analytical Laboratory Services are necessary to ensure the WQD capability for meeting all analytical testing required for regulatory compliance analytical testing under the Safe Drinking Water Act (SDWA), the Clean Water Act (CWA) and associated permits, Resource Conservation and Recovery Act (RCRA), and to provide process control analytical testing for associated water and wastewater operations. Denial of these services may result in fines due to the failure of the San Francisco Public Utilities Commission (PUC) to meet regulatory compliance requirements with the California State Water Resources Control Board (SWRCB) and other regulatory agencies.

Has your department contracted out these services in the last three years?: No

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: Yes

Provide details related to contracts for which dept comm approval required: Cumulative extensions of time greater than 50%

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Has your response to Q1 changed?: No

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?: No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: Yes

Q4a) What facilities or equipment does the City lack that contractor possesses?: Yes.

Contractor has advanced analytical instrumentation. These instrumentation/techniques include HR-GC/MS, GC/MS/MS, LC/MS/MS, HPLC, ICP-MS/MS, FTIR, RS and radionuclide detectors to test for select Title 22 constituents, Dioxin, UCMR, PFAS, Microplastic, PCB Congeners, Pharmaceuticals and Personal Care Products (PPCPs), Hormones and Radiochemistry analyses.

Does the dept plan to acquire the facilities/equipment to perform the services?: No

Explain why: No, the work is intermittent and as-needed so it not practical to acquire the facilities/equipment to perform the services.

Additional information to support your request (Optional):

Union Notifications

Have the Job Classes/Labor Unions changed?:

Job Class(es): 2487 - Chemist III, 2488 - Supv Chemist

Labor Unions: 021 - Prof & Tech Eng, Local 21

Labor Union Email Addresses: L21PSCReview@ifpte21.org, ewallace@ifpte21.org, jnuti@ifpte21.org, sportillo@ifpte21.orgKdavis, amakayan@ifpte21.org, jnuti@ifpte21.org, kpage@ifpte21.org, jharding@ifpte21.org, mweirick@ifpte21.org, Dho@ifpte21.org, Agarza@ifpte21.org

Union Review Sent On: 6/6/2024

Union Review End Date: 6/13/2024

Union Review Duration Met On: 6/13/2024

Receipt of Union Notification(s)

From: dhrrpscordinator@sfgov.org on behalf of shale@sfgov.org
To: Hale, Shawndrea M.; junko.laxamana@sfgov.org; 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.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; L21PSCReview@ifpte21.org; dhrrpscordinator@sfgov.org
Subject: Receipt of Modification Request to PSC # 46235 - 19/20 - MODIFICATIONS
Date: Thursday, June 6, 2024 3:01:40 PM

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PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$1,800,000 for services for the period June 6, 2024 – March 21, 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:

[https://urldefense.com/v3/_http://apps.sfgov.org/dhrrupal/node/17387_!!NCYPjq8!4s_qMgQ7nLFT2nm00NyaOYRi9j1rM6kwsYfhABnw8KTwiqYbtxfup3fGftqCeUk_ZOix4F3g5Onl\\$](https://urldefense.com/v3/_http://apps.sfgov.org/dhrrupal/node/17387_!!NCYPjq8!4s_qMgQ7nLFT2nm00NyaOYRi9j1rM6kwsYfhABnw8KTwiqYbtxfup3fGftqCeUk_ZOix4F3g5Onl$)

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.org 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: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 46235 - 19/20)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: As-Needed Analytical Laboratory Services (PRO.0165)Funding Source: Water and Wastewater Operating BudgetsPSC Original Approved Amount: \$5,000,000PSC Original Approved Duration: 03/01/20 - 03/01/25 (5 years 1 day)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 03/01/25-03/31/25 (4 weeks 1 day)PSC Cumulative Amount Proposed: \$5,000,000PSC Cumulative Duration Proposed: 5 years 4 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The proposed work includes laboratory analytical testing of drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, water and wastewater treatment chemicals, biosolids, and biota (tissue).

An as-needed laboratory service is required to provide sample laboratory analysis for: 1) specialized sample testing that Water Quality Division (WQD) does not have the capability and/or capacity to perform; 2) additional capacity and specialized testing during water quality emergencies; 3) backup testing capabilities required for WQD laboratory equipment failures.

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

As-Needed Analytical Laboratory Services are necessary to ensure the WQD capability for meeting all analytical testing required for regulatory compliance analytical testing under the Safe Drinking Water Act (SDWA), the Clean Water Act (CWA) and associated permits, Resource Conservation and Recovery Act (RCRA), and to provide process control analytical testing for associated water and wastewater operations. Denial of these services may result in fines due to the failure of the San Francisco Public Utilities Commission (PUC) to meet regulatory compliance requirements with the California State Water Resources Control Board (SWRCB) and other regulatory agencies.

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

Services have been provided in the past through earlier PSC request. See 46235 - 19/20

D. Will the contract(s) be renewed?

No.

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

The PUC will always have a need to contract out as-needed laboratory services to support our in-house laboratory. There are some tests that require very expensive instruments, which only occur a few times per year. Having the laboratory services available to accommodate increased sample load is important. In addition, if there was ever an emergency which inhibited the ability of our laboratory to analyze samples, the contract for as-needed laboratory support services would be essential.

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:

An outside laboratory is required to supplement the capability to process regulatory compliance samples for testing on an as needed basis and when the capacity of WQD laboratories is exceeded.

- B. Reason for the request for modification:

The PSC needs to be updated to match the actual contract dates.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The primary role of the laboratory services contractor will be to provide reference laboratory testing of drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, water and wastewater treatment chemicals, biosolids, and biota (tissues). Contractor must be SWRCB's Environmental Laboratory Accreditation Program (ELAP) certified for the requested analytical methods and have the ability to meet reporting limits and turnaround time. Dioxin, Unregulated Contaminant Monitoring Rule (UCMR), Per- and polyfluoroalkyl substances (PFAS), Microplastic, Polychlorinated biphenyls (PCB) Congeners, Pharmaceuticals and Personal Care Products (PPCPs), Hormones, and Radiochemistry analyses require specialized training, expertise, facilities, and instrumentation/techniques such as High Resolution Gas Chromatography- Mass Spectrometry (HR-GC/MS), Gas Chromatography - Tandem Mass Spectrometry (GC/MS/MS), Liquid Chromatography - Tandem Mass Spectrometry (LC/MS/MS), High Performance Liquid Chromatography (HPLC), Inductively Coupled Plasma - Tandem Mass Spectrometry (ICP-MS/MS), Fourier-Transform Infrared Spectroscopy (FTIR), Raman Spectroscopy (RS) and radiation measurement instruments (Gross Alpha, Gross Beta, Gamma Spectroscopy) that are not present within WQD Laboratories.

- B. Which, if any, civil service class(es) normally perform(s) this work? 2487, Chemist III; 2488, Supv Chemist;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor has advanced analytical instrumentation. These instrumentation/techniques include HR-GC/MS, GC/MS/MS, LC/MS/MS, HPLC, ICP-MS/MS, FTIR, RS and radionuclide detectors to test for select Title 22 constituents, Dioxin, UCMR, PFAS, Microplastic, PCB Congeners, Pharmaceuticals and Personal Care Products (PPCPs), Hormones and Radiochemistry analyses.

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

Not Applicable

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

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

Civil service chemists can perform many of the routine analyses; however, many of the requested analyses such as Dioxin, UCMR, PFAS, Microplastic, PCB Congeners, Pharmaceuticals and Personal Care Products (PPCPs), Hormones and Radiochemistry analyses require specialized training, expertise, facilities, and instrumentation/techniques that are not present within WQD Laboratories.

- 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 is not practical because the work is intermittent and as-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.

Not applicable. The contractor will provide laboratory analytical testing, but will not train City and County 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 10/08/21, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

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

Address: 525 Golden Gate Avenue 8th floor, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46235 - 19/20

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 10/19/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: As-Needed Analytical Laboratory Services (PRO.0165)

Funding Source: Water and Wastewater Operating Budgets

PSC Amount: \$5,000,000

PSC Est. Start Date: 03/01/2020

PSC Est. End Date 03/01/2025

1. Description of Work

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

The proposed work includes laboratory analytical testing of drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, water and wastewater treatment chemicals, biosolids, and biota (tissue).

An as-needed laboratory service is required to provide sample laboratory analysis for: 1) specialized sample testing that Water Quality Division (WQD) does not have the capability and/or capacity to perform; 2) additional capacity and specialized testing during water quality emergencies; 3) backup testing capabilities required for WQD laboratory equipment failures.

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

As-Needed Analytical Laboratory Services are necessary to ensure the WQD capability for meeting all analytical testing required for regulatory compliance analytical testing under the Safe Drinking Water Act (SDWA), the Clean Water Act (CWA) and associated permits, Resource Conservation and Recovery Act (RCRA), and to provide process control analytical testing for associated water and wastewater operations. Denial of these services may result in fines due to the failure of the San Francisco Public Utilities Commission (PUC) to meet regulatory compliance requirements with the California State Water Resources Control Board (SWRCB) and other regulatory agencies.

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

This service is currently provided as PUC.PRO.0001 As-Needed Laboratory Analytical Services for drinking water and wastewater characterization and additional as needed specialized testing capabilities. The existing PSC is PSC# 4085-07/08 which expires on 3/20/2020 and needs to be renewed.

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 PUC will always have a need to contract out as-needed laboratory services to support our in-house laboratory. There are some tests that require very expensive instruments, which only occur a few times per year. Having the laboratory services available to accommodate increased sample load is important. In addition, if there was ever an emergency which inhibited the ability of our laboratory to analyze samples, the contract for as-needed laboratory support services would be essential.

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:

An outside laboratory is required to supplement the capability to process regulatory compliance samples for testing on an as needed basis and when the capacity of WQD laboratories is exceeded.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The primary role of the laboratory services contractor will be to provide reference laboratory testing of drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, water and wastewater treatment chemicals, biosolids, and biota (tissues). Contractor must be SWRCB's Environmental Laboratory Accreditation Program (ELAP) certified for the requested analytical methods and have the ability to meet reporting limits and turnaround time. Dioxin, Unregulated Contaminant Monitoring Rule (UCMR), Per- and polyfluoroalkyl substances (PFAS), Microplastic, Polychlorinated biphenyls (PCB) Congeners, Pharmaceuticals and Personal Care Products (PPCPs), Hormones, and Radiochemistry analyses require specialized training, expertise, facilities, and instrumentation/techniques such as High Resolution Gas Chromatography- Mass Spectrometry (HR-GC/MS), Gas Chromatography - Tandem Mass Spectrometry (GC/MS/MS), Liquid Chromatography - Tandem Mass Spectrometry (LC/MS/MS), High Performance Liquid Chromatography (HPLC), Inductively Coupled Plasma - Tandem Mass Spectrometry (ICP-MS/MS), Fourier-Transform Infrared Spectroscopy (FTIR), Raman Spectroscopy (RS) and radiation measurement instruments (Gross Alpha, Gross Beta, Gamma Spectroscopy) that are not present within WQD Laboratories.

B. Which, if any, civil service class(es) normally perform(s) this work? 2487, Chemist III; 2488, Supv Chemist;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor has advanced analytical instrumentation. These instrumentation/techniques include HR-GC/MS, GC/MS/MS, LC/MS/MS, HPLC, ICP-MS/MS, FTIR, RS and radionuclide detectors to test for select Title 22 constituents, Dioxin, UCMR, PFAS, Microplastic, PCB Congeners, Pharmaceuticals and Personal Care Products (PPCPs), Hormones and Radiochemistry analyses.

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

Not applicable. There is no other Environmental Laboratory Accreditation Program (ELAP) certified laboratory in the vicinity that is capable of performing the work other than our own WQD laboratory.

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

A. Explain why civil service classes are not applicable.

Civil service chemists can perform many of the routine analyses; however, many of the requested analyses such as Dioxin, UCMR, PFAS, Microplastic, PCB Congeners, Pharmaceuticals and Personal Care Products (PPCPs), Hormones and Radiochemistry analyses require specialized training, expertise, facilities, and instrumentation/techniques that are not present within WQD Laboratories.

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 is not practical because the work is intermittent and as-needed.

6. Additional Information

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. Not applicable. The contractor will provide laboratory analytical testing, but will not train City and County 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 09/23/2019, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfwater.org

Address: 525 Golden Gate Avenue 8th floor San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46235 - 19/20

DHR Analysis/Recommendation:

action date: 11/18/2019

Commission Approval Required

Approved by Civil Service Commission

11/18/2019 DHR Approved for 11/18/2019