



# 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: September 16<sup>th</sup>, 2024
3. Check One:            ☒ 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-22 (11/97)

<b><u>CSC RECEIPT STAMP</u></b>

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**PSC Requests Scheduled for  
September 16, 2024**

PSC	Department	Type of Approval	New Amount	Cumulative Amount	Short Description	New Duration	Cumulative Duration
DHRPSC0004091 v 0.01	ADM	New	\$1,000,000	\$1,000,000	Uniform and Garment Fitting, Alteration, and Ancillary Services	84 months	84 months
DHRPSC0004257 v 0.01	ADM	New	\$5,000,000	\$5,000,000	As-needed Audio-Visual System Maintenance Services	60 months	60 months
DHRPSC0004157 v 0.01	AIR	New	\$15,000,000	\$15,000,000	49571 - 23/24 - International Terminal Equipment Maintenance and Operating Support	60 months	60 months
DHRPSC0004338 v 0.01	DEM	New	\$300,000	\$300,000	Maintenance and updates of proprietary medical devices for EMSA	120 months	120 months
DHRPSC0004523 v 0.01	DPH	New	\$2,400,000	\$2,400,000	45924 - 23/24 Vaccination and Test Kit Distribution	48 months	48 months
DHRPSC0001018 v 0.01	DPW	New	\$4,000,000	\$4,000,000	As Needed Acoustical Engineering Consulting Services	84 months	84 months
DHRPSC0004155 v 0.01	JUV	New	\$300,000	\$300,000	46536 - 23/24 - Document Translation Services	39 months	39 months
DHRPSC0004316 v 0.01	MYR	New	\$2,355,000	\$2,355,000	Federal Lobbyist Services	60 months	60 months
DHRPSC0004183 v 0.01	POL	New	\$4,000,000	\$4,000,000	The SFPD is procuring mobile data computers and mobile printers for patrol vehicles which requires installation services	36 months	36 months
DHRPSC0004195 v 1.01	DPH	Amendment	\$8,440,519	\$9,240,519	Specialized Services in Support of Substance Use Disorder Programs and Research	11 months	65 months
DHRPSC0003594 v 1.01	PUC	Amendment	\$10,000,000	\$24,000,000	Engineering Services for Transmission Pipelines (PRO.0168)	0 months	96 months
DHRPSC0003857 v 1.01	PUC	Amendment	\$2,589,000	\$4,589,000	Repairs, Inspections, and Services on Flygt Pumps and Motor Assemblies	48 months	84 months
		Total	\$55,384,519	\$72,184,519			



# Personal Service Contract Summary (PSC Form 1)

## PSC Basic Information

**Submitting Department:** ADM

**Submitted By:** Adrian Briones

**Department Coordinator:** Lynn Khaw,  
lynn.khaw@sfgov.org

**Project Manager:** Florence Kyaun

**ServiceNow Number:** DHRPSC0004091

**Version:** 0.01

**Version Type:** New

**Brief description of proposed work:** Uniform and Garment Fitting, Alteration, and Ancillary Services

## Review Type and Reason

**CSC Review Required:** Yes

**CSC Review Reason(s):**

- Requires CSC Approval by Amount

## Amount

**PSC Amount:** \$1,000,000

**Does contract include items other than services?:** Yes

- Commodities & Equipment: \$15,000,000

## Duration

**Is PSC by Duration or Continuing:** Duration

**PSC Duration (Months):** 84

## 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 services are for uniform and garment fittings, alterations, and ancillary services such as measurements, fittings, hemming, patching, embroidery, and logo silk-screening and lamination.

These service components are part of the \$10MM Citywide Uniforms Term Contract for the San Francisco Police Department (SFPD), San Francisco Fire Department (SFFD), San Francisco Sheriff's Department (SHERIFF), and other City departments. The City identifies the manufacturer with no substitute. In order to preserve the manufacturer's warranty, the City is required to use the vendor's authorized tailor to customize the uniforms and garments.

## Post Union Notification

**Why are these services required and what are the consequences of denial?:** These services are necessary to ensure that the uniforms and garments purchased for City staff fit properly and display the appropriate patches or other insignia and are customized as required by a department's uniform policy and/or the employee's labor union. For example, SFPD, SFFD, and SHERIFF all require special patches, chevrons, embroidery, silk screening logo application, lamination logo application, and other insignia to indicate ranking and department. Failure to provide these services will lead to City staff not having uniforms that comply with a department's uniform policy and/or the employee's labor union.

**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?:** The manufacturer and distributor requires these services to ensure that uniforms are consistently tailored and customized to meet department standards. If City personnel do their own fittings and alterations, and the vendor will not be responsible for any uniform or garment that does not comply with the department's uniform policy and/or the employee's labor union. These services are provided on an as-needed, intermittent, or periodic basis, specifically when uniforms, garments, and accessories are ordered by the department. These services require resources that the City does not have, including special sewing equipment, embroidery machinery, patch machinery, fabric cutting tools, silk screening logo application machinery, lamination logo application machinery, and a facility for multiple group fittings/measurements, as well as a large workspace to perform alterations for high volume orders.

## 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:** Yes

**Provide details related to contracts for which BOS approval will be required?:** One or more of the awarded contracts will likely be for amounts greater than \$10MM thereby requiring Board of Supervisors approval. However, the bulk of the contract value will be for the actual uniforms and garments, not the services for which PSC approval is being requested.

## 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?:** Special equipment for sewing, embroidery machinery, patch machinery, fabric cutting, silk screening logo application machinery, lamination logo application machinery, facilities for multiple group fittings/measurements, and a large workspace to perform alterations for high-volume orders.

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

**Explain why:** The manufacturer and distributor require these services to ensure that uniforms are consistently tailored to meet department standards. If City personnel perform their own fittings and alterations, the vendor will not be responsible for any uniform or garment that does not comply with the department's uniform policy and/or the employee's labor union. These services are provided on an as-needed, intermittent, or periodic basis, specifically when uniforms, garments, and accessories are ordered by the department. These services require resources that the City does not have, including special sewing equipment, embroidery machinery, patch machinery, fabric cutting tools, silk screening logo application machinery, lamination logo application machinery, and a facility for multiple group fittings/measurements, as well as a large workspace to perform alterations for high volume orders.

**Additional information to support your request (Optional):**

**Union Notifications**

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

**Labor Unions:** No Union Selected -

**Labor Union Email Addresses:** pmendeziamaw@comcast.net, dvickers@iam1414.org, mfinnegan@ibt856.org, administration@sffdlocal798.org, larryjr@ualocal38.org, president@twusf.org, WOrellana@opcmialocal300.org, Union21@ifpte21.org, L21pscreview@ifpte21.org, SF-DHR-Info@seiu1021.org, President@sanfranciscodsa.com, ibew6@ibew6.org, staff@sfmea.com, local22publicsector@nccrc.org, mleach@ibt856.org, laborers261@gmail.com, president@twusf.org, jb@local16.org, local22publicsector@nccrc.org, john.lenny@sfgov.org, cityworker@sfcwu.org, local200twu@sbcglobal.net, staff@sfmea.com, tracym@sfpoa.org, joshv@smw104.org, administration@sffdlocal798.org, SF-DHR-Info@seiu1021.org, anthony@dc16.us, charlie@local377.com, mbeauchamp@oe3.org, ccarr@oe3.org, uapd@uapd.com, pfinn@ibt856.org, mleach@ibt856.org, plangrooferslocal40@gmail.com, laborers261@gmail.com, nick@dc16.us, SF-DHR-Info@seiu1021.org, epeterson@cirseiu.org, lvega@nccrc.org, president@twusf.org, SF-DHR-Info@seiu1021.org, SF-DHR-Info@seiu1021.org, uapd@uapd.com, mleach@ibt856.org, cpark@local39.org, sfdpoa@icloud.com, b.rod07@yahoo.com, SF-DHR-Info@seiu1021.org, Union21@ifpte21.org, president@twusf.org, president@sfsheriffsmsa.org, cjohnson@bac3-ca.org, mhenneberry@teamsters853.org, staff@sfmea.com, local22publicsector@nccrc.org

**Union Review Sent On:** 8/7/2024

**Union Review End Date:** 8/14/2024

**Union Review Duration Met On:** 8/14/2024

# List of Previously Approved Contracts for Similar Services (Measured 3 years from the PSC Subm

**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.

Dept Acronym:	OCA
Dept Name:	Office of Contract Admin
PSC Coordinator Name:	Lynn Khaw
PSC Coordinator Email:	Khaw, Lynn (ADM) <lynn.khaw@sfgov.org>
PSC ServiceNow Record Number:	DHRPSC0004091

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
1000019014	9/1/2020	8/31/2025	\$ 9,500,000	PSC was not obtained because the services were included in the garment pricing. These were mostly commodity purchases and the services not separated.	Uniform apparel, footwear, law enforcement gear, duty gear, personal equipment, first responder gear, and alterations services.
1000019015	9/1/2020	8/31/2025	\$ 9,500,000	PSC was not obtained because the services were included in the garment pricing. These were mostly commodity purchases and the services not separated.	Uniforms, workwear, protective gear, and alteration services
1000017702	5/1/2020	10/31/2024	\$ 5,000,000	PSC was not obtained because the services were included in the garment pricing. These were mostly commodity purchases and the services not separated.	San Francisco Police Department Public Safety Uniforms, Accessories & Equipment, with alteration services.
1000017717	5/1/2020	10/31/2024	\$ 5,000,000	PSC was not obtained because the services were included in the garment pricing. These were mostly commodity purchases and the services not separated.	San Francisco Sheriff Department Public Safety Uniforms, Accessories & Equipment, with alteration services.

# Personal Service Contract Summary (PSC Form 1)

## PSC Basic Information

**Submitting Department:** ADM

**Submitted By:** Victoria Falcon

**Department Coordinator:** Lynn Khaw,  
lynn.khaw@sfgov.org

**Project Manager:** Victoria Falcon

**ServiceNow Number:** DHRPSC0004257

**Version:** 0.01

**Version Type:** New

**Brief description of proposed work:** As-needed Audio-Visual System Maintenance Services

## Review Type and Reason

**CSC Review Required:** Yes

**CSC Review Reason(s):**

- Requires CSC Approval by Amount

## Amount

**PSC Amount:** \$5,000,000

**Does contract include items other than services?:** Yes

- Commodities & Equipment: \$100,000

## 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:** Services are for as-needed, preventative, annual, and emergency maintenance services for existing audiovisual systems (AV) in City Hall and other City buildings. These systems are connected through standard or customized hardware and software configurations. As a part of the contract, the contractor will perform systems maintenance services including, but not limited to, software and firmware. The contractor will service the existing systems and/or supply replacement equipment installations. The contractor may be required to install new audiovisual systems. These services are primarily for the Real Estate Division but will also be available to any other City departments that may be in need of the same services.

**Why are these services required and what are the consequences of denial?:** The consequences of denial would be that the aging City AV systems would not be maintained or improved. Without a contract in place, the City could experience significant setbacks in productivity and operationality. Earlier this year, City Hall's AV system experienced a significant control and data transmission failure that immediately prevented City Hall staff from being able to hold and broadcast public hearings as mandated by the Brown Act and Sunshine Ordinance. This limited access to the legislative process. Additionally, the City's transition to a hybrid work model and a telecommuting environment has led to an increasing demand for meeting and conference rooms outfitted with AV systems that are connected to remote meeting software and hardware. AV failures would impact City departments' ability to meet compliance obligations, perform required training, and hold meetings between onsite staff and remote workers/vendors. Malfunctioning systems would prevent the City from fulfilling our diverse business needs and also limit the City's ability to serve and connect with members of the public.

**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?:** Yes

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

Services are required when equipment breakdown and it is unpredictable.

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

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

Contractors must have comprehensive concept-to-completion experience in the development, installation, maintenance, and design of audiovisual systems similar to the systems the City owns. Contractors must also have certified onsite technicians who are able to engage with localized customizations, which were created during the original installation projects. Contractors must have Crestron Platinum and QSC Qsys Level 2 certified programmers on staff to service the more advanced portions of the City's AV portfolio. The scope of many of the City's original AV projects calls for site-specific knowledge of highly sophisticated AV systems which are exclusive to the

City and County of San Francisco. Contractors must have experience with reverse engineering bespoke systems in order to execute maintenance and upgrade requirements. Contractors should have experience working on customized audiovisual systems for government agencies with a variety of buildings and structures ranging from historically preserved landmark buildings to those newly constructed.

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

**Q5c1) Identify the classifications:** 1781 - Media/Security Syst Supv, 1042 - IS Engineer-Journey, 1093 - IT Operations Support Admn III, 1071 - IS Manager, 1777 - Media/Security Sys Spec, 1044 - IS Engineer-Principal, 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 Real Estate Division and other departments depend on initial troubleshooting support provided by City Media and Security Services or IT groups. However, City staff do not have the ability to provide the high-level maintenance services required. City staff also do not possess the required certifications.

**Q5d) Will contractor directly supervise City employees?:** No

**Q5e) Will contractor train City employees?:** Yes

**Q5e1) Clearly describe and detail the training activities:** The training is only to teach City staff how to operate and troubleshoot the systems and equipment. It doesn't include training on how to maintain or conduct a comprehensive installation of equipment & systems.

**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 is not cost-effective to expend funds to train City employees for these as-needed services.

**Additional information to support your request (Optional):** This is a replacement of an approved PSC #46581-22/23, which was approved by CSC on 1/25/2023, attached.

Unfortunately, the prior approved PSC expired before a contract could be executed. There are no changes in the scope of services.

## Union Notifications

**Job Class(es):** 1781 - Media/Security Syst Supv, 1042 - IS Engineer-Journey, 1093 - IT Operations Support Admn III, 1071 - IS Manager, 1777 - Media/Security Sys Spec, 1044 - IS Engineer-Principal, 1054 - IS Business Analyst-Principal

**Labor Unions:** 021 - Prof & Tech Eng, Local 21, 016 - Theatrical Stage Emp, Local 16, 351 - Municipal Exec Assoc-Misc

**Labor Union Email Addresses:** L21pscreview@ifpte21.org, jb@local16.org, sal@local16.org, staff@sfmea.com, Christina@sfmea.com, Criss@SFMEA.com, Amit@sfmea.com

**Union Review Sent On:** 7/19/2024

**Union Review End Date:** 8/18/2024

**Union Review Duration Met On:** 8/18/2024

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: As-Needed Audio-Visual System Maintenance Services

Funding Source: General Fund

PSC Duration: 5 years

PSC Amount: \$3,250,000

**1. Description of Work**

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

Services are for as-needed, preventative, annual, and emergency maintenance services for existing audiovisual systems (AV) in City Hall and other City buildings. These systems are connected through standard or customized hardware and software configurations. As a part of the contract, the Contractor will perform systems maintenance services including, but not limited to, software and firmware. The Contractor will service the existing systems and/or supply replacement equipment installations. The Contractor may be required to install new audiovisual systems. These services are primarily for the Real Estate Division but will also be available to any other City departments that may be in need of the same services.

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

The consequences of denial would be that the aging City AV systems would not be maintained or improved. Without a contract in place, the City could experience significant setbacks in productivity and operationality. Earlier this year, City Hall's AV system experienced a significant control and data transmission failure that immediately prevented City Hall staff from being able to hold and broadcast public hearings as mandated by the Brown Act and Sunshine Ordinance. This limited access to the legislative process. Additionally, the City's transition to a hybrid work model and a telecommuting environment has led to an increasing demand for meeting and conference rooms outfitted with AV systems that are connected to remote meeting software and hardware. AV failures would impact City departments' ability to meet compliance obligations, perform required training, and hold meetings between onsite staff and remote workers/vendors. Malfunctioning systems would prevent the City from fulfilling our diverse business needs and also limit the City's ability to serve and connect with members of the public.

**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.**

Historically, the AV systems have been serviced and repaired with emergency funding. There are no contracts in place to provide preventative, routine, annual, and/or emergency maintenance.



D. Will the contract(s) be renewed?  
Yes, if the services continue to be required.

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

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

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

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

B. Explain the qualifying circumstances:

Services are required when equipment breakdown and it is unpredictable.

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

A. Specify required skills and/or expertise: Contractors must have comprehensive concept-to-completion experience in the development, installation, maintenance, and design of audiovisual systems similar to the systems the City owns. Contractors must also have certified onsite technicians who are able to engage with localized customizations, which were created during the original installation projects. Contractors must have Crestron Platinum and QSC Qsys Level 2 certified programmers on staff to service the more advanced portions of the City's AV portfolio. The scope of many of the City's original AV projects calls for site-specific knowledge of highly sophisticated AV systems which are exclusive to the City and County of San Francisco. Contractors must have experience with reverse engineering bespoke systems in order to execute maintenance and upgrade requirements. Contractors should have experience working on customized audiovisual systems for government agencies with a variety of buildings and structures ranging from historically preserved landmark buildings to those newly constructed.

B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1044, IS Engineer-Principal; 1054, IS Business Analyst-Principal; 1071, IS Manager; 1093, IT Operations Support Admn III; 1777, Media/Security Sys Spec; 1781, Media/Security Syst Supv; 1093, IT Operations Support Administrator III ;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:  
Contractors will be required to provide replacement parts and equipment as needed.

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

The Real Estate Division and other departments depend on initial troubleshooting support provided by City Media and Security Services or IT groups. However, City staff do not have the ability to provide the high-level maintenance services required. City staff also do not possess the required certifications.

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

A. Explain why civil service classes are not applicable.

The City employees do not have the skillsets or certifications necessary to perform services.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It is not cost-effective to expend funds to train City employees for these as-needed services.

**6. Additional Information**

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

**7. Union Notification:** On 11/07/2022, the Department notified the following employee organizations of this PSC/RFP request:  
Municipal Executive Association; Professional & Tech Engrs, Local 21; Theatrical Stage Employees, L16

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

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

Address: City Hall, Room 430, 1 Dr. Carlton B. Goodlett Pl. San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46581 - 22/23

DHR Analysis/Recommendation:

action date: 01/25/2023

Commission Approval Required

Approved by Civil Service Commission

01/25/2023 DHR Approved for 01/25/2023

# Personal Service Contract Summary (PSC Form 1)

## PSC Basic Information

**Submitting Department:** AIR

**Submitted By:** Cynthia Avakian

**Department Coordinator:** Cynthia Avakian,  
cynthia.avakian@flysfo.com

**Project Manager:** Cynthia Avakian

**ServiceNow Number:** DHRPSC0004157

**Version:** 0.01

**Version Type:** New

**Brief description of proposed work:** 49571 - 23/24 - International Terminal Equipment Maintenance and Operating Support

## Review Type and Reason

**CSC Review Required:** Yes

**CSC Review Reason(s):**

- Requires CSC Approval by Amount

## Amount

**PSC Amount:** \$15,000,000

**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:** Maintenance and support for the operation of integrated electronic and computer systems at the San Francisco International Airport (SFO) which is used by all of the Airport tenant airlines and the Airport Commission staff. The cost of maintaining the equipment and software is shared by the Airlines and the Airport Commission. As background, the Lease and Use Agreement is the operating and use agreement between the Airport Commission and all of its signatory airlines. As part of the most recently negotiated lease and use agreement that went into effect in 2023 for a ten year term, a consortium was recognized as an "Existing Air Carrier Consortium" for the purposes of performing operations, maintenance and other services at the Airport. The consortium is made up of the airline lease and use signatories that operate at SFO, and has been providing terminal

management and operations services at the International Terminal. Except for certain amounts funded by the Airport Commission, the "Existing Air Carrier Consortium" is largely funded by fees charged to the member airlines of the consortium. The work under this request includes maintenance and support of the Integrated Electronic Systems, and as-needed Patron Assistance.

The Integrated Electronic Systems include: proprietary systems for flight information, Common Use Passenger Processing, and Common Use Self Service Kiosks. Patron Assistance is a service to patrons with special needs from the main terminal complex to outlying facilities, including rental car and long term parking, which is not provided for by the Airlines.

**Why are these services required and what are the consequences of denial?:** The equipment, which includes self-service kiosks for customers and Airline staff, is essential for the operation of SFO. Maintenance and upgrades of the proprietary equipment require the support of the software vendor and systems is necessary for efficient operations and denial would lead to service disruptions.

**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?:** Because of the complex nature of the funding for this service, we haven't been able to hire City employees for this 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:** The Airport Commission approves all contract in excess of the minimum competitive amount and this contract is in excess of that amount so it will require Airport Commission approval.

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

**Provide details related to contracts for which BOS approval will be required?:** For the initial term of the contract BOS approval is not needed but if we exercise the 2-year option to extend, we may need BOS approval.

## 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?:** Yes. See attached letter from the manufacturer confirming these services must be performed by the manufacturer or an authorized reseller/distributor.

**Additional information to support your request (Optional):** The common use kiosk portion of the services is proprietary so City employees do not have access to the code to do that work.

### Union Notifications

**Job Class(es):** 1042 - IS Engineer-Journey, 1062 - IS Programmer Analyst, 1071 - IS Manager, 2586 - Health Worker 2, 1061 - IS Program Analyst-Assistant, 1041 - IS Engineer-Assistant, 1070 - IS Project Director, 1044 - IS Engineer-Principal, 1064 - IS Prg Analyst-Principal, 1063 - IS Programmer Analyst-Senior, 1043 - IS Engineer-Senior

**Labor Unions:** 021 - Prof & Tech Eng, Local 21, 351 - Municipal Exec Assoc-Misc, 790 - SEIU, Local 1021, Misc

**Labor Union Email Addresses:** L21pscreview@ifpte21.org, staff@sfmea.com, Christina@sfmea.com, Criss@SFMEA.com, Amit@sfmea.com, SF-DHR-Info@seiu1021.org

**Union Review Sent On:** 6/18/2024

**Union Review End Date:** 8/17/2024

**Union Review Duration Met On:** 8/19/2024

**From:** dhr-psccordinator@sfgov.org on behalf of [cynthia.avakian@flysfo.com](mailto:cynthia.avakian@flysfo.com)  
**To:** Cynthia Avakian (AIR); [carey.dall@seiu1021.org](mailto:carey.dall@seiu1021.org); [Yes@sfgov.org](mailto:Yes@sfgov.org); [kristin.hardy@seiu1021.org](mailto:kristin.hardy@seiu1021.org); [Chanel.Brown@seiu1021.org](mailto:Chanel.Brown@seiu1021.org); [oumar.fall@seiu1021.org](mailto:oumar.fall@seiu1021.org); [cade.crowell@seiu1021.org](mailto:cade.crowell@seiu1021.org); SF-DHR-Info@seiu1021.org; [max.porter@seiu1021.org](mailto:max.porter@seiu1021.org); [jason.klumb@seiu1021.org](mailto:jason.klumb@seiu1021.org); [Laxamana.Junko \(DBI\)](mailto:Laxamana.Junko@seiu1021.org); [sarah.wilson@seiu1021.org](mailto:sarah.wilson@seiu1021.org); Thomas Vitale; [Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org); [Kbasconillo@sfgwater.org](mailto:Kbasconillo@sfgwater.org); [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me); [pcamarillo@seiu1021.org](mailto:pcamarillo@seiu1021.org); [Wendy.Frigillana](mailto:Wendy.Frigillana@seiu1021.org); [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org); [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net); [leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org); [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); XiuMin Li; [Sin.Yee.Poon@sfgov.org](mailto:Sin.Yee.Poon@sfgov.org); David Canham; [jtanner940@aol.com](mailto:jtanner940@aol.com); [jnuti@ifpte21.org](mailto:jnuti@ifpte21.org); [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [jharding@ifpte21.org](mailto:jharding@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [agarza@ifpte21.org](mailto:agarza@ifpte21.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); Cynthia Avakian (AIR); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 49571 - 23/24  
**Date:** Tuesday, June 18, 2024 2:15:11 PM

---

RECEIPT for Union Notification for PSC 49571 - 23/24 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 49571 - 23/24 for \$15,000,000 for Initial Request services for the period 10/01/2024 – 09/30/2029. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/22026> 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

## Cynthia Avakian (AIR)

---

**From:** Cynthia Avakian (AIR)  
**Sent:** Monday, July 8, 2024 11:24 AM  
**To:** staff@sfmea.com; Criss@SFMEA.com; Christina@sfmea.com; Amit@sfmea.com  
**Cc:** DHR-PSCCoordinator, DHR (HRD); Enrique Guadamos (AIR)  
**Subject:** FW: Receipt of Notice for new PCS over \$100K PSC # 49571 - 23/24

MEA,

I inadvertently omitted MEA from the union notice for class 1071. Attached is the email notice. Please let me know if you have any questions. This PSC is tentatively on the agenda for the 9/16/24 Civil Service Commission meeting.

Thanks,

Cynthia Avakian

Director, Contracts | Information Technology & Telecommunications (ITT) San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128 or San Francisco International Airport | North Shoulder Building – Airport Commission Offices | San Francisco, CA 94128 (for overnight deliveries) Tel 650-821-2014 | [flysfo.com](mailto:flysfo.com) (preferred pronouns: she/her/hers)

[Facebook](#) | [Twitter](#) | [YouTube](#) | [Instagram](#) | [LinkedIn](#)

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of cynthia.avakian@flysfo.com  
Sent: Tuesday, June 18, 2024 2:15 PM  
To: Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; carey.dall@seiu1021.org; Yes@sfgov.org; kristin.hardy@seiu1021.org; Chanel.Brown@seiu1021.org; oumar.fall@seiu1021.org; cade.crowell@seiu1021.org; SF-DHR-Info@seiu1021.org; max.porter@seiu1021.org; jason.klumb@seiu1021.org; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; sarah.wilson@seiu1021.org; Thomas Vitale <thomas.vitale@seiu1021.org>; Ricardo.lopez@sfgov.org; Kbasconcillo@sfgwater.org; Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; Wendy Frigillana <wendy.frigillana@seiu1021.org>; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; XiuMin Li <xiumin.li@seiu1021.org>; Sin.Yee.Poon@sfgov.org; David Canham <david.canham@seiu1021.org>; jtanner940@aol.com; 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; Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>  
Subject: Receipt of Notice for new PCS over \$100K PSC # 49571 - 23/24

RECEIPT for Union Notification for PSC 49571 - 23/24 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 49571 - 23/24 for \$15,000,000 for Initial Request services for the period 10/01/2024 – 09/30/2029. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/22026> 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





IER Inc.  
1000 Industrial Park Rd  
Belton - TX 76513 - USA  
tel. : +254 933 5000  
fax : +254 933 5050  
www.ier.fr



Dear Enrique, Dear Lew,

IER is a global supplier of common use self service (CUSS) solutions with over 10,000 kiosks deployed worldwide in airports, train stations, post offices and various retail and government applications.

IER is currently the CUSS supplier to SFO.

SFO has been using the IER CUSS software platform and hardware kiosks since 2007. IER is currently under contract through SFOTEC to maintain the CUSS software platform and kiosks, as well as the relationships with airlines.

The IER CUSS software platform is proprietary and will only operate on IER kiosks and hardware components. Furthermore, the current SFO kiosks are embedded into the SFO desks with a specific design. Within the current custom design of the SFO desks, SFO can replace the hardware kiosks only with new IER CUSS kiosks and retain the existing CUSS software platform, licenses, and configuration currently serving the airlines.

IER CUSS pricing for our platform and components remains comparable and typically less than that of our competition. This was a factor in the decision by SFO to select IER as the CUSS vendor back in 2007.

We will be happy to provide additional information or clarification upon your request.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Marc Szerwiniack', written over a horizontal line.

Marc Szerwiniack  
Product and Sales Manager Airlines & Airports

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSIONDept. Code: AIRType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4133 11/12)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: International Terminal Equipment Maintenance and Operating SupportFunding Source: Airport Operating FundsPSC Original Approved Amount: \$18,000,000PSC Original Approved Duration: 07/01/12 - 12/31/22 (10 years 26 weeks)PSC Mod#1 Amount: \$4,000,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 12/31/22-12/31/24 (2 years 1 day)PSC Cumulative Amount Proposed: \$22,000,000PSC Cumulative Duration Proposed: 12 years 26 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Maintenance and support for the operation of integrated electronic and computer systems used by all of the Airport tenant airlines and the Airport Commission staff. The cost of maintaining the equipment and software is shared by the Airlines and the Airport Commission. In 2007, the Civil Service Commission approved PSC 4034-05/06 for the maintenance of the Common Use Terminal Equipment Maintenance for the International Terminal; however, the new Terminal 2 and consolidation of systems in Terminal 1 and 3 have increased the scope of the maintenance and support. The work under this request includes maintenance and support of the Integrated Electronic Systems, Network Monitoring and Help Desk Services; and as-needed Patron Assistance.

The Integrated Electronic Systems include: proprietary systems for flight information, Common Use Passenger Processing, and Common Use Self Service Kiosks. Network Monitoring and Help Desk Services provided outside of normal airport business hours, 365 days per year. Patron Assistance is a service to patrons with special needs from the main terminal complex to outlying facilities, including rental car and long term parking, which is not provided for by the Airlines.

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

The equipment, which includes self-service kiosks for customers and Airline staff, is essential for the operation of SFO. Maintenance and upgrades of the proprietary equipment require the support of the software vendor and systems is necessary for efficient operations and denial would lead to service disruptions.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.  
PSC 4133-11/12

D. Will the contract(s) be renewed?  
Yes, if there continues to be a need for such services at SF

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

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

A. Display all that apply

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

Explain the qualifying circumstances:  
City doesn't have access to the proprietary software.

B. Reason for the request for modification:  
Need to address holdover provision

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

A. Specify required skills and/or expertise: Extensive knowledge and experience with the installation, configuration, maintenance, troubleshooting upgrading and support of common use terminal equipment systems and associated peripherals.

B. Which, if any, civil service class(es) normally perform(s) this work? none

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.  
Since the system and the equipment are proprietary, no civil service classification can perform this work.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: If the City had access to the integration software codes, portions of the work could be performed by: 1021-1023 IS Administrator series, 1041-1043 IS Engineer series, 1061-1063 IS Programmer Analyst series, 1070 IS Project Director and 1071 IS Manager. Since the system and the equipment are proprietary, no civil service classification can perform this work. The network monitoring and help desk services

are required 24 hours per day 365 days per year to dispatch appropriate services required to maintain Airport operations. Over the next 12 to 24 months, the Airport is planning to either bring the Network Monitoring and Help Desk services in-house or prepare a separate RFP to address this work. In July 2011 during the prior approval, the Airport transferred the maintenance of approximately 800 electronic displays to 7318 Electronic Maintenance Technicians and 7345 Electricians. Patron Assistance could possibly be performed by 2586 Health Worker II.

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

7. **Union Notification:** On 11/09/21, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

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

Address: P. O. Box 8097, San Francisco, CA

\*\*\*\*\*

### FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4133 11/12

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 11/23/2021

3



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

June 25, 2012

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBERS 4133-11/12  
THROUGH 4141-11/12; 4098-10/11; AND 3103-09/10.**

At its meeting of **June 18, 2012** the Civil Service Commission had for its consideration the above matter.

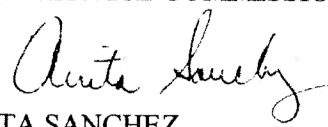
**PLEASE NOTE:** *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

### The Commission:

- 1) Adopted the report; Approved request for PSC #4134-11/12 as amended. Notified the Office of the Controller and the Office of Contract Administration.
- 2) Adopted the report; Approved request for PSC #4140-11/12 as amended. Notified the Office of the Controller and the Office of Contract Administration.
- 3) Adopted the report; Approved request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION



ANITA SANCHEZ  
Executive Officer

### Attachment

c: Derik Aoki, Children & Families Commission  
Cynthia Avakian, Airport Commission  
Parveen Boparai, Municipal Transportation Agency  
Rachel Buerkle, Department of the Environment  
Micki Callahan, Human Resources Director  
Marie de Vera, Department of Human Resources  
Aleric Degrafinried, Public Utilities Commission  
Thomas DiSanto, Planning Department  
Jaci Fong, Office of Contract Administration  
Shamica Jackson, Public Utilities Commission  
LaWan Jones, Public Utilities Commission  
William Lee, Department of Emergency Management  
Ben Rosenfield, Controller  
Maria Ryan, Department of Human Resources  
Commission File  
Chron

# POSTING FOR

6/18/2012

## PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4133-11/12	27	Airport Commission	Regular	\$18,000,000	Maintenance and support for the operation of integrated electronic and computer systems used by all of the Airport tenant airlines and the Airport Commission staff. The cost of maintaining the equipment and software is shared by the Airlines and the Airport Commission. In 2007, the Civil Service Commission approved PSC 4034-05/06 for the maintenance of the Common Use Terminal Equipment Maintenance for the International Terminal; however, the new Terminal 2 and consolidation of systems in Terminal 1 and 3 have increased the scope of the maintenance and support. The work under this request includes maintenance and support of the Integrated Electronic Systems, Network Monitoring and Help Desk Services; and as-needed Patron Assistance.	7/1/2012 - 12/31/2022
4134-11/12	64	Children & Families Commission	Regular	\$70,000	The Integrated Electronic Systems include: proprietary systems for flight information, Common Use Passenger Processing, and Common Use Self Service Kiosks. Network Monitoring and Help Desk Services provided outside of normal airport business hours, 365 days per year. Patron Assistance is a service to patrons with special needs from the main terminal complex to outlying facilities, including rental car and long term parking, which is not provided for by the Airlines.	8/1/2012 - 12/31/2016
4135-11/12	77	Emergency Management	Regular	\$200,000	The auditor will provide opinions as to whether the Commission's basic financial statements are fairly presented, in all materials respects, in conformity with the accounting principles generally accepted in the United States of America (GAAP), and certain laws and regulations under the Children and Families Program, issued by the State Controllers Office. The audit will include testing of accounting records of the Commission and an evaluation of the Commission's compliance with the following requirements: contracting and procurement, administrative costs, conflicts of interest, County ordinance, long-range financial plans, financial conditions of the Commission, program evaluation, salaries and benefits policies. The auditor will also prepare the fiscal portion of the annual report.	7/1/2012 - 4/30/2014
4136-11/12	22	Environment	Regular	\$59,190	The contractor will manage, organize, and administer regional catastrophic planning, training, and exercise efforts in the Bay Area as established by the Bay Area UASI Approval Authority, through benchmarking, capabilities assessment and a series of public outreach.	5/1/2012 - 12/31/2012
4137-11/12	35	Municipal Transportation Agency	Regular	\$120,000	Administer the California Green Business Network's online Green Business database, including everyday database management, web based and in person trainings and support for new users of online database, customer service to all coordinator users, and oversight of bug fixes and necessary updates to the system.	7/1/2012 - 9/30/2017

**PERSONAL SERVICES CONTRACT SUMMARY**DATE: April 23, 2012DEPARTMENT NAME: AIRPORT COMMISSIONDEPARTMENT NUMBER: 27
 TYPE OF APPROVAL: ☐ EXPEDITED ☒ REGULAR (OMIT POSTING ☐)  
☐ CONTINUING ☐ ANNUAL

TYPE OF REQUEST:

☒ INITIAL REQUEST ☐ MODIFICATIONTYPE OF SERVICE: International Terminal Equipment Maintenance and Operating SupportFUNDING SOURCE: Airport Operating FundsPSC AMOUNT: \$18,000,000PSC DURATION: 7/1/2012 – 12/31/2022**1. DESCRIPTION OF WORK**

**A. Concise description of proposed work:** Maintenance and support for the operation of integrated electronic and computer systems used by all of the Airport tenant airlines and the Airport Commission staff. The cost of maintaining the equipment and software is shared by the Airlines and the Airport Commission. In 2007, the Civil Service Commission approved PSC 4034-05/06 for the maintenance of the Common Use Terminal Equipment Maintenance for the International Terminal; however, the new Terminal 2 and consolidation of systems in Terminal 1 and 3 have increased the scope of the maintenance and support. The work under this request includes maintenance and support of the Integrated Electronic Systems, Network Monitoring and Help Desk Services; and as-needed Patron Assistance.

The Integrated Electronic Systems include: proprietary systems for flight information, Common Use Passenger Processing, and Common Use Self Service Kiosks. Network Monitoring and Help Desk Services provided outside of normal airport business hours, 365 days per year. Patron Assistance is a service to patrons with special needs from the main terminal complex to outlying facilities, including rental car and long term parking, which is not provided for by the Airlines.

**B. Explain why this service is necessary and the consequences of denial:** The equipment, which includes self-service kiosks for customers and Airline staff, is essential for the operation of SFO. Maintenance and upgrades of the proprietary equipment require the support of the software vendor and systems is necessary for efficient operations and denial would lead to service disruptions.

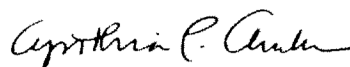
**C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):** These services have been previously provided under PSC #4034-05/06.

**D. Will the contract(s) be renewed?** Yes, if there continues to be a need for such services at SFO.

**2. UNION NOTIFICATION:** Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedure):

 IFPTE Local 21, Electrical  
 Workers Local 6, SEIU  
 1021

Union Name



Signature of person mailing/faxing form

April 23, 2012

Date

 RFP sent to: \_\_\_\_\_ on \_\_\_\_\_  
 Union Name Date

Signature



\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC # 4133-11/12  
 STAFF ANALYSIS/RECOMMENDATION:

Approved 6/18/12

**CIVIL SERVICE COMMISSION ACTION:****3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**

**A. Specify required skills and/or expertise:** Extensive knowledge and experience with the installation, configuration, maintenance, troubleshooting upgrading and support of common use terminal equipment systems and associated peripherals.

**B. Which, if any, civil service class normally performs this work?** If the City had access to the integration software codes, portions of the work could be performed by: 1021-1023 IS Administrator series, 1041-1043 IS Engineer series, 1061-1063 IS Programmer Analyst series, 1070 IS Project Director and 1071 IS Manager. Since the system and the equipment are proprietary, no civil service classification can perform this work.

The network monitoring and help desk services are required 24 hours per day 365 days per year to dispatch appropriate services required to maintain Airport operations. Over the next 12 to 24 months, the Airport is planning to either bring the Network Monitoring and Help Desk services in-house or prepare a separate RFP to address this work. In July 2011 during the prior approval, the Airport transferred the maintenance of approximately 800 electronic displays to 7318 Electronic Maintenance Technicians and 7345 Electricians. Patron Assistance could possibly be performed by 2586 Health Worker II.

**C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:**  
 Yes, the contractor will provide access to the proprietary software codes and the specialized equipment.

**4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**

**A. Explain why civil service classes are not applicable:** The common use equipment and integration software codes are proprietary, so civil service classes are not applicable. Please see the answer to Question 3.B. above.

**B. Would it be practical to adopt a new civil service class to perform this work? Explain.**  
 No. Please see the answer to Question 3.B.

**5. ADDITIONAL INFORMATION (if "yes," attach explanation)**

**A. Will the contractor directly supervise City and County employees?**

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

**B. Will the contractor train City and County employees?**

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained.

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

**D. Are there federal or state grant requirements regarding the use of contractual services?**

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however, the Airport Commission has approved Resolution # 12-0064 for the approval of the Agreement to SFOTEC.

☐☒

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? The current contractor, SFOTEC, will continue to provide these needed services, if approved.

☒☐

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:



---

Signature of Departmental Personal Services Contract Coordinator

---

Cynthia P. Avakian

---

(650) 821-2014

---

Print or Type Name

---

Telephone Number

---

Airport Commission, Contracts Administration Unit  
P.O. Box 8097, San Francisco, CA 94128

---

Address

# Personal Service Contract Summary (PSC Form 1)

## PSC Basic Information

**Submitting Department:** DEM

**Submitted By:** Rachel Emanuel

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

**Project Manager:** Rachel Emanuel

**ServiceNow Number:** DHRPSC0004338

**Version:** 0.01

**Version Type:** New

**Brief description of proposed work:** Maintenance and updates of proprietary medical devices for EMSA

## 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):** 120

## Funding

**Funding Source:** City Funds

**Special circumstances related to funding:** No

## Scope of Work

**Clearly describe scope and detail the services to be performed:** Vendor is to provide maintenance and support of EMSA owned proprietary medical devices

**Why are these services required and what are the consequences of denial?:** If EMSA does not support these devices then they are not able to use them and these devices are used for cardiac arrest cases

**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?:** These contracts have been carried out via TM3 and we have not hired City workers as this is a proprietary system

### 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?:** Yes. See attached letter from the manufacturer confirming these services must be performed by the manufacturer or an authorized reseller/distributor.

**Additional information to support your request (Optional):**

### Union Notifications

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

**Labor Unions:** No Union Selected -

**Labor Union Email Addresses:** pmendeziamaw@comcast.net, dvickers@iam1414.org, mfinnegan@ibt856.org, administration@sffdlocal798.org, larryjr@ualocal38.org, president@twusf.org, WOrellana@opcmialocal300.org, Union21@ifpte21.org, L21pscreview@ifpte21.org, SF-DHR-Info@seiu1021.org, President@sanfranciscodsa.com, ibew6@ibew6.org, staff@sfmea.com, local22publicsector@nccrc.org, mleach@ibt856.org, laborers261@gmail.com, president@twusf.org, jb@local16.org, local22publicsector@nccrc.org, john.lenny@sfgov.org, cityworker@sfcwu.org, local200twu@sbcglobal.net, staff@sfmea.com, tracym@sfpoa.org, joshv@smw104.org, administration@sffdlocal798.org, SF-DHR-Info@seiu1021.org, anthony@dc16.us, charlie@local377.com, mbeauchamp@oe3.org, ccarr@oe3.org, uapd@uapd.com, pfinn@ibt856.org, mleach@ibt856.org, plangrooferslocal40@gmail.com, laborers261@gmail.com, nick@dc16.us, SF-DHR-Info@seiu1021.org, epeterson@cirseiu.org, lvega@nccrc.org, president@twusf.org, SF-DHR-Info@seiu1021.org, SF-DHR-Info@seiu1021.org, uapd@uapd.com, mleach@ibt856.org, cpark@local39.org, sfdpoa@icloud.com, b.rod07@yahoo.com, SF-DHR-Info@seiu1021.org, Union21@ifpte21.org, president@twusf.org, president@sfsheriffmsa.org, cjohnson@bac3-ca.org, mhenneberry@teamsters853.org, staff@sfmea.com, local22publicsector@nccrc.org

**Union Review Sent On:** 8/1/2024

**Union Review End Date:** 8/8/2024

**Union Review Duration Met On:** 8/8/2024

### Post Union Notification



## ProCare® Services

3800 E. Centre Ave.  
Portage, MI 49002 USA  
1-800-STRYKER  
stryker.com

<b>To:</b>	Whom it may concern
<b>Subject:</b>	Emergency Care Parts and Service
<b>Date:</b>	January 1, 2024

Stryker's Medical division certifies that it is the original equipment manufacturer (OEM) or sole source distributor of parts for Stryker's Emergency Care products. All parts are manufactured at Stryker or supplied to Stryker by approved vendors.

Stryker employs its own field service team (known as ProCare Services) to service its products. Stryker only uses OEM parts for repairs and has exclusive use of certain proprietary tools for diagnostics and repairs. Stryker Emergency Care products that require the use of such proprietary tools include, but are not limited to:

- Power-LOAD fastener
- Power-PRO cot
- LUCAS 3 chest compression system
- LIFEPAK 15 monitor/defibrillator
- LIFEPAK 20e monitor/defibrillator
- LIFEPAK 1000 defibrillator
- LIFEPAK CR Plus / LIFEPAK CR2 defibrillator

Tooling is calibrated, documented and controlled by Stryker's home offices in Portage, MI, USA and Redmond, WA, USA. Calibration records and training records are available upon request.

Service repairs are documented and reviewed by Stryker's quality team. To help ensure Stryker's commitment to quality, Stryker tracks and trends its service to help ensure the highest level of product performance for its customers. Preventive maintenance (PM) and service history documentation is available upon request.

The Quality Management System of Stryker's Medical division is ISO 13485:2016 certified.

Please contact your local Stryker representative with questions.

LIFEPAK, LUCAS, Power-LOAD, Power-PRO, ProCare, Stryker. All other trademarks are trademarks of their respective owners or holder.

**Instructions:**

- Document Content:**

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

[illegible]



# 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:** Reanna Albert

**ServiceNow Number:** DHRPSC0004523

**Version:** 0.01

**Version Type:** New

**Brief description of proposed work:** 45924 - 23/24 Vaccination and Test Kit Distribution

## Review Type and Reason

**CSC Review Required:** Yes

**CSC Review Reason(s):**

- Requires CSC Approval by Amount

## Amount

**PSC Amount:** \$2,400,000

**Does contract include items other than services?:** No

## Duration

**Is PSC by Duration or Continuing:** Duration

**PSC Duration (Months):** 48

## 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:** Contractor will provide services designed to address temporary surge(s) in needs for vaccination and over the counter (OTC) test kit distribution at San Francisco community locations not typically served by the Department of Public Health (DPH). These surges may occur during periods of outbreaks, epidemics, significant human exposures to communicable diseases, or otherwise increased communicable disease activity. These services are a supplement to, not a replacement for, routine vaccination services provided by DPH. Contractor will provide end-to-end pop-up vaccination events to be held at locations and times determined by DPH, including daytimes, evenings, and weekends. The contractor will also hand out OTC test kits upon request at specified events.

**Why are these services required and what are the consequences of denial?:** The services are necessary because regular DPH staff would not be sufficiently available to prevent communicable disease and protect the public health during temporary surge(s) in needs for vaccination and test kit distribution, at San Francisco (SF) community locations not typically served by DPH, during periods of outbreaks, epidemics, significant human exposures to communicable diseases, or otherwise increased communicable disease activity. The consequences of denial are that communicable diseases such as COVID and measles would be more likely to spread, causing harm to the SF population, including and especially amongst the most medically and economically vulnerable persons in SF.

**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?:** Yes

**Q5a1) Why are the services required on an as-needed, intermittent and periodic basis?:** As a County Health Department, our mission is to respond to immediate needs brought on by emergency communicable diseases or emergency response. While current employees are assigned to their normal work, the selected contractor(s) will be used to supplement current staff and will not be used to do the job of current employees. The selected contractor(s) will be required to have a "turn-key" solution inclusive of mobilizing all personnel and equipment needed urgently to provide the services.

**Q5b) Do the services require specialized expertise, knowledge experience?:** No

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

**Q5c1) Identify the classifications:** 1842 - Management Assistant, 1823 - Senior Administrative Analyst, 2587 - Health Worker 3, 1052 - IS Business Analyst, 2320 - Registered Nurse, 2586 - Health Worker 2, 2830 - Public Health Nurse, 1051 - IS Business Analyst-Assistant, 1844 - Senior Management Assistant, 2585 - Health Worker 1, P103 - Special Nurse

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

**Q5c3) Why are they not able to perform the services?:** Civil service classes are not applicable

because the services are short term and as needed in response to urgent/surge needs and therefore it's not feasible to use civil service classes.

**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:** There is no formal training component. Civil service staff can have the opportunity to witness the provision of mobile emergent medical services performed by firms which specialize in the field.

**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:** Transitioning the work back to the City would not be practical because the services are short-term and as-needed in response to urgent/surge needs. The Department's approach ensures we can rapidly respond to emerging situations that require an expedited response time to counter potential public health impacts brought on by communicable disease.

**Additional information to support your request (Optional):** Required skills and expertise needed includes mobilization on short notice to meet transitional or emergency communicable disease needs. Logistics include setting up and breaking down pop-up vaccination event equipment (tents, tables, chairs) and providing security. IT (Information Technology) includes providing mobile internet connection, computers, electronic medical record software. Nursing includes assessing patient medical eligibility and administering vaccinations. Admin includes registering patients, managing queues, and assisting with temp-controlled vaccine transport.

DPH continues to provide the full spectrum of vaccination services through our Health Network. The proposed contracts will supplement such services and allow DPH to respond to emerging situations that required an expedited response time to counter any possible public health impacts brought on by communicable disease.

## Union Notifications

**Job Class(es):** 1842 - Management Assistant, 1823 - Senior Administrative Analyst, 2587 - Health Worker 3, 1052 - IS Business Analyst, 2320 - Registered Nurse, 2586 - Health Worker 2, 2830 - Public Health Nurse, 1051 - IS Business Analyst-Assistant, 1844 - Senior Management Assistant, 2585 - Health Worker 1, P103 - Special Nurse

**Labor Unions:** 021 - Prof & Tech Eng, Local 21, 791 - SEIU 1021 Staff & Per Diem RNs, 790 - SEIU, Local 1021, Misc

**Labor Union Email Addresses:** L21pscreview@ifpte21.org, SF-DHR-Info@seiu1021.org, epeterson@cirseiu.org, abush@cirseiu.org, snaranjo@cirseiu.org, emathurin@cirseiu.org, SF-DHR-Info@seiu1021.org

**Union Review Sent On:** 6/20/2024

**Union Review End Date:** 8/19/2024

**Union Review Duration Met On:** 8/21/2024

**From:** dhr-psccordinator@sfgov.org on behalf of reanna.albert@sfdph.org  
**To:** Albert, Reanna (DPH); snaranjo@cirseiu.org; jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; kcartermartinez@cirseiu.org; ablood@cirseiu.org; Yes@sfgov.org; kristin.hardy@seiu1021.org; oumar.fall@seiu1021.org; cade.crowell@seiu1021.org; max.porter@seiu1021.org; 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@seiu1021.org; 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; Laxamana, Junko (DBI); jnuti@ifpte21.org; sportillo@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; ewidth@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Albert, Reanna (DPH); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45924 - 23/24  
**Date:** Thursday, June 20, 2024 3:48:36 PM

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RECEIPT for Union Notification for PSC 45924 - 23/24 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 45924 - 23/24 for \$2,400,000 for Initial Request services for the period 10/01/2024 – 09/30/2028. 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/22478> 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



City and County of San Francisco  
London N. Breed, Mayor

## San Francisco Department of Public Health

Grant Colfax, MD  
Director of Health

DATE: August 23, 2024

TO: Suzanne Choi, Citywide PSC Coordinator, DHR

FROM: Reanna Albert, PSC Coordinator, Department of Public Health

RE: Request for Calendaring for September 16, 2024 Civil Service Commission Meeting:  
1. PSC 45924-23/24 Vaccination and Test Kit Distribution

This is to respectfully request that the above PSC be included in the agenda for the Civil Service Commission meeting on 9/16/24. Below is summary of the Department's ongoing communications with the union regarding this PSC. Due to the urgency of the requested services, we would like to request the PSC be calendared at the upcoming CSC meeting.

<u>PSC</u>	<u>Union Notification End Date</u>	<u>Summary</u>
45924-23/24 Vaccination and Test Kit Distribution	8/21/24	The union objected to the PSC on 6/25/24. An initial meeting was scheduled for 7/25/24, during which the Department addressed the union's concerns. A second meeting was scheduled for 8/23/24. The union did not show up to the meeting.

We appreciate your time and consideration. Please let us know if you need further information.  
I can be reached at [reanna.albert@sfdph.org](mailto:reanna.albert@sfdph.org).

cc: Kelly Hiramoto, Interim Director of Contracts, SFDPH  
Lucinda Huang, Supervisor – Pre-Award Unit, Office of Contract Management and Compliance, SFDPH

Attachments:

- PSC 45924-23/24
- Meeting Notes from 7/25/24

**From:** Carey Dall  
**To:** Albert, Reanna (DPH); snaranjo@cirseiu.org; jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; kcartermartinez@cirseiu.org; ablood@cirseiu.org; Yes@sfgov.org; Kristin Hardy; oumar.fall@seiu1021.org; Cade Crowell; max.porter@seiu1021.org; Sarah Wilson; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Chanel Brown; Jegy Sering; matthew.torres@seiu1021.org; DHR Info; Najuawanda Daniels; jason.klumb@seiu1021.org; Frigault, Noah (HRC); Julie Meyers; Thomas Vitale; Ricardo.lopez@sfgov.org; kbasconcillo@sfgov.org; pcamarillo\_seiu@sbcglobal.net; Wendy Frigillana; PSCreview; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; XiuMin Li; Sin.Yee.Poon@sfgov.org; David Canham; jtanner940@aol.com; 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; kschumacher@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 45924 - 23/24  
**Date:** Tuesday, June 25, 2024 3:10:32 PM

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

Dear Reanna,

SEIU 1021 objects to this PSC and requests Meet & Confer. Please let us know the dates you are available.

Thanks!

Carey Dall (he/him)  
SEIU Local 1021  
Cell (415) 717-9604

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of reanna.albert@sfdph.org  
Sent: Thursday, June 20, 2024 3:47 PM  
To: reanna.albert@sfdph.org; snaranjo@cirseiu.org; jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; kcartermartinez@cirseiu.org; ablood@cirseiu.org; Yes@sfgov.org; Kristin Hardy <Kristin.Hardy@seiu1021.org>; oumar.fall@seiu1021.org; Cade Crowell <Cade.Crowell@seiu1021.org>; max.porter@seiu1021.org; Sarah Wilson <Sarah.Wilson@seiu1021.org>; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Carey Dall <Carey.Dall@seiu1021.org>; Chanel Brown <Chanel.Brown@seiu1021.org>; Jegy Sering <jegy.sering@seiu1021.org>; matthew.torres@seiu1021.org; DHR Info <SF-DHR-Info@seiu1021.org>; Najuawanda Daniels <Najuawanda.Daniels@seiu1021.org>; jason.klumb@seiu1021.org; noah.frigault@sfgov.org; Julie Meyers <julie.meyers@sfgov.org>; Thomas Vitale <Thomas.Vitale@seiu1021.org>; Ricardo.lopez@sfgov.org; kbasconcillo@sfgov.org; pcamarillo\_seiu@sbcglobal.net; Wendy Frigillana <wendy.frigillana@seiu1021.org>; PSCreview <PSCreview@seiu1021.org>; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; XiuMin Li <XiuMin.Li@seiu1021.org>; Sin.Yee.Poon@sfgov.org; David Canham <david.canham@seiu1021.org>; jtanner940@aol.com; junko.laxamana@sfgov.org; jnuti@ifpte21.org; sportillo@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; reanna.albert@sfdph.org; dhr-psccordinator@sfgov.org  
Subject: Receipt of Notice for new PCS over \$100K PSC # 45924 - 23/24

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

RECEIPT for Union Notification for PSC 45924 - 23/24 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 45924 - 23/24 for

\$2,400,000 for Initial Request services for the period 10/01/2024 - 09/30/2028. 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/22478> 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

## SEIU/ DPH Meeting

**PSC 45924-23/24**

Vaccination and Test Kit Distribution

July 25, 2024, 2:00pm – 3:00pm

<b>NAME: Claude Joseph</b>	
<b>POSITION TITLE: SEIU 1021 Representative</b>	
<b>ORGANIZATION: SEIU 1021</b>	<b>PHONE NO.:</b>
	<b>EMAIL: <a href="mailto:claud.joseph@seiu1021.org">claud.joseph@seiu1021.org</a></b>
<b>NAME: Kristin Hardy</b>	
<b>POSITION TITLE: SEIU 1021 Representative</b>	<b>PHONE NO:</b>
<b>ORGANIZATION: SEIU 1021</b>	<b>EMAIL: <a href="mailto:krisin.hardy@seiu1021.org">krisin.hardy@seiu1021.org</a></b>
<b>NAME: Daniel Becker</b>	
<b>POSITION TITLE: SEIU 1021 Representative</b>	<b>PHONE NO.:</b>
<b>ORGANIZATION: SEIU 1021</b>	<b>EMAIL: <a href="mailto:daniel.becker@sfdph.org">daniel.becker@sfdph.org</a></b>
<b>NAME: Carey Dall</b>	
<b>POSITION TITLE: SEIU 1021 Representative</b>	<b>PHONE NO.:</b>
<b>ORGANIZATION: SEIU 1021</b>	<b>EMAIL: <a href="mailto:carey.dall@sfdph.org">carey.dall@sfdph.org</a></b>
<b>NAME: Dr. George Han</b>	
<b>POSITION TITLE: Director, Communicable Disease Section</b>	<b>PHONE NO.:</b>
<b>ORGANIZATION: Disease Prevention and Control Branch, Population Health Division, DPH</b>	<b>EMAIL. <a href="mailto:george.han@sfdph.org">george.han@sfdph.org</a></b>
<b>NAME: Kacy Diouf</b>	
<b>POSITION TITLE:</b>	<b>PHONE NO.:</b>
<b>ORGANIZATION: DPH</b>	<b>EMAIL. <a href="mailto:kacy.diouf@sfdph.org">kacy.diouf@sfdph.org</a></b>
<b>NAME: Reanna Albert</b>	
<b>POSITION TITLE: PSC Coordinator</b>	<b>PHONE NO.:</b>
<b>ORGANIZATION: DPH Business Office</b>	<b>EMAIL. <a href="mailto:reanna.albert@sfdph.org">reanna.albert@sfdph.org</a></b>



<b>NAME: Lucinda Huang</b>	
<b>POSITION TITLE: Pre-Award Unit Supervisor</b>	<b>PHONE NO.:</b>
<b>ORGANIZATION: DPH Business Office</b>	<b>EMAIL: lucinda.huang@sfdph.org</b>

NOTES:

Q: Why can't people just come into the clinics?

A: These services are for outbreak situations (e.g. Mpox, COVID, avian flu, Hepatitis A). Vendor would be able to quickly set up a vaccination operation, meeting people where they are, and providing rapid response to prevent situations from worsening. Flexibility is needed versus using traditional clinic settings.

Q: Are there specific locations in mind?

A: Yes, specific locations such as Treasure Island, homeless shelters, or encampments are considered, rather than general neighborhoods.

Q: Why contract out when we already have Disaster Service Workers (DSWs)?

A: Need to distinguish difference between declared emergencies (activating DSWs) and smaller scale incidents (e.g., vaccinating 50 people in a homeless encampment). This PSC is for smaller outbreaks, not large-scale events like COVID which involved thousands and thousands of individuals. At the beginning of an outbreak, you don't know if it will be small, medium, or large. This PSC is just for small ones. Contracting out ensures quick response, and current employees cannot be easily moved or redirected without impacting their regular work.

Q: What happens if no outbreak? What happens to the money?

A: DPH will follow up and relay information back to SEIU.

Q: How many people you intend to hire?

A: Estimated that the vendor may hire more than 5 but less than 20.

Q: How long does it take to vaccinate during an outbreak?

A: The vaccination setup (including tables, tents, data collection, and training) can be completed within a day. In addition, a small team will manage logistics such as setting up tables, tents, perimeter, security, data collection, laptops, supplies, written materials, training vaccinators on registration, education about vaccine, language and cultural access, etc. These logistics and preparation require more time.

Claude Joseph: Raises concerns about waste of funds and suggests creating a program for existing health workers to deliver these services, providing more opportunities for SEIU members. Says we already have the professionals and resources and education to deliver the service. States SEIU cannot agree to an insurance policy.

Dr. George Han: Emphasizes the need for intermittent service and rapid response, which makes it impractical to create a dedicated program, as workers won't have consistent work. The timing of these needs is unpredictable, and redirecting regular staff would impact their usual duties. There is a large logistical process which requires services to start within 72 hours. Quick, nimble response is crucial to contain and prevent disease, but these responses do not happen everyday. This would leave civil service staff with no work in between these intermittent needs.

Q: Why type of specific preparedness is being considered?

A: For example:

Hepatitis A

Measles

Avian flu

Mpox (DPH previously had a campaign for this). There's a new Mpox outbreak in the Democratic Republic of the Congo; if it reaches here, it could affect our community. The current Mpox strain is affecting more children than prior strains.

We need maximum flexibility and a quick response, which is why it makes sense to have a contractor do this.

There is a difference between routine vaccines and vaccines need during an outbreak. During an outbreak, individuals at direct risk may then decide to get vaccinated.

COVID and flu vaccines will be given this fall. This service has been contracted out in the past.

Follow up steps:

- SEIU requests another meeting (8/5/24) to discuss alternative process to address this work.
- DPH to follow up re: what happens if there is no outbreak and relay information back to SEIU.
- SEIU requests continuous discussion about alternative process to address how members can do this work.

As noted by:

*Reanna Albert*  
*PSC Coordinator*

## RE: Receipt of Notice for new PCS over \$100K PSC # 45924 - 23/24

Carey Dall <Carey.Dall@seiu1021.org>

Thu 8/1/2024 2:35 PM

To: Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Daniel Becker <Daniel.Becker@seiu1021.org>

Cc: Claude Joseph <Claude.Joseph@seiu1021.org>; Oumar Fall <oumar.fall@seiu1021.org>; Kristin Hardy <Kristin.Hardy@seiu1021.org>

August 23 at either time works for me.

CD

---

**From:** Albert, Reanna (DPH) <reanna.albert@sfdph.org>

**Sent:** Thursday, August 1, 2024 2:16 PM

**To:** Daniel Becker <Daniel.Becker@seiu1021.org>

**Cc:** Claude Joseph <Claude.Joseph@seiu1021.org>; Oumar Fall <Oumar.Fall@SEIU1021.ORG>; Kristin Hardy <Kristin.Hardy@seiu1021.org>; Carey Dall <Carey.Dall@seiu1021.org>

**Subject:** FW: Receipt of Notice for new PCS over \$100K PSC # 45924 - 23/24

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

Hi all,

Thank you for meeting with us regarding the PSC for Vaccination and Test Kit Distribution. Please find attached meeting notes.

We tentatively scheduled a 2<sup>nd</sup> meeting for 8/5, unfortunately that date will not work for DPH staff. Below are additional dates/times DPH staff are available. Please let me know what works best for SEIU.

8/20 – 3pm

8/23 – 1pm or 2pm

8/26 – 3pm

Thanks,  
Reanna

---

**From:** Daniel Becker <Daniel.Becker@seiu1021.org>

**Sent:** Thursday, July 11, 2024 3:27 PM

**To:** Albert, Reanna (DPH) <reanna.albert@sfdph.org>

**Cc:** Claude Joseph <Claude.Joseph@seiu1021.org>; Oumar Fall <oumar.fall@seiu1021.org>; Kristin Hardy <Kristin.Hardy@seiu1021.org>; Carey Dall <Carey.Dall@seiu1021.org>

**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 45924 - 23/24

All of these dates work for me except for 7/26.

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**From:** Albert, Reanna (DPH) <reanna.albert@sfdph.org>

**Sent:** Wednesday, July 10, 2024 4:43 PM

**To:** Daniel Becker <Daniel.Becker@seiu1021.org>

**Cc:** Claude Joseph <Claude.Joseph@seiu1021.org>; Oumar Fall <Oumar.Fall@SEIU1021.ORG>; Kristin Hardy <Kristin.Hardy@seiu1021.org>; Carey Dall <Carey.Dall@seiu1021.org>

**Subject:** Fw: Receipt of Notice for new PCS over \$100K PSC # 45924 - 23/24

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

Hi Daniel,

Below is DPH staff availability for a meeting regarding PSC 45924-23/24. Please let me know what works best for SEIU.

7/22 at 3pm  
7/25 at 2pm  
7/26 at 2pm  
8/1 at 2pm or 3pm

Thanks,  
Reanna

---

**From:** Albert, Reanna (DPH) <[reanna.albert@sfdph.org](mailto:reanna.albert@sfdph.org)>

**Sent:** Tuesday, June 25, 2024 2:43 PM

**To:** Daniel Becker <[Daniel.Becker@seiu1021.org](mailto:Daniel.Becker@seiu1021.org)>; Kim, Luenna (DPH) <[luenna.kim@sfdph.org](mailto:luenna.kim@sfdph.org)>; Williams, Ramon (DPH) <[ramon.williams@sfdph.org](mailto:ramon.williams@sfdph.org)>

**Cc:** Claude Joseph <[Claude.Joseph@seiu1021.org](mailto:Claude.Joseph@seiu1021.org)>; Oumar Fall <[oumar.fall@seiu1021.org](mailto:oumar.fall@seiu1021.org)>; Kristin Hardy <[Kristin.Hardy@seiu1021.org](mailto:Kristin.Hardy@seiu1021.org)>

**Subject:** Re: Receipt of Notice for new PCS over \$100K PSC # 45924 - 23/24

Hi Daniel,

Thanks for letting us know. We will get back to you with DPH staff availability as soon as possible.

Thanks,  
Reanna

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**From:** Daniel Becker <[Daniel.Becker@seiu1021.org](mailto:Daniel.Becker@seiu1021.org)>

**Sent:** Friday, June 21, 2024 12:47 PM

**To:** Albert, Reanna (DPH) <[reanna.albert@sfdph.org](mailto:reanna.albert@sfdph.org)>; Kim, Luenna (DPH) <[luenna.kim@sfdph.org](mailto:luenna.kim@sfdph.org)>; Williams, Ramon (DPH) <[ramon.williams@sfdph.org](mailto:ramon.williams@sfdph.org)>

**Cc:** Claude Joseph <[Claude.Joseph@seiu1021.org](mailto:Claude.Joseph@seiu1021.org)>; Oumar Fall <[oumar.fall@seiu1021.org](mailto:oumar.fall@seiu1021.org)>; Kristin Hardy <[Kristin.Hardy@seiu1021.org](mailto:Kristin.Hardy@seiu1021.org)>

**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45924 - 23/24

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

Hi Luenna, Reanna, and Ramon,

We are requesting to meet and confer over PSC # 45924 - 23/24. Please let us know when you are available to meet with us.

Thank you,

Daniel

# Personal Service Contract Summary (PSC Form 1)

## PSC Basic Information

**Submitting Department:** DPW

**Submitted By:** Don Sy

**Department Coordinator:** Alexander Burns,  
Alexander.Burns@sfdpw.org

**Project Manager:** Olivia Lee

**ServiceNow Number:** DHRPSC0001018

**Version:** 0.01

**Version Type:** New

**Brief description of proposed work:** As Needed Acoustical Engineering Consulting Services

## 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):** 84

## Funding

**Funding Source:** City Funds

**Special circumstances related to funding:** No

## Scope of Work

**Clearly describe scope and detail the services to be performed:** Consultants will perform highly specialized acoustical engineering services, such as measuring noise and vibration levels, calculating and designing engineering noise controls, engineering architectural acoustics to achieve good speech intelligibility and or precise and accurate sound, preparing environmental noise report, and other related services to support Public Works Building Design and Construction design staff on an as-needed basis.

**Why are these services required and what are the consequences of denial?:** The as-needed specialized services contracts will only be utilized to provide support to our design team in areas of expertise that Public Works Building Design and Construction staff do not provide or staff are

not available due to full capacity. Public Works will only use these highly specialized consultants to meet the needs of client departments and or to meet project schedules.

**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:** Commission approval required for contracts equal to or exceeds \$200,000 (Minimum competitive amount).

**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 facilities and equipment for monitoring, and testing sounds to produce desired acoustical environment.

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

**Explain why:** With sporadic usage, it is not cost effective for the City to purchase and maintain facilities and equipment.

**Additional information to support your request (Optional):**

### Union Notifications

**Job Class(es):** 5212 - Engineer/Architect Principal, 5211 - Eng/Arch/Landscape Arch Sr, 5268 - Architect, 5120 - Architectural Administrator, 5266 - Architectural Associate 2, 5261 - Arch/Landscp Architectrl, 5265 - Architectural Associate 1, 5260 - Arch/Landscp Architectrl Ast1

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

**Labor Union Email Addresses:** Union21@ifpte21.org, L21pscreview@ifpte21.org

**Union Review Sent On:** 7/11/2024

**Union Review End Date:** 8/10/2024

**Union Review Duration Met On:** 8/10/2024

# Personal Service Contract Summary (PSC Form 1)

## PSC Basic Information

**Submitting Department:** JUV

**Submitted By:** Elisa Baeza

**Department Coordinator:** Elisa Baeza,  
elisa.baeza@sfgov.org

**Project Manager:** Elisa Baeza

**ServiceNow Number:** DHRPSC0004155

**Version:** 0.01

**Version Type:** New

**Brief description of proposed work:** 46536 - 23/24 - Document Translation 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):** 39

## Funding

**Funding Source:** City Funds

**Special circumstances related to funding:** No

## Scope of Work

**Clearly describe scope and detail the services to be performed:** JPD is seeking document translation services to translate Court reports, case plans, and other documents that contain confidential information protected by state law, such as juvenile case file information. The existing Citywide term contracts under the Office of Contracts Administration do not meet the specific translation needs of the Department, which is why we will need to procure our own document translation services. All document translation services will be performed by individuals who are certified by the State of California Certified and/or American Standards for Testing and Materials or for legal and medical interpretation. Core Languages will be defined as Chinese (Cantonese and Mandarin), Spanish, Filipino (Tagalog), Russian, Samoan, Mayan, and Vietnamese; other languages may be included as needs emerge, as identified by compliance agencies,



including the Office of Civic Engagement & Immigrant Affairs (OCEIA). In addition, the "January 2023 CDSS ACL 23-04" ("All County Letters CA Department of Social Services") states that the JPD needs to give youth copies of the court report, case plan, TILP, and Foster Youth Bill of Rights, and ensure those items are translated in the youth's primary language, if English is not their primary language.

**Why are these services required and what are the consequences of denial?:** These services are required by Federal and State Law, Title V1 of the Civil Rights Act of 1964, Executive Order 13166, Dymally-Alatorre Bilingual Services Act (California Government Code Section 7290 et. Seq.). Denial would result in non-compliance with State regulations, as outlined in the "January 2023 CDSS ACL 23-04" letter ("All County Letters CA Department of Social Services"). Additionally, denial would make the Department subject to liability.

**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:** Juvenile Probation Commission to review JUVs request to contract out the services.

**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 skills required for this work are specialized and specific needs or languages may change. Also, work is sporadic, as-needed or for emergency situations. Additionally, bilingual certification by the Department of Human Resources (DHR) is only a test for basic oral and written fluency in select language categories. DHR certification is not accepted by the State and subject to legal challenge if interpretation is subpoenaed or challenged in legal proceedings. While some civil service classes, if certificated and trained could theoretically provide services if that was their sole role, today, there is currently no single civil service class that can perform all of the required work with the combination of skills, expertise and knowledge. This work requires expert skill and sensitivities.

It would not be practical to hire someone to translate documents, as it is not cost effective because there's not enough work for an FTE.

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

**Q5b1) Describe the specialized skills and expertise required to perform the services:** The skills required for this work are specialized and specific needs or languages may change. Also, work is sporadic, as-needed or for emergency situations. Additionally, bilingual certification by the Department of Human Resources (DHR) is only a test for basic oral and written fluency in select language categories. DHR certification is not accepted by the State and subject to legal challenge if interpretation is subpoenaed or challenged in legal proceedings. While some civil service classes, if certificated and trained could theoretically provide services if that was their sole role, today, there is currently no single civil service class that can perform all of the required work with the combination of skills, expertise and knowledge. This work requires expert skill and sensitivities.

**Q5c) Does City have classifications with the required specialized skills or expertise?:** No

**Q5c1) Should City develop a classification to perform these services?:** No

**Q5c2) Explain why new a job classification is not feasible:** This work has always been provided by a Contractor. There is currently no single civil service class that can perform all of the required work with the combination of skills, expertise and knowledge. The work varies with the caseload size, and it depends on the number of youths in foster care who do not speak English as their primary language. Any needed translation services would be short-term/as-needed. Thus, it would not be practical to hire someone to translate documents, as it is not cost effective because there's not enough work for a FTE.

**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 is n/a.

**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 has always been provided by a Contractor. There is currently no single civil service class that can perform all of the required work with the combination of skills, expertise and knowledge. The work varies with the caseload size, and it depends on the number of youths in foster care who do not speak English as their primary language. Any needed translation services would be short-term/as-needed. Thus, it would not be practical to hire someone to translate documents, as it is not cost effective because there's not enough work for a FTE.

### **Additional information to support your request (Optional):**

#### **Union Notifications**

**Job Class(es):** 1823 - Senior Administrative Analyst, 8177 - Attorney (Civil/Criminal), 2903 - Hospital Eligibility Worker, 1326 - Customer Service Agent Supv, 1840 - Junior Management Assistant, 2586 - Health Worker 2, 1408 - Principal Clerk, 1324 - Customer Service Agent, 0922 - Manager I

**Labor Unions:** 311 - Municipal Attorneys Assoc, 021 - Prof & Tech Eng, Local 21, 351 - Municipal

Exec Assoc-Misc, 535 - SEIU 1021, 790 - SEIU, Local 1021, Misc

**Labor Union Email Addresses:** nathanquigley@gmail.com, JLassart@MPBF.com, L21PSCReview@ifpte21.org, ewidth@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, staff@sfmea.com, Criss@SFMEA.com, Christina@sfmea.com, Amit@sfmea.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, 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

**Union Review Sent On:** 5/29/2024

**Union Review End Date:** 7/28/2024

**Union Review Duration Met On:** 7/29/2024

**From:** dhr-psccordinator@sfgov.org on behalf of elisa.baeza@sfgov.org  
**To:** Baeza, Elisa (JUV); Yes@sfgov.org; kristin.hardy@seiu1021.org; oumar.fall@seiu1021.org; cade.crowell@seiu1021.org; max.porter@seiu1021.org; sarah.wilson@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; carey.dall@seiu1021.org; Chanel.Brown@seiu1021.org; jegv.sering@seiu1021.org; matthew.torres@seiu1021.org; SF-DHR-Info@seiu1021.org; Najuawanda Daniels; jason.klumb@seiu1021.org; 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; sportillo@ifpte21.org; jharding@ifpte21.org; agarza@ifpte21.org; amakayan@ifpte21.org; andrea@sfmea.com; Laxamana, Junko (DBI); Criss@sfmea.com; Christina@sfmea.com; staff@sfmea.com; jnuti@ifpte21.org; kdavis@ifpte21.org; mweirick@ifpte21.org; ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; L21PSCReview@ifpte21.org; Baeza, Elisa (JUV); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46536 - 23/24  
**Date:** Wednesday, May 29, 2024 3:26:23 PM

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RECEIPT for Union Notification for PSC 46536 - 23/24 more than \$100k

The JUVENILE PROBATION -- JUV has submitted a request for a Personal Services Contract (PSC) 46536 - 23/24 for \$300,000 for Initial Request services for the period 09/01/2024 – 12/31/2027. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/22462> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

**From:** Baeza, Elisa (JUV)  
**To:** "JLassart@MPBF.com"; "nathanquigley@gmail.com"  
**Cc:** DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Forwarding "Receipt of Notice for new PCS over \$100K PSC # 46536 - 23/24"  
**Date:** Wednesday, July 10, 2024 11:03:00 AM  
**Attachments:** Receipt of Notice for new PCS over \$100K PSC # 46536 - 2324.msg

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Hello, I am forwarding for your reference the union notification email receipt for PSC 46536 - 23/24.  
This PSC request is to procure document translation services.

If questions, about the PSC, do let me know.

Thank you.

Elisa Baeza, MPP (she/her)  
Senior Administrative Analyst  
Finance & Administrative Services  
San Francisco Juvenile Probation Department

# Personal Service Contract Summary (PSC Form 1)

## PSC Basic Information

**Submitting Department:** MYR

**Submitted By:** Daniella Mattias

**Department Coordinator:** Daniella Mattias,  
daniella.mattias@sfgov.org

**Project Manager:** Eileen Mariano

**ServiceNow Number:** DHRPSC0004316

**Version:** 0.01

**Version Type:** New

**Brief description of proposed work:** Federal Lobbyist Services

## Review Type and Reason

**CSC Review Required:** Yes

**CSC Review Reason(s):**

- Requires CSC Approval by Amount

## Amount

**PSC Amount:** \$2,355,000

**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 conduct and coordinate federal lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City. The scope includes identifying potential legislation or regulation, representing the City's agenda to federal legislators, as well as advocating for the City's position with proposed legislation and budget appropriations with federal legislators. This requires maintaining good relationships with the staff of federal legislators.

**Why are these services required and what are the consequences of denial?:** Federal legislators and regulatory actions can be significant and profound impact on the budget of the

City and the legal requirements used by City departments. Effective advocacy for the City in the nations' capital is critical to advancing and securing the City's interests, particularly on federal appropriation issues.

**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 services and employees must live/work in Washington D.C..

### 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?:**  
Services are based on impending legislation

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

**Q5b1) Describe the specialized skills and expertise required to perform the services:**  
knowledge of federal staff, legislators, federal government operations

**Q5c) Does City have classifications with the required specialized skills or expertise?:** No

**Q5c1) Should City develop a classification to perform these services?:** No

**Q5c2) Explain why new a job classification is not feasible:** Work must be performed in Washington, DC.

**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:** Work must be performed in Washington, DC.

**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:** Unable to live/work in

**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, djohnson@opcmialocal300.org, WOrellana@opcmialocal300.org, 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, 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, Carey.Dall@seiu1021.org, 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,



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**Union Review Sent On:** 7/25/2024

**Union Review End Date:** 8/1/2024

**Union Review Duration Met On:** 8/1/2024

# 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:** James Shields

**ServiceNow Number:** DHRPSC0004183

**Version:** 0.01

**Version Type:** New

**Brief description of proposed work:** The SFPD is procuring mobile data computers and mobile printers for patrol vehicles which requires installation services

## 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?:** Yes

- Commodities & Equipment: \$2,600,000

## 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 SFPD is procuring mobile data computers and mobile printers for patrol vehicles which requires installation services. This will involve the installation of mounting equipment and wiring throughout the patrol vehicles

**Why are these services required and what are the consequences of denial?:** The existing equipment in SFPD patrol vehicles are at end of life and is no longer supported. Therefore new devices/equipment need to be installed so that officers can perform their duties. New equipment is also needed to support the Department of Emergency Management's (DEM) Computer Aided Dispatch (CAD) project. If installation is denied, SFPD Officers will not be able

## Post Union Notification

to perform their job duties efficiently and SFPD will not be compliant w/ DEM's CAD replacement project.

**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?:** Yes

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

installation services are required on as-needed basis

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

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

Installers must have knowledge and expertise with installing mobile data computers and mobile printers in police vehicles

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

**Q5c1) Identify the classifications:** 7318 - Electronic Maintenance Tech, 7381 - Automotive Mechanic

**Q5c2) Does the Department have employees in these classifications?:** No

**Q5c3) Will you be hiring employees in these classifications?:** No

**Q5c4) Explain why you are not hiring in these classifications:** This is an as-needed service

**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 training is required for installation services

**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:** These are as-needed services

**Additional information to support your request (Optional):**

### Union Notifications

#### Post Union Notification

**Job Class(es):** 7318 - Electronic Maintenance Tech, 7381 - Automotive Mechanic  
**Labor Unions:** 130 - Auto Machinist, Lodge 1414, 006 - Electrical Workers, Local 6  
**Labor Union Email Addresses:** pmendeziamaw@comcast.net, dvickers@iam1414.org,  
ibew6@ibew6.org, oashworth@ibew6.org  
**Union Review Sent On:** 7/22/2024  
**Union Review End Date:** 8/21/2024  
**Union Review Duration Met On:** 8/21/2024

# 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:** Kellee Hom

**ServiceNow Number:** DHRPSC0004195

**Version:** 1.01

**Version Type:** Amendment

**Legacy PSC #:** 46129-21/22

**Brief description of proposed work:** Specialized Services in Support of Substance Use Disorder Programs and Research

**Reason for the Request for Amendment:** To increase the amount and extend the duration to align with the anticipated contract term.

## Review Type and Reason

**CSC Review Required:** Yes

**CSC Review Reason(s):**

- Requires CSC Approval by Amount

## Amount

**Previously Approved Amount:** \$800,000

**Increase Amount:** \$8,440,519

**Why are you requesting the PSC amount to be increased?:** The new amount of the contract will be \$9,240,519, so we are increasing to align with that amount.

**Total Amended Amount:** \$9,240,519

**Does contract include items other than services?:** No

## Duration

**Is PSC by Duration or Continuing:** Duration

**Previously Approved Duration (months):** 54

**Duration Increase (months):** 11

**Why are you requesting the PSC duration to be increased:** To align with the anticipated contract term.

**Total Amended Duration (months):** 65

**First Contract Start Date:** 8/1/2022

**PSC Duration End Date:** 12/31/2027

## Funding

**Funding Source:** City Funds

**Special circumstances related to funding:** No

## Post Union Notification

## 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 contractor(s) will work on several projects in support of Substance Use Disorder initiatives. Projects will maintain a sustainable system to estimate the number of people in the City and County of Francisco who are at active risk of an opioid overdose and support services for the Implementing Overdose Prevention Strategies at the Local Level (IOPSSL) program. Contractors will: Provide expertise in population size estimation methods; Work with the SubstanceUse Disorder team to build capacity to implement capture-recapture analysis to estimate the size ofthe non-injection drug users; Prepare code for statistical software to implement the analysis, organize and interpret the results, and assist in drafting the report describing the results; Direct the scientific study design, prepare and troubleshoot code for statistical analysis, and interpret and present results in a draft report; Provide scientific oversight to the Substance Use Disorder team as they implement and interpret the capture-recapture analyses. For the IOPSSL program, the Contractor(s) will create an integrated online data dashboard, and serve as subject matter experts to train Emergency Department staff , and advocate for substance use assessment and navigation in the 7 hospital emergency departments in San Francisco with the goal to greatly expand the number of individuals with substance use disorders who are linked to medication-assisted treatment and significantly reduce opioid overdoses in the city.

**Why are these services required and what are the consequences of denial?:** The services are necessary in order to estimate those at risk and to advance the overall goals of various Substance Use Disorder initiatives. If denied, the City will be unable to have a scientifically based estimate of individuals who are at active risk of an opioid overdose and will not be able to expand the number of individuals with substance use disorders who are linked to medication assisted treatment, thereby will not be able to significantly reduce opioid overdoses in The City.

**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 services are provided on an as-needed basis, intermittent basis and require the necessary knowledge, skills, experience to prepare code for statistical software to implement the analysis, organize and interpret the results, and assist in drafting the report describing the results.

## 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

## Post Union Notification

## 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?:** 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 are required on an as-needed, intermittent and periodic basis to align with the project-based nature of Substance Use Disorder initiatives.

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

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

Contractor will provide expertise in population size estimation methods. Contractor will work with the Substance Use Disorder team to build capacity to implement capture-recapture analysis to estimate the size of the non-injection drug users. Using data from DPH's Coordinated Care Management System, contractor will prepare code for statistical software to implement the analysis, organize and interpret the results, and assist in drafting the report describing the results. Contractor will direct the scientific study design, prepare and troubleshoot code for statistical analysis, and interpret and present results in a draft report. Contractor will provide scientific oversight to the Substance Use Disorder team as they implement and interpret the capture-recapture analyses. Contractor will also help troubleshoot technical problems. Contractor must have specific skills in the area of the creation of data dashboards, and in the area of education, advocacy of medication-assisted treatment in hospital based emergency departments.

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

**Q5c1) Identify the classifications:** 1823 - Senior Administrative Analyst, 1093 - IT Operations Support Admn III, 2803 - Epidemiologist 2, 1095 - IT Operations Support Admin V, 1092 - IT Operations Support Admin II, 2802 - Epidemiologist 1, 1094 - IT Operations Support Admin IV, 1091 - IT Operations Support Admin I, 2233 - Supervising Physician Spec, 1824 - Pr Administrative Analyst

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

**Q5c3) Why are they not able to perform the services?:** The services are as-needed and intermittent, therefore it is not feasible for civil service staff to perform the services.

**Q5d) Will contractor directly supervise City employees?:** No

**Q5e) Will contractor train City employees?:** Yes

**Q5e1) Clearly describe and detail the training activities:** Training will be given to Emergency Department staff of San Francisco hospitals. Training for Emergency Department staff (doctors, nurses, and other clinicians), and advocacy services will focus on substance use assessment and navigation in the 7 hospital emergency departments in San Francisco with the goal to greatly

expand the number of individuals with substance use disorders who are linked to medication-assisted treatment and significantly reduce opioid overdoses in the city.

**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:** Due to the as-needed and intermittent nature of the work, it is not feasible for city staff to perform these services.

**Additional information to support your request (Optional):**

**Union Notifications**

**Have the Job Classes/Labor Unions changed?:**

**Job Class(es):** 1823 - Senior Administrative Analyst, 1093 - IT Operations Support Admin III, 2803 - Epidemiologist 2, 1095 - IT Operations Support Admin V, 1092 - IT Operations Support Admin II, 2802 - Epidemiologist 1, 1094 - IT Operations Support Admin IV, 1091 - IT Operations Support Admin I, 2233 - Supervising Physician Spec, 1824 - Pr Administrative Analyst

**Labor Unions:** 021 - Prof & Tech Eng, Local 21, 163 - Physician/Dentists 11-AA, UAPD

**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, pking@uapd.com, uapd@uapd.com, uapdsacto@uapd.com

**Union Review Sent On:** 7/16/2024

**Union Review End Date:** 7/23/2024

**Union Review Duration Met On:** 7/23/2024



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Specialized Services in Support of Substance Use Disorder Programs and Research

Funding Source: General Fund, Grants, Prop C

PSC Duration: 4 years 26 weeks

PSC Amount: \$800,000

**1. Description of Work**

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

The contractor(s) will work on several projects in support of Substance Use Disorder initiatives. Initial projects will establish a sustainable system to estimate the number of people in the City and County of Francisco who are at active risk of an opioid overdose and support services for the Implementing Overdose Prevention Strategies at the Local Level (IOPSL) program. For these initiatives the Contractor(s) will: Provide expertise in population size estimation methods; Work with the Substance Use Disorder team to build capacity to implement capture-recapture analysis to estimate the size of the non-injection drug users; Will prepare code for statistical software to implement the analysis, organize and interpret the results, and assist in drafting the report describing the results; Will direct the scientific study design, prepare and troubleshoot code for statistical analysis, and interpret and present results in a draft report; Will provide scientific oversight to the Substance Use Disorder team as they implement and interpret the capture-recapture analyses. For the IOPSL program the Contractor (s) will create an integrated online data dashboard, and serve as subject matter experts to train Emergency Department staff, and advocate for substance use assessment and navigation in the 7 hospital emergency departments in San Francisco with the goal to greatly expand the number of individuals with substance use disorders who are linked to medication-assisted treatment and significantly reduce opioid overdoses in The City.

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

The services are necessary in order to estimate those at risk and to advance the overall goals of various Substance Use Disorder initiatives. If denied the City will be unable to have a scientifically based estimate of individuals who are at active risk of an opioid overdose and will not be able to expand the number of individuals with substance use disorders who are linked to medication-assisted treatment thereby will not be able to significantly reduce opioid overdoses in The City.

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

These are new services

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

Only if there is a continued need.

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

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

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

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

B. Explain the qualifying circumstances:

The services are provided on an as-needed basis, intermittent, and requires the necessary knowledge, skills, experience to prepare code for statistical software to implement the analysis, organize and interpret the results, and assist in drafting the report describing the results. Contractor will direct the scientific study design, prepare and troubleshoot code for statistical analysis, and interpret and present results in a draft report. Contractor will provide scientific oversight to the Substance Use Disorder team as they implement and interpret the capture-recapture analyses. Contractor will also help troubleshoot technical problems as required.

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

- A. Specify required skills and/or expertise: Contractor will provide expertise in population size estimation methods. Contractor will work with the Substance Use Disorder team to build capacity to implement capture-recapture analysis to estimate the size of the non-injection drug users. Using data from SFDPH's Coordinated Care Management System, Contractor will prepare code for statistical software to implement the analysis, organize and interpret the results, and assist in drafting the report describing the results. Contractor will direct the scientific study design, prepare and troubleshoot code for statistical analysis, and interpret and present results in a draft report. Contractor will provide scientific oversight to the Substance Use Disorder team as they implement and interpret the capture-recapture analyses. Contractor will also help troubleshoot technical problems. Contractor must also have specific skills in the area of the creation of data dashboards, and in the area of education, advocacy of medication-assisted treatment in hospital based emergency departments.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1091, IT Operations Support Admin I; 1092, IT Operations Support Admin II; 1093, IT Operations Support Admin III; 1094, IT Operations Support Admin IV; 1095, IT Operations Support Admin V; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 2233, Supervising Physician Spec; 2802, Epidemiologist 1; 2803, Epidemiologist 2; 1091, IT Operations Support Administrator I; 1092, IT Operations Support Administrator II; 1093, IT Operations Support Administrator III ; 1094, IT Operations Support Administrator IV ; 1094, IT Operations Support Administrator IV ; 1095, IT Operations Support Administrator V;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

The grant-funded services require a level of expertise and knowledge with complex statistical modeling for substance use disorders and medication assisted treatment that is not provided in current available City resources.

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

A. Explain why civil service classes are not applicable.

The services are provided on an as-needed basis, intermittent, and requires the necessary knowledge, skills, experience to prepare code for statistical software to implement the analysis, organize and interpret the results, and assist in drafting the report describing the results. Contractor will direct the scientific study design, prepare and troubleshoot code for statistical analysis, and interpret and present results in a draft report. Contractor will provide scientific oversight to the Substance Use Disorder team as they implement and interpret the capture-recapture analyses. Contractor will also help troubleshoot technical problems as required.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The services are as-needed, intermittent and will have a limited duration.

**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. Training will be given to Emergency Department staff of San Francisco Hospitals. Hospitals are both Public and Private. Training for Emergency Department staff (Doctors Nurses, and other clinicians), and advocacy services will focus on substance use assessment and navigation in the 7 hospital emergency departments in San Francisco with the goal to greatly expand the number of individuals with substance use disorders who are linked to medication-assisted treatment and significantly reduce opioid overdoses in The City.

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 02/14/2022, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21; Physicians and Dentists - 11AA; 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: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46129 - 21/22

DHR Analysis/Recommendation:

action date: 04/18/2022

Commission Approval Required

Approved by Civil Service Commission

04/18/2022 DHR Approved for 04/18/2022

Dept Name:	DPH
PSC Coordinator Name:	Reanna Albert
PSC Coordinator Email:	<a href="mailto:reanna.albert@sfdph.org">reanna.albert@sfdph.org</a>
PSC ServiceNow Record Number:	DHRPSC0004195

PS Contract ID	Contract Start Date
1000026141	8/1/2022


Contract End Date	Contract Not to Exceed Amount	PSC ServiceNow Record Number (if PSC approval was obtained)
6/30/2024	\$ 396,381	DHRPSC0004195

Brief Description of Services Rendered
Substance use disorder initiatives for Bridge program - NACCHO grant.

# 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:** Tedman Lee

**ServiceNow Number:** DHRPSC0003594

**Version:** 1.01

**Version Type:** Amendment

**Legacy PSC #:** 49884-20/21

**Brief description of proposed work:** Engineering Services for Transmission Pipelines  
(PRO.0168)

**Reason for the Request for Amendment:** Add capacity to continue providing engineering design and support services for transmission pipelines for the Water Enterprise Capital Improvement Program and the Hetch Hetchy Capital Improvement Program

## Review Type and Reason

**CSC Review Required:** Yes

**CSC Review Reason(s):**

- Requires CSC Approval by Amount

## Amount

**Previously Approved Amount:** \$14,000,000

**Increase Amount:** \$10,000,000

**Why are you requesting the PSC amount to be increased?:** Add capacity to continue providing engineering design and support services for transmission pipelines for the Water Enterprise Capital Improvement Program and the Hetch Hetchy Capital Improvement Program

**Total Amended Amount:** \$24,000,000

**Does contract include items other than services?:** No

## Duration

**Is PSC by Duration or Continuing:** Duration

**Previously Approved Duration (months):** 96

**Duration Increase (months):** 0

**Total Amended Duration (months):** 96

**First Contract Start Date:** 9/23/2021

**PSC Duration End Date:** 9/23/2029

## Funding

**Funding Source:** City Funds

**Special circumstances related to funding:** No

## Post Union Notification



## 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:** Original coordinator's email: shale@sflower.org.

PSC 46104 - 19/20 was approved by the Civil Service Commission on August 5, 2019 for the scope of work in this request. PSC 46104 - 19/20 will expire on May 18, 2021, before the expected execution of SFPUC Contract PRO-0168. This request will allow the SFPUC to complete the execution of Contract PRO.0168.

Consultants will perform highly specialized engineering tasks that include conducting geotechnical field explorations, investigations, and laboratory testing; hydraulic modeling, corrosion testing and evaluation, condition inspection and assessment of existing transmission pipelines, seismic vulnerabilities of transmission pipelines crossing earthquake faults, site surveying in remote locations, hydraulic bypass and energy dissipation design for powerhouses, preparing reports for new and existing transmission pipelines; The SFPUC intends to award two (2) contracts, each not to exceed \$7,000,000.

**Why are these services required and what are the consequences of denial?:** Eighty-five percent of the water supply for the SFPUC customers travels through transmission pipelines. These facilities vary in age from 5 to over 80 years. If this service is denied, the SFPUC will not be able to understand the condition of the asset and minimize the potential of unplanned outages that will impact water supply delivery. Thus, these transmission pipelines require inspection and repair and or replacement.

**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?:** Technical expertise and support services for transmission pipeline design. Work is specialized and intermittent.

## 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:** SFPUC Commission approval is required to award any Professional Services contract greater than \$1,000,000.

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

**Provide details related to contracts for which BOS approval will be required?:** Amendments for contract amounts that were previously approved by BOS with an amended contract value of over \$500,000 from previously approved.

### 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?:** 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?:**

Technical expertise needed on specific locations in the project area

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

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

Technical expertise for transmission pipeline design & rehabilitation (e.g, earthquake faults, prestressed cylinder pipe, etc.)

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

**Q5c1) Identify the classifications:** 5241 - Engineer, 5211 - Eng/Arch/Landscape Arch Sr

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

**Q5c3) Why are they not able to perform the services?:** Technical expertise required

**Q5d) Will contractor directly supervise City employees?:** No

**Q5e) Will contractor train City employees?:** Yes

**Q5e1) Clearly describe and detail the training activities:** Design meetings and technology transfer sessions

**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:** Work is intermittent

**Additional information to support your request (Optional):**

### Union Notifications

**Have the Job Classes/Labor Unions changed?:**

**Job Class(es):** 5241 - Engineer, 5211 - Eng/Arch/Landscape Arch Sr

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

**Labor Union Email Addresses:** Union21@ifpte21.org, L21pscreview@ifpte21.org

**Union Review Sent On:** 8/2/2024

**Union Review End Date:** 8/9/2024  
**Union Review Duration Met On:** 8/9/2024

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: Engineering Services for Transmission Pipelines (PRO.0168)

Funding Source: Water Enterprise - Hetch Hetchy Enterprise

PSC Duration: 8 years 1 day

PSC Amount: \$14,000,000

**1. Description of Work**

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

PSC 46104 - 19/20 was approved by the Civil Service Commission on August 5, 2019 for the scope of work in this request. PSC 46104 - 19/20 will expire on May 18, 2021, before the expected execution of SFPUC Contract PRO-0168. This request will allow the SFPUC to complete the execution of Contract PRO.0168.

Consultants will perform highly specialized engineering tasks that include conducting geotechnical

field explorations, investigations, and laboratory testing; hydraulic modeling, corrosion testing and evaluation, condition inspection and assessment of existing transmission pipelines, seismic vulnerabilities of transmission pipelines crossing earthquake faults, site surveying in remote locations, hydraulic bypass and energy dissipation design for powerhouses, preparing reports for new and existing transmission pipelines; The SFPUC intends to award two (2) contracts, each not to exceed \$7,000,000.

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

Eighty-five percent of the water supply for the SFPUC customers travels through transmission pipelines. These facilities vary in age from 5 to over 80 years. If this service is denied, the SFPUC will not be able to understand the condition of the asset and minimize the potential of unplanned outages that will impact water supply delivery. Thus, these transmission pipelines require inspection and repair and or replacement.

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

PSC 46104 - 19/20 was approved by the Civil Service Commission on August 5, 2019 for the scope of work in this request. PSC 46104 - 19/20 will expire on May 18, 2021, before the expected execution of SFPUC Contract PRO-0168. This request will allow the SFPUC to complete the execution of Contract PRO.0168. Similar service is provided under PSC 49415-16/17 for PRO.0076 As-Needed Engineering Design Services.

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.

Eighty-five percent of the water supply for the SFPUC customers travels through transmission pipelines. These facilities vary in age from 5 to over 80 years. If this service is denied, the SFPUC will not be able to understand the condition of the asset and minimize the potential of unplanned outages that will impact water supply delivery. Thus, these transmission pipelines require inspection and repair and or replacement.

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

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

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

B. Explain the qualifying circumstances:

This is highly specialized work that provides engineering support services to City staff who are performing the bulk of the engineering design work.

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

A. Specify required skills and/or expertise: Conducting geotechnical field explorations, investigations, and laboratory testing; hydraulic modeling, corrosion testing and evaluation, condition inspection and assessment of existing transmission pipelines, seismic vulnerabilities of transmission pipelines crossing earthquake faults, site surveying in remote locations, hydraulic bypass and energy dissipation design for powerhouses, preparing reports for new and existing transmission pipelines.

B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 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?**

This is highly specialized work that provides engineering support services to City staff who are performing the bulk of the engineering design work.

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

A. Explain why civil service classes are not applicable.

Civil service classifications are not applicable because these skill sets are specialized and require continuous training. SFPUC only requires these services on a project by project basis to support the design development of the capital program for large diameter transmission pipelines.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical to adopt a new civil service

class for this work due to the highly specialized nature and as-needed schedule for the services.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. This is highly specialized work that provides engineering support services to City staff who are performing the bulk of the engineering design 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 04/01/2021, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: 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# 49884 - 20/21

DHR Analysis/Recommendation:

action date: 06/07/2021

Commission Approval Required

Approved by Civil Service Commission

06/07/2021 DHR Approved for 06/07/2021



# Personal Service Contract Summary (PSC Form 1)

## PSC Basic Information

**Submitting Department:** PUC

**Submitted By:** Katie Liu

**Department Coordinator:** Shawndrea Hale,  
SHale@sfgwater.org

**Project Manager:** Mike Maraviglia

**ServiceNow Number:** DHRPSC0003857

**Version:** 1.01

**Version Type:** Amendment

**Legacy PSC #:** 48816-20/21

**Brief description of proposed work:** Repairs, Inspections, and Services on Flygt Pumps and Motor Assemblies

**Reason for the Request for Amendment:** Extension for 4 years through 1/31/2029 + increasing PSC from \$2,000,000 to \$4,589,000.

## Review Type and Reason

**CSC Review Required:** Yes

**CSC Review Reason(s):**

- Requires CSC Approval by Amount
- Requires CSC Approval by Duration

## Amount

**Previously Approved Amount:** \$2,000,000

**Increase Amount:** \$2,589,000

**Why are you requesting the PSC amount to be increased?:** Increasing based on NTE calculations for an additional 4 years.

**Total Amended Amount:** \$4,589,000

**Does contract include items other than services?:** Yes

- Commodities & Equipment: \$1,000,000

## Duration

**Is PSC by Duration or Continuing:** Duration

**Previously Approved Duration (months):** 36

**Duration Increase (months):** 48

**Why are you requesting the PSC duration to be increased:** Wastewater Enterprise still needs the Flygt maintenance contract to inspect & repair Flygt pumps throughout all San Francisco wastewater treatment facilities.

**Total Amended Duration (months):** 84

**First Contract Start Date:** 2/1/2022

**PSC Duration End Date:** 1/31/2029

## Funding

## Post Union Notification



**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:** Original coordinator's email: wirwin@sfwater.org.

The Contractor shall provide all necessary technical labor, materials, supplies, tools, supervision, manuals, personal protective equipment, and incidentals to perform the services/repairs such as transportation, inspections, and repairs of each pump and motor assembly. Transportation of each pump and motor assembly includes transportation from the City facility to Contractor's shop and from Contractor's shop back to the City facility in the appropriately sized truck/trailer. Inspections of pumps includes disassembly of motor and pumps, perform visual inspections, submit an "as found" condition inspection report to the City Representative with photos and detailed recommended repairs (inclusive of breakdown of parts, materials, and labor needed), furnish complete inspection reports, electrically megger and test all windings and protection devices, perform polarized index (PI) tests, surge comparison test on stator winding, total indicated run out of shaft, micrometer readings on bearing journals and bell housings, check impellers for wear and tolerances, check wear rings for wear and tolerances, and check suction nozzle for wear and tolerances.

Repairs include: steam clean parts, remove stator core from housing, burn stator in temperature controlled oven, strip AC stator and record winding data, clean and sandblast stator core, rewind AC stator with inverter duty wire Class H insulation and Class F leads, supply and install temperature sensors, vacuum pressure impregnate AC winding, apply Class F polyurethane insulating coat on windings, install stator core in housing, dynamically balance rotor and impeller, supply and install new O-rings, seals, and bearings, perform motor shop test, and replace wear rings, seals, impellers, and other incidental parts needed when performing work.

**Why are these services required and what are the consequences of denial?:** Permit violations. We need our equipment be reliable in order to collect, convey and treat the City's sewage and wastewater.

**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?:** Our staff do not have the time or resources, this work is specialized for Flygt pumps and motor assemblies and work must be done in a certified Flygt pump repair facility.

## 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:** Yes

**Provide details related to contracts for which BOS approval will be required?:** Will need CSC approval for the modification to extend the duration of contract and increase the NTE amount on contract.

## 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?:** 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?:**

Services are needed when pumps and motors are failing and need to be inspected and repaired.

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

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

Contractor shall have sufficient technical knowledge and a minimum of 5 years experience in inspecting, servicing, troubleshooting, repairing, and testing of Flygt submersible pump and motor assemblies up to 430 horsepower. Contractor must be a certified Flygt pump repair facility and shall at all times employ trained and competent personnel with the requisite amount of expertise in refurbishing and repairing Flygt submersible pump and motor assemblies. Electric Motor work must be performed by a qualified motor shop; the shop shall be a certified member of EASA (Electrical Apparatus Service Association).

All work shall be performed in compliance with the current applicable Federal, State, and Local codes, standards, laws and regulations. This includes, but is not limited to: ANSI/ASME -B30 Safety Standard, National Electric Code (NEC)/NFPA 70, National Electrical Manufacturer's Association (NEMA), Dept. of Industrial Relations, Cal/OSHA - California Code of Regulations, Title 8, and Electrical Apparatus Service Association (EASA).

**Q5c) Does City have classifications with the required specialized skills or expertise?:** No

**Q5c1) Should City develop a classification to perform these services?:** No

**Q5c2) Explain why new a job classification is not feasible:** This work is specialized for Flygt pumps and motor assemblies and work must be done in a certified Flygt pump repair facility.

**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 is specialized for

## Post Union Notification

Flygt pumps and motor assemblies and work must be done in a certified Flygt pump repair facility.

**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 is specialized for Flygt pumps and motor assemblies and work must be done in a certified Flygt pump repair facility.

### **Additional information to support your request (Optional):**

#### **Union Notifications**

**Have the Job Classes/Labor Unions changed?:**

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

**Labor Unions:** No Union Selected -

**Labor Union Email Addresses:** pmendeziamaw@comcast.net, dvickers@iam1414.org, nathanquigley@gmail.com, JLassart@MPBF.com, administration@sffdlocal798.org, larryjr@ualocal38.org, president@twusf.org, WOrellana@opcmialocal300.org, Union21@ifpte21.org, SF-DHR-Info@seiu1021.org, President@sanfranciscodsa.com, ibew6@ibew6.org, staff@sfmea.com, mleach@ibt856.org, laborers261@gmail.com, pwilson@twusf.org, mdennis@twusf.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.org, Kdavis, 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:** 7/31/2024

**Union Review End Date:** 8/7/2024

**Union Review Duration Met On:** 8/7/2024

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: Repairs, Inspections, and Services on Flygt Pumps and Motor Assemblies

Funding Source: Waste Water Enterprise Operating Budget

PSC Duration: 2 years 52 weeks

PSC Amount: \$2,000,000

**1. Description of Work**

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

The Contractor shall provide all necessary technical labor, materials, supplies, tools, supervision, manuals, personal protective equipment, and incidentals to perform the services/repairs such as transportation, inspections, and repairs of each pump and motor assembly. Transportation of each pump and motor assembly includes transportation from the City facility to Contractor's shop and from Contractor's shop back to the City facility in the appropriately sized truck/trailer.

Inspections of pumps includes disassembly of motor and pumps, perform visual inspections, submit an "as found" condition inspection report to the City Representative with photos and detailed recommended repairs (inclusive of breakdown of parts, materials, and labor needed), furnish complete inspection reports, electrically megger and test all windings and protection devices, perform polarized index (PI) tests, surge comparison test on stator winding, total indicated run out of shaft, micrometer readings on bearing journals and bell housings, check impellers for wear and tolerances, check wear rings for wear and tolerances, and check suction nozzle for wear and tolerances.

Repairs include: steam clean parts, remove stator core from housing, burn stator in temperature controlled oven, strip AC stator and record winding data, clean and sandblast stator core, rewind AC stator with inverter duty wire Class H insulation and Class F leads, supply and install temperature sensors, vacuum pressure impregnate AC winding, apply Class F polyurethane insulating coat on windings, install stator core in housing, dynamically balance rotor and impeller, supply and install new O-rings, seals, and bearings, perform motor shop test, and replace wear rings, seals, impellers, and other incidental parts needed when performing work.

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

Permit violations. We need our equipment be reliable in order to collect, convey and treat the City's sewage and wastewater.

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

Yes, this service has been provided in the past through Contract ID 1000012684. The contract is expiring on 12/31/2020. This is the first PSC requested for this service.

D. Will the contract(s) be renewed?

No.

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

not applicable

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

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

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

B. Explain the qualifying circumstances:

Service is only needed when our pumps breakdown or need servicing.

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

A. Specify required skills and/or expertise: Contractor shall have sufficient technical knowledge and a minimum of 5 years experience in inspecting, servicing, troubleshooting, repairing, and testing of Flygt submersible pump and motor assemblies up to 430 horsepower. Contractor must be a certified Flygt pump repair facility and shall at all times employ trained and competent personnel with the requisite amount of expertise in refurbishing and repairing Flygt submersible pump and motor assemblies. Electric Motor work must be performed by a qualified motor shop; the shop shall be a certified member of EASA (Electrical Apparatus Service Association). All work shall be performed in compliance with the current applicable Federal, State, and Local codes, standards, laws and regulations. This includes, but is not limited to: ANSI/ASME -B30 Safety Standard, National Electric Code (NEC)/NFPA 70, National Electrical Manufacturer's Association (NEMA), Dept. of Industrial Relations, Cal/OSHA - California Code of Regulations, Title 8, and Electrical Apparatus Service Association (EASA).

B. Which, if any, civil service class(es) normally perform(s) this work? 7332, Maintenance Machinist; 7372, Stationary Eng, Sewage Plant;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will need to use specialized tools and equipment to repair, inspect, and service the Flygt submersible pumps and motor assemblies. Contractor will also need be a certified Flygt pump repair facility.

## **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.

Job classes 7372 and 7332 job classes can perform some, but not all of the work require to repair these submersible pumps. They do not have all the expertise or equipment at this time.

- 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. Not at this time, of the portion not performed by classes 7372 and 7332 we do not have the equipment.

## 6. **Additional Information**

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

7. **Union Notification:** On 01/28/2021, the Department notified the following employee organizations of this PSC/RFP request:

Automotive Machinists, Local 1414; Stationary Engineers, Local 39

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

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

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## FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48816 - 20/21

DHR Analysis/Recommendation:

action date: 04/05/2021

Commission Approval Required  
04/05/2021 DHR Approved for 04/05/2021

Approved by Civil Service Commission



