



**Katherine Weinstein Miller**  
 Chief Probation Officer

To: Juvenile Probation Commission

Meeting Date: November 13, 2024

Re: JPD Contracts for Commission Review & Approval

The Juvenile Probation Department requests delegated authority from the Juvenile Probation Commission to approve the following agreement(s):

<b>Contractor</b>	<b>VSI Risk Management &amp; Ergonomics, Inc.</b>
<b>Action</b>	New Agreement
<b>Description</b>	Ergonomic Evaluations for Department Staff
<b>Term</b>	36-months
<b>Not-to-Exceed-Amount</b>	\$20,000
<b>Contracting Authority</b>	SF Admin Code 21.1
<b>Court-Ordered Service</b>	No
<b>Description</b>	
The Contractor is to provide comprehensive ergonomic office assessment and evaluations for JPD employees. Ergonomic evaluations will address ergonomic risk factors, reduce risk of musculoskeletal injury, and optimize productivity and employee retention. The department seeks to reduce the number of repetitive stress injuries suffered by employees and foster good health and self-awareness.	