



**CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

**LONDON N. BREED
MAYOR**

**AGENDA
Regular Meeting
January 6, 2025**

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

This meeting will be held in person at the location listed above. Members of the public may attend the meeting to observe and provide public comment at the physical meeting location listed above or by calling (415) 655-0001 and entering meeting id # 2664 311 1604. Instructions for providing remote public comment are below.

**LISTEN/PUBLIC COMMENT CALL-IN
USA is (415) 655-0001 | Access Code: #2664 311 1604
Press # twice to listen to the meeting via audio conference
Dial *3 when you are ready to queue**

LONDON N. BREED, MAYOR

COMMISSIONERS

**KATE FAVETTI
President**

**ELIZABETH SALVESON
Vice President**

F.X. CROWLEY

VITUS LEUNG

JACQUELINE MINOR

**SANDRA ENG
Executive Officer**

The public is encouraged to submit comments in advance of the meeting by email at civilservice@sfgov.org, or by voicemail message at the CSC Office main line at 628-652-1100. Comments submitted by 5:00 pm the Friday before the meeting will be included in the record. **Effective January 1, 2025, public comment received by email or voicemail at least three hours prior to the start of a meeting will be provided to the members of the Civil Service Commission and will be included in the record on the Civil Service Commission website. These public comments will no longer be read aloud at meetings.** During commission meetings, members of the public may use the Civil Service Commission's dedicated public comment line 1-415-655-0001, Access Code # 2664 311 1604

Regular Meeting January 6, 2025

2:00 p.m.

Agenda Language for In-Person or Partially In-Person Meetings

REMOTE ACCESS PROCEDURES

Phone Number
(415) 655-0001

Meeting ID #
2664 311 1604

- Enter the Phone Number above followed by the meeting ID = Then press #
- Press # again to be connected to the meeting (you will hear a beep)
- When you hear the beep
 - Stop and LISTEN to the meeting
 - Wait for Public Comment to be announced by Item #
- When the Clerk calls Public Comment, dial *3 to be added to the speaker line.
- When you press * 3, you will hear *“You have raised your hand to ask a question. Please wait to speak until the host calls on you”* – WAIT for your turn to speak.
- When you hear that *“your line has been unmuted”* – THIS IS YOUR OPPORTUNITY TO PROVIDE YOUR PUBLIC COMMENT

BEST PRACTICES

- Call from a quiet location
- Speak slowly and clearly
- Turn down any televisions or radios around you
- Address the Commission as a whole, do not address individual Commissioners

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (628) 652-1100. The fax number is (628) 652-1109. The email address is civilservice@sfgov.org and the web address is www.sf.gov/civilservice/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original copy on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at <https://sf.gov/civilservice> and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (628) 652-1100 and confirmed in writing or by fax at (628) 652-1109.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civilservice/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take in-person public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended. People who have received an accommodation due to a disability (as described below) may provide their public comments remotely. The Commission will also allow public comment from members of the public who choose to participate remotely. It is possible that the Commission may experience technical challenges that interfere with the ability of members of the public to participate in the meeting remotely. If that happens, the Commission will attempt to correct the problem, but may continue the hearing so long as people attending in-person are able to observe and offer public comment.

J. Public Comment and Due Process

During general public comment, members of the public sometimes wish to address the Civil Service Commission regarding matters that may come before the Commission in its capacity as an adjudicative body. The Commission does not restrict this use of general public comment. To protect the due process rights of parties to its adjudicative proceedings, however, the Commission will not consider, in connection with any adjudicative proceeding, statements made during general public comment. If members of the public have information that they believe to be relevant to a matter that will come before the Commission in its adjudicative capacity, they may wish to address the Commission during the public comment portion of that adjudicative proceeding. The Commission will not consider public comment in connection with an adjudicative proceeding without providing the parties an opportunity to respond.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

*** Temporary Wheelchair-accessible entrances are located on Van Ness Avenue and Grove Street. Please note the wheelchair lift at the Goodlett Place/Polk Street is temporarily not available. After multiple repairs that were followed by additional breakdowns, the wheelchair lift at the Goodlett/Polk entrance is being replaced for improved operation and reliability.**

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (628) 652-1100 or email civilservice@sfgov.org to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <https://sfethics.org/>.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Kate Favetti
Vice President Elizabeth Salvesson
Commissioner F. X. Crowley
Commissioner Vitus Leung
Commissioner Jacqueline P. Minor

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

(3) APPROVAL OF MINUTES - Action Item

Regular Meeting of December 16, 2024 – 2:00 p.m.

Recommendation: Adopt the Minutes.

(4) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

Commissioner announcement of intent to sever items from the Ratification Agenda.

Commissioner announcement of intent to sever items from the Consent Agenda.

Public comment, including public comment on any additional Ratification or Consent items that the public would like severed from the agenda.

COMMENDATIONS AGENDA

(5) Commendation for Gilda Cassanego, Senior Human Resources Analyst, Department of Human Resources, for her dedicated service to the City and County of San Francisco. (File No. 0359-24-1) – Action Item

Recommendation: Accept the Commendation.

(6) Commendation for Nancy Chin, Training and Organizational Development Director, Department of Public Works for her dedicated service to the City and County of San Francisco. (File No. 0360-24-1) – Action Item

Recommendation: Accept the Commendation.

- (7) **Commendation for Valerie Coleman, Manager of Employee Services, Municipal Transportation Agency, for her dedicated service to the City and County of San Francisco. (File No. 0361-24-1) – Action Item**

Recommendation: Accept the Commendation.

- (8) **Commendation for Luz Morganti, Senior Human Resources Analyst, Civil Service Commission for her dedicated service to the City and County of San Francisco. (File No. 0362-24-1) – Action Item**

Recommendation: Accept the Commendation.

- (9) **HUMAN RESOURCES DIRECTOR’S REPORT**

EXECUTIVE OFFICER’S REPORT

- (10) **Fiscal Years 2025-26 and 2026-27 Mayor’s Budget Instructions and Department Budget Preparation Schedule. (File No. 0363-24-1) – Action Item**

Recommendation: Direct Commission staff to prepare Fiscal Years 2025-27 Budget Request to maintain or improve the appropriate staffing level to meet ongoing and future service needs; continue to negotiate the budget necessary to achieve mission critical results; present Budget Request at the Commission meeting of February 3, 2025; incorporate changes made by the Commission up to the Budget Request submission deadline; and approve to submit the Fiscal Years 2025-27 Budget Request to the Controller and the Office of the Mayor by February 21, 2025.

- (11) **Legacy Personal/Professional Services Contracts (PSCs) – Proposed ServiceNow Conversion Solution. (File No. 0364-24-8) – Action Item**

Recommendation: Allow DHR and OCA to automatically override, if necessary, the approximately 260 legacy PSCs, which now represent only 9% of all legacy PSCs remaining to be imported to the new PSC ServiceNow Application.

- (12) **Civil Service Commission Advisers. (File No. 0364-24-1) – Action Item**

Recommendation: Accept Advisers.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

**(13) Review of Request for Approval of Proposed Personal Services Contracts.
(File No. 0366-24-8) – Action Item**

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0004093 v 0.01	City Administrator	\$1,000,000	Contractor(s) shall provide digital maintenance support service plans for lighting control systems at various City-owned buildings. The maintenance services will consist of immediate remote support, onsite support, and onsite or remote implementation training for City building facilities staff. The maintenance service plan will also consist of scheduled IT, integrated hardware and software, and smart technology maintenance to ensure uninterrupted service of the buildings' lighting control systems. The service plan will also include troubleshooting control system issues such as a loss of communication between the system and the controller, which could lead to inappropriate amount of lighting in the City buildings. Additionally, the equipment will be 100% covered for purchase and replacement (not installation) through the contractor as a certified reseller. Remote training modules are offered through an online database. If the modules prove to be unsuccessful due to the complexity of the systems, then City staff will periodically be trained to operate digital controls to set up schedules for system features, such as the brightness of the lights and when the lights are powered on and off.	New	60 months
DHRPSC 0004771 v 0.01	City Administrator	\$12,000,000	Under CA Labor Code Section 1776 and S.F. Admin. Code Section 6.22(E) all construction contractors working under contracts issued by the City of San Francisco awarding bodies and performing work covered by prevailing wage requirements are required to provide certified payroll records (CPRs) to the City. The Office of Labor Standards Enforcement (OLSE) seeks a vendor to provide a certified payroll and labor compliance system through a software license. The system, hosted on the vendor's secure server, will enable workforce program reporting and support the management of labor law compliance. For prevailing wage projects, the system will verify pay rates and identify potential violations. The vendor will also conduct training for City contractors, subcontractors, and approximately 700 City employees on how to use the system effectively.	New	120 months
DHRPSC 0004808 v 0.01	City Administrator	\$975,000	The City aims to partner with a nonprofit that has the operational and financial expertise to manage all aspects of the Alemany Farmers' Market every Saturday of the year, rain or shine, year-round, between the hours of 6am and 4pm. This involves creating a welcoming social gathering space for all community members, overseeing vendor operations, collecting fees, and ensuring a dignified, culturally appropriate experience for low-income customers using food assistance programs which increase their purchasing power at the Market, including but not limited to Electronic Benefits Transfer (EBT), Market Match, EatSF Vouchers, Women, Infants, and Children (WIC) Farmers' Market Nutrition Program, Supplemental Nutrition Assistance Program (SNAP), and Senior Farmers' Market Nutrition Program. Specific services include communication with farmers and community members; permitting vendors; confirming compliance with local, state, and federal guidelines; ensuring safety; administering loading and unloading plans; assuming financial, fiduciary, and legal responsibility; and offering services and signage in English, Spanish, and Chinese.	New	36 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0004625 v 0.01	Airport	\$25,000,000	Contractor will provide overall management expertise and oversight of the program. The scope of services includes design management and construction management services, project controls, contract administration, cost estimating services, material testing, quality control, and field inspections. Contractor will support the Airport through all project phases from planning, development, design, construction, to closeout.	New	48 months
DHRPSC 0004674 v 0.01	Airport	\$10,000,000	The Airport is seeking to award two contracts for construction management support services that would support and augment City staff and provide specialized services outside the expertise or capacity of current staff. The services will support the implementation of projects associated with the Airport's Capital Improvement Plan and operational projects. The services will allow staff to provide pre-construction services and manage the construction phase for various types of construction projects in a timely and efficient manner. As-needed services include resident engineering, office engineering, construction inspection, special inspection and testing, material testing and reporting, safety management, construction cost estimating, project controls/scheduling, procurement and contracts assistance, computer-aided design (drafting), surveying, and underground utility locating.	New	60 months
DHRPSC 0004778 v 0.01	Airport	\$600,000	San Francisco International Airport ("SFO" or "Airport") is looking for a contractor to offer individual coaching and customized training such as seminars, workshops, or retreats to its executive and management team. The contractor will 1) create personalized development plans and lead coaching sessions to support career growth and skill improvement, 2) develop customized training programs to meet the Airport's specific needs, and 3) review and provide recommendations on current Airport training programs to ensure they align with the Airport's strategic plan.	New	60 months
DHRPSC 0004827 v 0.01	Airport	\$3,000,000	Contractor to provide San Francisco International Airport (SFO or Airport) with on-going design, configuration, implementation, integration, maintenance and support services to ensure the continuing operation of the existing audio/video (AV) conferencing systems at certain Airport locations and the deployment of systems at new Airport locations as-needed.	New	60 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0004784 v 0.01	Building Inspection	\$28,000,000	<p>Request for Proposal to seek qualified Proposers to provide Structural Engineering, Geotechnical Engineering, and Seismic Hazard and Ground Motion Review (Peer Review) of tall building plans above 240 feet (25 stories & higher), or, addition, alteration or retrofit of existing tall buildings above 240 feet. Selected Proposers in these disciplines make up the tall building review team composed of a Structural Engineer, a Geotechnical Engineer and an academic structural reviewer. Reviews shall be performed in accordance with Administrative Bulletin No. AB-083. Reviews of tall buildings will be as-needed professional services (tall building project based).</p> <p>The Director or staff designee will determine the scope of services and Review disciplines required for each tall building project. Members of the tall building Review Team (referred to herein as "Consultants") for each tall building project will be selected from one or more of the following Review disciplines: structural engineering review/practicing structural engineer; structural engineering review/academic; geotechnical engineering, seismic hazard and ground motion review. Work of the Review Team supplements the normal plan review services provided by the Department.</p> <p>The scope of services to be provided by consultants shall be as described in Administrative Bulletins No. AB-082 and AB-083, as applicable to the Consultant's respective discipline. At the discretion of the Director, and on a case-by-case basis, the scope of services for each Consultant may also include review of other specific aspects of tall building design, such as wind resistance, special foundation systems, unusual and critical gravity load elements, or critical non-structural elements. Each Consultant shall be selected by the Department based on the Consultant's qualifications applicable to the project and considering Consultant's availability relative to the project schedule. The Department may, at its discretion, consult with the Project Sponsor, Engineer of Record, or others before selecting the Consultants, with the final selection of the Consultants being the sole responsibility of the Department. Consultants shall disclose to the Department, or staff designee, in writing, any potential conflicts of interest related to the project under consideration, the desired scope of Review, or the ability of the Consultant to be independent and objective.</p>	New	96 months
DHRPSC 0004780 v 0.01	Public Health	\$3,900,000	<p>Contractor will provide administration of the Intensive Case Management (ICM)/Full-Service Partnership (FSP) Outpatient Transition Support Program. Services will include peer-based support such as outreach, peer support groups, peer linkage services, harm reduction education, and strengths assessment surveys. The program will focus on transitioning clients from higher levels of care (ICM/FSP) to lower levels of care (Outpatient Treatment) and leverage the expertise of peers with lived experience as mental health and/or substance abuse consumers. Services will also include employing peers, onboarding them, and supervising staff. Additionally, services will include maintaining Human Resources best practices, including personnel file management.</p>	New	60 months
DHRPSC 0004812 v 0.01	Public Health	\$2,100,000	<p>Contractor will provide the following services: develop community mental health training curricula, deliver this training to front-line staff and their supervisors at San Francisco community-based organizations, and evaluate participant feedback. Additionally, the contractor will hold focus groups with mental health clinicians and clients who speak languages other than English to gather their cultural and linguistic words, terms, and phrases, and ultimately create a glossary to enhance therapeutic services that can be shared with San Francisco Department of Public Health (DPH) Behavioral Health Services (BHS) mental health clinicians. Contractor will also deliver a workforce retention and learning academy specifically for DPH BHS Black, Indigenous, and People of Color (BIPOC) mental health clinicians.</p>	New	60 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0004875 v 0.01	Human Resources	\$3,840,000	Background Investigation Services for both pre-employment and promotional employment for the following types of positions: <ul style="list-style-type: none"> • Law Enforcement (applies to sworn positions): Backgrounds will be performed in compliance with the California Commission on Peace Officer Standards and Training POST Regulation 1953 and Government Code Section 1031. • Civilian positions. A. Law Enforcement Backgrounds (applies to sworn positions) Backgrounds will be in compliance with POST Regulation 1953 and Government Code Section 1031. B. Pre-employment Law Enforcement Background Investigations (Promotional Background Investigations) shall include the following: C. Pre-employment Background Investigations for Civilians shall include the following:	New	60 months
DHRPSC 0004832 v 0.01	Human Services Agency	\$1,972,300	Selected vendor will develop and implement an Online Resource Directory (ORD) that meets the needs of Disability and Aging Svcs (DAS)' target population. This includes Project Management to prepare a plan and strategy for timelines, milestones, deliverables, status meetings, testing, trainings, and post-launch plan. Vendor will customize the look and feel of the ORD according to DAS and SFHSA brand standards, configure landing page and service categories, flag programs as prioritized, included, and excluded in the ORD, and develop, host, and maintain the platform based on business and functional needs of DAS. Vendor will work with SFHSA I.T. to integrate ORD with HSA and/or CCSF websites, complete technical integration of platform with DAS' system of record, provide training to DAS users and Community Provider Partner users on the use of the platform, provide ongoing End-User Support, and provide access to data entered in the platform.	New	54 months
DHRPSC 0004579 v 0.01	Public Library	\$800,000	This contract is part of a multi-year, multi-prong, multi-lingual effort to increase the number of library users and participants in San Francisco through a sustained outreach strategy that meets potential patrons where they consume their information, whether that is traditional print, radio or tv media or digital platforms, such as social media or other streaming platforms. Campaigns will reflect a variety of SF Public Library initiatives and resources and services. The firm would have expertise and would be responsible for deliverables in the following areas: Strategy and Marketing - Executing campaigns on all media platforms: social media, digital, print, traditional radio and streaming audio and television. Market Research - Provide intelligence support to inform target marketing. Media Planning & Buying Evaluation - Analyze metrics and impacts to provide real-time feedback to maximize media efficiency. Provide detailed campaign reports. Full Creative & Graphic Design Services	New	60 months
DHRPSC 0004435 v 0.01	Municipal Transportation Agency	\$4,000,000	The SFMTA is seeking professional joint-development program services on an as-needed basis. The selected Consultant must be able to provide a broad range of joint-development program services, either by direct assignment of its own personnel or through Subconsultants, including, but not limited to, architecture, development, planning, public outreach and engagement, cost estimating, and real estate finance. Joint-development is a real estate development transaction between the SFMTA and another entity on the SFMTA property that includes non-SFMTA uses (e.g., housing, commercial). The SFMTA and the other entity both receive benefits, and the other entity is responsible for the costs of the non-SFMTA uses.	New	90 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0004179 v 0.01	Public Utilities Commission	\$9,750,000	Provide Construction Management staff augmentation services for multiple San Joaquin Pipeline Projects. As part of the SFPUC's Hetchy Capital Improvement Project, these projects will help improve the operational use and safe entry of the San Joaquin Pipelines. The Construction Management staff augmentation services required for the Projects include, but are not limited to day to day, construction administration, construction inspection, construction contracts management, construction coordination, change order management, and project documentation controls and archiving.	New	54 months
DHRPSC 0004389 v 0.01	Public Utilities Commission	\$2,500,000	The San Francisco Public Utilities Commission operates a no-cost resource center for Local Business Enterprises interested in or currently working on San Francisco Public Utilities Commission contracts. The Contractors Assistance Center supports the agency- and city-wide goals of providing support services to small businesses in San Francisco to better access, compete, and perform on contracts, thereby serving the public interest of fostering economic growth and independence for San Francisco and its taxpayers. Contractors will be providing support for the Contractors Assistance Center by delivering support services in three areas to local, small businesses interested in, or currently working on, San Francisco Public Utilities Commission projects: (1) one-on-one technical support in general business operations, bidding and estimating support, and support with contract management, including change orders, project scheduling, cash flow management, and contract close out; (2) seminars, classes, and workshops on business operations, business management, business expansion and overall good business practices and planning; (3) supporting City staff to identify upcoming bid opportunities and potential opportunities and challenges to participation by small, local businesses and to advise on outreach and engagement to local businesses and workforce regarding programming and support needs.	New	60 months
DHRPSC 0004520 v 0.01	Public Utilities Commission	\$32,000,000	Professional services assistance is needed to support operation and management of the SFPUC Wastewater Enterprise. The as-needed work includes the following general service categories: <ol style="list-style-type: none"> 1. Wastewater Services 2. Stormwater Services 3. Operational Strategy Services 4. Asset Management Services 5. Environmental/Regulatory Compliance for Wastewater Operations, Hazardous Materials and Waste Services 6. Health and Safety Services 7. Coastal Protection, Sedimentation and Erosion Analysis 8. Branding Strategy and Marketing 9. Emergency Planning, Technical Assistance and Training Support 10. Wastewater Process Engineering 	New	60 months
DHRPSC 0004854 v 0.01	Public Utilities Commission	\$3,500,000	The San Francisco Public Utilities Commission (SFPUC) - Hetch Hetchy Water and Power (HHWP) intends to award an approximately \$50 million (including \$3.5 million professional design services) Progressive Design Build (PDB) agreement to resolve 115 clearance violation locations along the HHWP Power Transmission System. There are 160 linear miles of high-voltage transmission lines, which begin at SFPUC generation facilities in Tulumne County and terminate in Newark, Alameda County. Mitigation methods may include, but are not limited to: tower replacements, tower extensions, specialized insulator assemblies, and mid-span structures (or interset structures). The \$3,500,000 design portion of the PDB procurement will complete the detailed design utilizing the planning documents (~10% design level) to be provided in the combined Request for Qualification and Request for Proposal (RFQ/P). The duration of the design portion is approximately 1 year, and the duration of the engineering support during construction (ESDC) is approximately 2 years.	New	38 months

PSC	Department	Amount	Type of Service	Type of Approval	Duration
DHRPSC 0004869 v 0.01	Public Utilities Commission	\$3,000,000	Service technicians shall have sufficient technical knowledge, journeyman level with a minimum of 5 years of experience, and are required to have the skills, training and experience to perform inspection, troubleshooting, repair, refurbishing and testing services on motors up to 10,000 horsepower and their components, i.e., windings, bearings, brushes, stator, rotor, armature, commutator and seals. This work is highly specialized work that requires specific knowledge, expertise, special instrumentation, tools and equipment (surge tester, test panels, core loss tester, balance machine, vibration analyzers, micrometers, etc.) to perform the work. Electric motor work must also be performed by a qualified motor shop and the shop shall be a certified member of EASA (Electrical Apparatus Service Association).	New	60 months
DHRPSC 0004880 v 0.01	Technology	\$10,000,000	<p>The Unified Enterprise Support Services is a Microsoft offering that includes a comprehensive set of services to help the City with any issues arising with the use of Microsoft licenses. The set of services includes prioritized 24x7 problem resolution for issues that may arise in the City's daily use of their products. Microsoft employees will provide root-cause analysis, technical support, and escalation management (if needed) for all reported incidents, and will oversee cases until completely resolved. These services are provided by Microsoft employees remotely and includes either phone and/or web-based technical support in the form of advice and guidance, as well as troubleshooting specific problems, error messages or functionality for products that are not working as intended.</p> <p>The Unified Enterprise Support Services also includes service delivery management, whereby Microsoft employees will field inquiries from any of the 50+ City departments regarding product access, functionality and available security upgrades. This service will aid the City in optimizing the full capabilities of the Microsoft products.</p> <p>The cost for this offering is based on a percentage of the City's total Microsoft spend in the prior 12 months. This program will provide the City with Microsoft Technical Account Managers and engineers who will assist City Staff in implementing Microsoft software products and work with City Staff to maximize the efficiency and deployment of Microsoft Products. These services require technical expertise and knowledge of proprietary Microsoft software products that City Staff do not have. City employees do not have Enterprise level Microsoft deployment rights, access from an architectural level, or access to source code which are required to perform these functions.</p> <p>In addition to the above, the new EA will allow for the procurement of consulting services on an as needed basis. Consulting services range from digital transformation design, planning and implementation, to cyber security services such as threat/vulnerability mitigation and identity/access control. Any department who wishes to retain Microsoft for such services will be able to do so through the Citywide EA.</p>	New	61 months
DHRPSC 0002080 v 1.01	Municipal Transportation Agency	Current Approved Amount \$787,500 Increase Amount Requested \$99,000 New Total Amount Requested \$886,500	Ongoing repair, maintenance service and parts for the (Northern) Alarm System installed at (12) San Francisco Municipal Transportation Agency (SFMTA) facilities by qualified technicians. System is composed of (1) server, winpak software with (5) licenses, (49) Northern alarm panels, (25) SIO boards, (163) card readers, (25) door contacts, (36) motion detectors, (19) panic alarms and (26) miscellaneous devices. Over 6,000 access cards issued to employees, consultants and contractors with 225 customized access levels tailored to meet the agencies current needs.	Amendment	Increase months 24 Total months 120

Note: *New Personal Services Contracts start date may not exceed eighteen (18) months after approval/commission meeting date.*

(13) Continued

Recommendation of the Human Resources Director:

Adopt the report. Approve the requests for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

(14) Public Comment on all matters pertaining to Item 16 including public comment on whether to hold Item 16 in closed session.

(15) Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) (1) and California Government Code Section 54956.9 (a) – Conference with Legal Counsel – Existing Litigation. Action Item

CLOSED SESSION AGENDA

(16) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION - San Francisco Municipal Attorneys Association v. City and County of San Francisco (Case No. SF-CS-2157-M, Public Employment Relations Board, filed February 1, 2024). (File No. 0367-24-9) – Discussion Item Only

(17) Reconvene in Open Session. Vote to elect whether to disclose any or all discussions on Item 16 in closed session (S.F. Admin. Code §67.12 (a)) – Action Item

Recommendation: Open for discussion.

(18) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(19) ADJOURNMENT