

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT

Dept. Code: ECN

Type of Request: Initial Modification of an existing PSC (PSC # 49873 - 18/19)

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

Type of Service: Consulting - Workforce Technical Assistance and Training

Funding Source: General Fund

PSC Original Approved Amount: \$450,000 PSC Original Approved Duration: 04/01/19 - 06/30/23 (4 years 13 weeks)

PSC Mod#1 Amount: \$500,000 PSC Mod#1 Duration: 07/01/23-06/30/27 (4 years 1 day)

PSC Cumulative Amount Proposed: \$950,000 PSC Cumulative Duration Proposed: 8 years 13 weeks

1. Description of Work

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

The Office of Economic and Workforce Development (OEWD) seeks consultants to provide technical assistance to nonprofit community-based workforce entities to build capacity of organizational staff to improve overall workforce programming. Activities may include the following:

Workforce Development and Design: Advising and recommending effective and sustainable employment service models for specific populations, including (but not limited to): at-risk and in-risk young adults, transitional age youth, women, Veterans, re-entry, residents of public housing, individuals with barriers to employment, and the long-term unemployed. Planning and implementing new workforce initiatives and innovative models that have proven success in connected job seekers to viable employment, including (but not limited to): accelerated learning/skills development, project-based learning, experiential learning, competency-based training and assessment, prior learning assessments, apprenticeship, learning labs and learning networks, and innovation process strategies.

Training and Technical Assistance on Regulatory Compliance: Providing technical assistance and training to service providers on administrative compliance with the State and Federal fund sources with an emphasis on Workforce Innovation and Opportunity Act (WIOA) funds and appropriate activities.

Training of Best Practices in Workforce Development: Design, develop, deploy and/or facilitate trainings for best practices in workforce programming. Trainings may be delivered online or in person and include interactive, highly participatory activities on topics promoting skills development in one or more of the following areas: Client customer service - motivational interviews and strength-based interviews; effective case management to enhance participant success; competency based assessments; retention best practices; strategies for effective job development and employer engagement; strategies to utilize external resources outside of workforce system to support clients; using Labor Market Information (LMI) to best inform programming; common measures to identifying 'job readiness' across workforce system; innovation in incentivizing participants to submit required documentation (i.e. employment/education verification); employment matching based on skills, interests and sustainable wage occupations; and strategies for removing employment barriers.

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

Technical assistance and training for OEWD's Workforce System service providers is pivotal in ensuring that program staff have the knowledge and resources necessary to properly address the needs of our job seeker and employer communities. Denial of this request will result in reduced efficacy of our programs.

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

This modification would continue existing services.

D. Will the contract(s) be renewed?

Unknown at this time.

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

The demand for these services is ongoing and longer than originally anticipated due to evolving state and federal policy directives which prioritize provider technical assistance and training on best practices. The department identified that local implementation of these state and federal policy directives is best accomplished by a neutral, third party facilitator for workforce development design, technical assistance on regulatory compliance, and training on workforce best practices.

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

Services will be provided on a periodic basis, depending on the need for training. The Contractor must have specific skills that are not currently available within the Department.

B. Reason for the request for modification:

Request to add \$500,000 and 4 years. The demand for these services is ongoing and longer than originally anticipated due to evolving state and federal policy directives which prioritize provider technical assistance and training on best practices. The department identified that local implementation of these state and federal policy directives is best accomplished by a neutral, third party facilitator for workforce development design, technical assistance on regulatory compliance, and training on workforce best practices.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The following specific skills in regards to capacity building and training around workforce development are required: A successful track record providing assistance to workforce community organizations; success in increasing capacity of community organizations and their staff; a successful track record working with low-capacity organizations; a successful track record providing trainings on workforce best practices; a successful track record working in San Francisco and partnering with the City or other public agencies on similar strategies; and experience in developing and facilitating training curriculum around workforce development best practices.

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

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

This project is periodic and requires specific skills.

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, because this is a periodic project which requires specific skills.

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 direct training will be provided, but Contractor will be supporting OEWD Program Operations Director (0923) and staff (9772, 9774, 9775) to provide training to workforce system community based partners.
- 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 - this extension is a continuation of existing work.

7. Union Notification: On 10/17/22, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

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

Name: Jenny Collins Phone: 415-701-4842 Email: Jenny.Collins@sfgov.org

Address: 1 South Van Ness, 5th Floor, San Francisco, CA, 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49873 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/21/2022

Receipt of Union Notification(s)

Receipt of Modification Request to PSC # 49873 - 18/19 - MODIFICATIONS

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

on behalf of

Jenny.Collins@sfgov.org <jenny.collins@sfgov.org>

Mon 10/17/2022 11:44 AM

To: Collins, Jenny (ECN) <jenny.collins@sfgov.org>; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; tmathews@ifpte21.org <tmathews@ifpte21.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

PSC RECEIPT of Modification notification sent to Unions and DHR

The ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN has submitted a modification request for a Personal Services Contract (PSC) for \$500,000 for services for the period July 1, 2023 – June 30, 2027. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/19321>

Email sent to the following addresses: L21PSCReview@ifpte21.org
amakayan@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org
wendywong26@yahoo.com WendyWong26@yahoo.com junko.laxamana@sfgov.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN

Dept. Code: ECN

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

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

Type of Service: Consulting - Workforce Technical Assistance and Training

Funding Source: General Fund

PSC Duration: 4 years 13 weeks

PSC Amount: \$450,000

1. Description of Work

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

The Office of Economic and Workforce Development ("OEWD") seeks consultants to provide technical assistance to nonprofit community-based workforce entities to build capacity of organizational staff to improve overall workforce programming. Activities may include the following:

Workforce Development and Design: Advising and recommending effective and sustainable employment service models for specific populations, including (but not limited to): at-risk and in-risk young adults, transitional age youth, women, Veterans, re-entry, residents of public housing, individuals with barriers to employment, and the long-term unemployed. Planning and implementing new workforce initiatives and innovative models that have proven success in connected job seekers to viable employment, including (but not limited to): accelerated learning/skills development, project-based learning, experiential learning, competency-based training and assessment, prior learning assessments, apprenticeship, learning labs and learning networks, and innovation process strategies.

Training and Technical Assistance on Regulatory Compliance: Providing technical assistance and training to service providers on administrative compliance with the State and Federal fund sources with an emphasis on Workforce Innovation and Opportunity Act (WIOA) funds and appropriate activities.

Training of Best Practices in Workforce Development: Design, develop, deploy and/or facilitate trainings for best practices in workforce programming. Trainings may be delivered online or in person and include interactive, highly participatory activities on topics promoting skills development in one or more of the following areas: Client customer service - motivational interviews and strength-based interviews; effective case management to enhance participant success; competency based assessments; retention best practices; strategies for effective job development and employer engagement; strategies to utilize external resources outside of workforce system to support clients; using Labor Market Information (LMI) to best inform programming; common measures to identifying "job readiness" across workforce system; innovation in incentivizing participants to submit required

documentation (i.e. employment/education verification); employment matching based on skills, interests and sustainable wage occupations; and strategies for removing employment barriers.

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

Technical assistance and training for OEWD's Workforce System service providers is pivotal in ensuring that program staff have the knowledge and resources necessary to properly address the needs of our job seeker and employer communities. Denial of this request will result in reduced efficacy of our programs.

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

Capacity building efforts were once provided through OEWD's Strategic Initiative's team to build capacity of program staff, but the team no longer has the ability to meet the demand for services.

D. Will the contract(s) be renewed?

Unknown at this time.

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

not applicable

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

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

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

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

B. Explain the qualifying circumstances:

Services will be provided on a periodic basis, depending on the need for training. The Contractor must have specific skills that are not currently available within the Department.

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

A. Specify required skills and/or expertise: The following specific skills in regards to capacity building and training around workforce development are required: A successful track record providing assistance to workforce community organizations; success in increasing capacity of community organizations and their staff; a successful track record working with low-capacity organizations; a successful track record providing trainings on workforce best practices; a successful track record working in San Francisco and partnering with the City or other public agencies on similar strategies; and experience in developing and facilitating training curriculum around workforce development best practices.

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

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

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

This work is exclusive to workforce development and developing the capacity of our community based partners through training, and we have not found departments besides OEWD carrying out this type of work.

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

A. Explain why civil service classes are not applicable.

This project is periodic and requires specific skills.

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, because this is a periodic project which requires specific skills.

6. Additional Information

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

No.

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

No. No direct training will be provided, but Contractor will be supporting OEWD Program Operations Director (0923) and staff (9772, 9774, 9775) to provide training to workforce system community based partners.

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 01/31/2019, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Marissa Bloom Phone: 415-701-4887 Email: marissa.bloom@sfgov.org

Address: 1 South Van Ness, 5th Floor San Francisco, CA, 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49873 - 18/19

DHR Analysis/Recommendation:

action date: 04/15/2019

Commission Approval Required

Approved by Civil Service Commission

04/15/2019 DHR Approved for 04/15/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES

Dept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # 46770 - 19/20)

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

Type of Service: Consultation, Technical Assistance, Meeting Facilitation

Funding Source: Federal

PSC Original Approved Amount: \$198,000 PSC Original Approved Duration: 01/01/21 - 09/30/22 (1 year 38 weeks)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 01/12/22-06/30/24 (1 year 39 weeks)

PSC Mod#2 Amount: \$150,000 PSC Mod#2 Duration: 08/30/22-06/30/25 (1 year)

PSC Cumulative Amount Proposed: \$348,000 PSC Cumulative Duration Proposed: 4 years 25 weeks

1. Description of Work

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

Assist CalWORKs to complete the components of Cal-OAR (CalWORKs Outcome and Accountability Review), a State of California mandated project. Proposed works are as follow: (1) review of the current system and, (2) development of a system improvement plan.

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

This service is necessary because Cal-OAR is a State of California mandated project. Not completing the project will cause the CalWORKs program to fall out of compliance.

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

Services have been provided in the past through earlier PSC request. See 46770 - 19/20

D. Will the contract(s) be renewed?

No, the contract will not be renewed, as this is a one-time only project.

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

N/A (This project is less than 5 years.)

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This is a short term project of about 3 years that requires specific skills in stakeholder outreach and engagement, assistance to compile and report on stakeholder feedback, and integrate feedback effectively in the reports and CQI processes as required by the project.

B. Reason for the request for modification:

Service being continued due to pandemic and adding funding

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Specific skills required are stakeholder outreach and engagement, assistance to compile and report on stakeholder feedback, and integrate feedback effectively in reports and CQI (Continuous Quality Improvement) processes, as required by Cal-OAR.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1820, Junior Administrative Analyst; 1822, Administrative Analyst; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 2913, Program Specialist; 2915, Program Specialist Supervisor; 2917, Program Support Analyst;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Civil services classes are not feasible because this is a short term project. The office will have to recruit, hire and train temporary staff in a short period of time; and then these workers will be released from employment after the project.
- 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 given the short-term nature of the project.

6. Additional Information

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

7. Union Notification: On 08/30/22, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: johanna_gendelman Phone: 415-557-5507 Email: johanna.gendelman@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46770 - 19/20

DHR Analysis/Recommendation:
Commission Approval Required

Civil Service Commission Action:

DHR Approved for 11/21/2022

Receipt of Union Notification(s)

Gendelman, Johanna (HSA)

From: dhr-psccordinator@sfgov.org on behalf of johanna.gendelman@sfgov.org
Sent: Tuesday, August 30, 2022 9:43 AM
To: Gendelman, Johanna (HSA); Jason Klumb; Frigault, Noah (HRC); Meyers, Julie (HSA); Thomas Vitale; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Wendy Frigillana; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; Laxamana, Junko (DBI); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; l21pscreview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 46770 - 19/20 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The HUMAN SERVICES -- DSS has submitted a modification request for a Personal Services Contract (PSC) for \$150,000 for services for the period August 30, 2022

– June 30, 2025. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrDrupal/node/17804>

Email sent to the following addresses: L21PSCReview@ifpte21.org amakayan@ifpte21.org pkim@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com junko.laxamana@sfgov.org jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo_seiu@sbcglobal.net Kbasconcillo@sfgov.org Ricardo.lopez@sfgov.org thomas.vitale@seiu1021.org Julie.Meyers@sfgov.org noah.frigault@sfgov.org jason.klumb@seiu1021.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES

Dept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # 46770 - 19/20)

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

Type of Service: Consultation, Technical Assistance, Meeting Facilitation

Funding Source: Federal

PSC Original Approved Amount: \$198,000 PSC Original Approved Duration: 01/01/21 - 09/30/22 (1 year 38 weeks)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 01/12/22-06/30/24 (1 year 39 weeks)

PSC Cumulative Amount Proposed: \$198,000 PSC Cumulative Duration Proposed: 3 years 25 weeks

1. Description of Work

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

Assist CalWORKs to complete the components of Cal-OAR (CalWORKs Outcome and Accountability Review), a State of California mandated project. Proposed works are as follow: (1) review of the current system and, (2) development of a system improvement plan.

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

This service is necessary because Cal-OAR is a State of California mandated project. Not completing the project will cause the CalWORKs program to fall out of compliance.

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

Services have been provided in the past through earlier PSC request. See 46770 - 19/20

D. Will the contract(s) be renewed?

No, the contract will not be renewed, as this is a one-time only project.

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

N/A (This project is less than 5 years.)

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This is a short term project of about 3 years that requires specific skills in stakeholder outreach and engagement, assistance to compile and report on stakeholder feedback, and integrate feedback effectively in the reports and CQI processes as required by the project.

B. Reason for the request for modification:

Extending end date due to pandemic delay

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Specific skills required are stakeholder outreach and engagement, assistance to compile and report on stakeholder feedback, and integrate feedback effectively in reports and CQI (Continuous Quality Improvement) processes, as required by Cal-OAR.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1820, Junior Administrative Analyst; 1822, Administrative Analyst; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 2913, Program Specialist; 2915, Program Specialist Supervisor; 2917, Program Support Analyst;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Civil services classes are not feasible because this is a short term project. The office will have to recruit, hire and train temporary staff in a short period of time; and then these workers will be released from employment after the project.
- 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 given the short-term nature of the project.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
The proposed work does not include training.
- 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 01/12/22, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: johanna_gendelman Phone: 415-557-5507 Email: johanna.gendelman@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46770 - 19/20

DHR Analysis/Recommendation:

04/18/2022

Commission Approval Required

Approved by Civil Service Commission

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 4123 12/13)

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

Type of Service: Nutrition Education Services to Schools and Community Based Organizations

Funding Source: State Grants

PSC Original Approved Amount: \$1,220,000 PSC Original Approved Duration: 10/01/13 - 09/30/16 (3 years)

PSC Mod#1 Amount: \$406,667 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$282,033 PSC Mod#2 Duration: no duration added

PSC Mod#3 Amount: \$1,586,000 PSC Mod#3 Duration: 10/01/16-09/30/19 (3 years)

PSC Mod#4 Amount: \$350,000 PSC Mod#4 Duration: 10/01/19-09/30/22 (3 years 1 day)

PSC Mod#5 Amount: \$703,360 PSC Mod#5 Duration: 10/01/19-09/30/24 (2 years 1 day)

PSC Mod#6 Amount: \$2,421,692 PSC Mod#6 Duration: 10/01/19-06/30/29 (4 years 39 weeks)

PSC Cumulative Amount Proposed: \$6,969,752 PSC Cumulative Duration Proposed: 15 years 39 weeks

1. Description of Work

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

Contractor will provide nutrition education and support services, with the goal of transforming environments in order to make healthy eating and physical activity possible in a variety of settings including schools, community-based organizations, childcare settings, youth-serving environments and faith-based organizations.

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

DPH is in receipt of a grant from the State Department of Public Health, Nutrition Education and Obesity Prevention Branch to act as a lead agency in funding local nutrition education services. The grant award requires Local Health Departments (LHD's) acting as lead agencies to contract portions of the State approved scope of work to community partners, including schools, non-profits and faith-based organizations. The consequences of denial would be an inability to comply with the terms of the grant award, resulting in loss of funding and the inability to provide these services which provide important local, community-based initiatives to promote healthy eating and physical activity in a variety of settings to targeted populations.

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

Services have been provided in the past through earlier PSC request. See 4123 12/13

D. Will the contract(s) be renewed?

Only if funding is available.

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

The Department expects the need for these services to continue.

2. Reason(s) for the Request

A. Display all that apply

- Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

Explain the qualifying circumstances:

DPH is in receipt of a grant from the State Department of Public Health, Nutrition Education and Obesity Prevention Branch to act as a lead agency in funding local nutrition education services. The grant award requires lead agencies to contract out with community partners, including schools, non-profits and faith-based organizations. This contracting authority will allow compliance with the requirements of the grant.

B. Reason for the request for modification:

To extend the duration to align with the anticipated contract term stated in the RFP and increase the PSC amount accordingly.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The State grant funding these services requires that contractors have the ability to provide nutrition education to community partners and their clients, as well as the ability to provide technical assistance and training to community partners in order to ensure they are able to carry out the activities in the mandated scope of work.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2819, Assistant Health Educator; 2846, Nutritionist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Civil service classes will be working in support of this grant, however, under the terms of the grant, the Local Health Department (LHD) must (sub)contract up to 50% of the awarded budget to schools, community-based organizations, childcare settings, youth-serving environments and faith-based organizations. The selected contract agencies must have access to and pre-existing partnerships with organizations that are not readily available to City organizations.
- 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 funding for the proposed contract is for a limited term and decreases over the term of the grant.

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, contractor will not train City employees. Training will be provided to community partners and clients.
- 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.
See attached file:4123-1213 Nutrition Project WIC SNAP.p

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.
18 Reasons, Children's Coun, SF Public Hlth Fdn, SFUnifiedSchoolD

7. **Union Notification:** On 10/13/22, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21;

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

Name: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

Address: 101 Grovet St. rm. 307, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4123 12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/21/2022

Receipt of Union Notification(s)

Receipt of Modification Request to PSC # 4123 12/13 - MODIFICATIONS

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

on behalf of

kelly.hiramoto@sfdph.org <kelly.hiramoto@sfdph.org>

Thu 10/13/2022 6:02 PM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>;Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>;WendyWong26@yahoo.com <WendyWong26@yahoo.com>;WendyWong26@yahoo.com <WendyWong26@yahoo.com>;tmathews@ifpte21.org <tmathews@ifpte21.org>;kschumacher@ifpte21.org <kschumacher@ifpte21.org>;pkim@ifpte21.org <pkim@ifpte21.org>;l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>;brenda_mendieta@sfdph.org <brenda_mendieta@sfdph.org>;DHR-PSCCoordinator, DHR (HRD) <dhr-psccoordinator@sfgov.org>

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$2,421,692 for services for the period October 1, 2019 – June 30, 2029. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/3808>

Email sent to the following addresses: L21PSCReview@ifpte21.org
pkim@ifpte21.org
kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com
WendyWong26@yahoo.com junko.laxamana@sfgov.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 4123 12/13)

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

Type of Service: Nutrition Education Services to Schools and Community Based Organizations

Funding Source: State Grants

PSC Original Approved Amount: \$1,220,000 PSC Original Approved Duration: 10/01/13 - 09/30/16 (3 years)

PSC Mod#1 Amount: \$406,667 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$282,033 PSC Mod#2 Duration: no duration added

PSC Mod#3 Amount: \$1,586,000 PSC Mod#3 Duration: 10/01/16-09/30/19 (3 years)

PSC Mod#4 Amount: \$350,000 PSC Mod#4 Duration: 10/01/19-09/30/22 (3 years 1 day)

PSC Mod#5 Amount: \$703,360 PSC Mod#5 Duration: 10/01/19-09/30/24 (2 years 1 day)

PSC Cumulative Amount Proposed: \$4,548,060 PSC Cumulative Duration Proposed: 11 years 2 days

1. Description of Work

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

Contractor will provide nutrition education and support services, with the goal of transforming environments in order to make healthy eating and physical activity possible in a variety of settings including schools, community-based organizations, childcare settings, youth-serving environments and faith-based organizations.

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

DPH is in receipt of a grant from the State Department of Public Health, Nutrition Education and Obesity Prevention Branch to act as a lead agency in funding local nutrition education services. The grant award requires Local Health Departments (LHD's) acting as lead agencies to contract portions of the State approved scope of work to community partners, including schools, non-profits and faith-based organizations. The consequences of denial would be an inability to comply with the terms of the grant award, resulting in loss of funding and the inability to provide these services which provide important local, community-based initiatives to promote healthy eating and physical activity in a variety of settings to targeted populations.

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

Services have been provided in the past through earlier PSC request. See 4123 12/13

D. Will the contract(s) be renewed?

Only if funding is available.

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

The Department expects the need for these services to continue.

2. Reason(s) for the Request

A. Display all that apply

Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

Explain the qualifying circumstances:

DPH is in receipt of a grant from the State Department of Public Health, Nutrition Education and Obesity Prevention Branch to act as a lead agency in funding local nutrition education services. The grant award requires lead agencies to contract out with community partners, including schools, non-profits and faith-based organizations. This contracting authority will allow compliance with the requirements of the grant.

B. Reason for the request for modification:

Received additional grant award for the new contract period

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The State grant funding these services requires that contractors have the ability to provide nutrition education to community partners and their clients, as well as the ability to provide technical assistance and training to community partners in order to ensure they are able to carry out the activities in the mandated scope of work.

B. Which, if any, civil service class(es) normally perform(s) this work? 2819, Assistant Health Educator; 2846, Nutritionist;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil service classes will be working in support of this grant, however, under the terms of the grant, the Local Health Department (LHD) must (sub)contract up to 50% of the awarded budget to schools, community-based organizations, childcare settings, youth-serving environments and faith-based organizations. The selected contract agencies must have access to and pre-existing partnerships with populations that are not readily available to City organizations.

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 funding for the proposed contract is for a limited term and decreases over the term of the grant.

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.

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.
See attached file:4123-1213 Nutrition Project WIC SNAP.p

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.
18 Reasons, Children's Coun, SF Public Hlth Fdn, SFUnifiedSchoolD

7. **Union Notification:** On 07/15/22, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21;

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

Name: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

Address: 101 Grovet St. rm. 307, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4123 12/13

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 07/28/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 4123 12/13)

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

Type of Service: Nutrition Education Services to Schools and Community Based Organizations

Funding Source: State Grants

PSC Original Approved Amount: \$1,220,000

PSC Original Approved Duration: 10/01/13 - 09/30/16 (3 years)

PSC Mod#1 Amount: \$406,667

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$282,033

PSC Mod#2 Duration: no duration added

PSC Mod#3 Amount: \$1,586,000

PSC Mod#3 Duration: 10/01/16-09/30/19 (3 years)

PSC Mod#4 Amount: \$350,000

PSC Mod#4 Duration: 10/01/19-09/30/22 (3 years 1 day)

PSC Cumulative Amount Proposed: \$3,844,700

PSC Cumulative Duration Proposed: 9 years 1 day

1. Description of Work

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

Contractor will provide nutrition education and support services, with the goal of transforming environments in order to make healthy eating and physical activity possible in a variety of settings including schools, community-based organizations, childcare settings, youth-serving environments and faith-based organizations.

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

DPH is in receipt of a grant from the State Department of Public Health, Nutrition Education and Obesity Prevention Branch to act as a lead agency in funding local nutrition education services. The grant award requires Local Health Departments (LHD's) acting as lead agencies to contract portions of the State approved scope of work to community partners, including schools, non-profits and faith-based organizations. The consequences of denial would be an inability to comply with the terms of the grant award, resulting in loss of funding and the inability to provide these services which provide important local, community-based initiatives to promote healthy eating and physical activity in a variety of settings to targeted populations.

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

D. Will the contract(s) be renewed?

Only if funding is available.

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

2. Reason(s) for the Request

- A. Display all that apply

Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

Explain the qualifying circumstances:

DPH is in receipt of a grant from the State Department of Public Health, Nutrition Education and Obesity Prevention Branch to act as a lead agency in funding local nutrition education services. The grant award requires lead agencies to contract out with community partners, including schools, non-profits and faith-based organizations. This contracting authority will allow compliance with the requirements of the grant.

- B. Reason for the request for modification:

Services to continue under new solicitation.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The State grant funding these services requires that contractors have the ability to provide nutrition education to community partners and their clients, as well as the ability to provide technical assistance and training to community partners in order to ensure they are able to carry out the activities in the mandated scope of work.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2819, Assistant Health Educator; 2846, Nutritionist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Civil service classes will be working in support of this grant, however, under the terms of the grant, the Local Health Department (LHD) must (sub)contract up to 50% of the awarded budget to schools, community-based organizations, childcare settings, youth-serving environments and faith-based organizations. The selected contract agencies must have access to and pre-existing partnerships with populations that are not readily available to City organizations.
- 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 funding for the proposed contract is for a limited term and decreases over the term of the grant.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No, contractor will not train City employees. Training will be provided to community partners and clients.
- 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.
18 Reasons, Children's Coun, SF Public Hlth Fdn, SFUnifiedSchoolD

7. Union Notification: On 05/10/19, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21;

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

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grovet St. rm. 307, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4123 12/13

DHR Analysis/Recommendation:

06/17/2019

Commission Approval Required

Approved by Civil Service Commission

06/17/2019 DHR Approved for 06/17/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 45965 - 19/20)

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

Type of Service: Crane and Hoist Services(11323)

Funding Source: Wastewater Enterprise Operating Budget

PSC Original Approved Amount: \$.375,000 PSC Original Approved Duration: 10/01/19 - 09/30/22 (3 years)

PSC Mod#1 Amount: \$.375,000 PSC Mod#1 Duration: 09/30/22-01/31/26 (3 years 17 weeks)

PSC Cumulative Amount Proposed: \$.750,000 PSC Cumulative Duration Proposed: 6 years 17 weeks

1. Description of Work

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

Crane inspections and repair in accordance with CalOSHA ANSI standards in compliance with Plate V title 8 Federal code including OSHA 1810.179, ASME, and ANSI.

Scope of services will include, but is not limited to the following main services on equipment located within SFPUC-WWE system wide:

- Quarterly Maintenance and Inspections
- Mandatory Partial Load Testing,
- Proof Load and Operational Testing,
- Mandatory Annual Inspection, Maintenance, Certification
- Quadrennial Inspection, Maintenance, Certification,
- Troubleshooting and
- "As-needed Repairs"

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

Mandatory CalOSHA title 8 compliance. There's no argument that preventive maintenance—conducted in accordance with the manufacturer's recommendations—is essential to promoting overhead crane safety. This is a standard and furthers the case for preventive maintenance by outlining safe, proper preventive maintenance procedures that minimize interference with operation of cranes that are still in use. Through regular crane equipment inspections, technicians can discover worn parts and other problems, and schedule a crane repair when it is least disruptive to the company's operations. This saves the department from having to shut down during a peak production period due to unforeseen equipment failure.

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

Services have been provided in the past through earlier PSC request. See 45965 - 19/20

D. Will the contract(s) be renewed?

Yes

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

2. Reason(s) for the Request

A. Display all that apply

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

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

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

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

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

Explain the qualifying circumstances:

The work waste water does is permitted by the state of California governed by the National Pollutant Discharge Elimination System, there is critical equipment, cranes being one, that require specialized periodic mandatory inspection and maintenance to help maintain and comply with the permit as we are responsible.

B. Reason for the request for modification:

We still needed the service, and have confirmed we can extend the contract.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: This service requires the contractor to be properly licensed and earn a DOSH number from the State of California with a Dual C-61 Limited Specialty, D21 Machinery and Pumps licenses Contractors License.

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.

There is no civil service class that could perform the work, city employees do not possess the CSLB certifications required to legally work on these units.

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 practical at this time because we do not

have very many of these types of assets. We only need to perform preventive and corrective maintenance from time to time; it's much more economically feasible to contract this work out.

6. Additional Information

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
We will not be training employees. We do not have the expertise nor resources to dedicate to the infrequent need to handle this equipment.

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

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

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

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

7. Union Notification: On 10/14/22, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

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

Address: 525 Golden Gate Avenue, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45965 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/21/2022

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of shale@sfwater.org
To: Hale, Shawndrea M.; najuwanda.daniels@seiu1021.org; pking@uapd.com; president@sanfranciscodsa.com; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; rmarenco@twusf.org; pwilson@twusf.org; cmoyer@nccrc.org; noah.frigault@sfgov.org; sfdpoa@icloud.com; Mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; junko.laxamana@sfgov.org; jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; tracym@sfpoa.org; mleach@bt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Julie.Meyers@sfgov.org; seichenberger@local39.org; jason.klumb@seiu1021.org; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Kathy; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmllocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; iduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; dhr-psccordinator@sfgov.org
Subject: Receipt of Modification Request to PSC # 45965 - 19/20 - MODIFICATIONS
Date: Friday, October 14, 2022 12:03:38 PM

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.

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

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$375,000 for services for the period September 30, 2022 – January 31, 2026. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/19308>

Email sent to the following addresses: Please check the record to see if you selected a union where a corresponding email in the TO: field isn't present. Either you selected none or there is no email entered in the system by that particular union

Additional Attachment(s)

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: Crane and Hoist Services(11323)

Funding Source: Wastewater Enterprise Operating Budget

PSC Duration: 3 years

PSC Amount: \$375,000

1. Description of Work

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

Crane inspections and repair in accordance with CalOSHA ANSI standards in compliance with Plate V title 8 Federal code including OSHA 1810.179, ASME, and ANSI.

Scope of services will include, but is not limited to the following main services on equipment located within SFPUC-WWE system wide:

- Quarterly Maintenance and Inspections
- Mandatory Partial Load Testing,
- Proof Load and Operational Testing,
- Mandatory Annual Inspection, Maintenance, Certification
- Quadrennial Inspection, Maintenance, Certification,
- Troubleshooting and
- "As-needed Repairs"

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

Mandatory CalOSHA title 8 compliance. There's no argument that preventive maintenance—conducted in accordance with the manufacturer's recommendations—is essential to promoting overhead crane safety. This is a standard and furthers the case for preventive maintenance by outlining safe, proper preventive maintenance procedures that minimize interference with operation of cranes that are still in use. Through regular crane equipment inspections, technicians can discover worn parts and other problems, and schedule a crane repair when it is least disruptive to the company's operations. This saves the department from having to shut down during a peak production period due to unforeseen equipment failure.

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 always been provided through an OCA generated contract (ITSF1600091CD). The PUC Wastewater enterprise has had several Crane and Gantry service contracts to allow for adherence to California OSHA state procedures.

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

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

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

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

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

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

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

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

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

B. Explain the qualifying circumstances:

The work waste water does is permitted by the state of California governed by the National Pollutant Discharge Elimination System, there is critical equipment, cranes being one, that require specialized periodic mandatory inspection and maintenance to help maintain and comply with the permit as we are responsible.

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

A. Specify required skills and/or expertise: This service requires the contractor to be properly licensed and earn a DOSH number from the State of California with a Dual C-61 Limited Specialty, D21 Machinery and Pumps licenses Contractors License.

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?**

None

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

A. Explain why civil service classes are not applicable.

There is no civil service class that could perform the work, city employees do not possess the CSLB certifications required to legally work on these units.

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 practical at this time because we do not have very many of these types of assets. We only need to perform preventive and corrective maintenance from time to time; it's much more economically feasible to contract this work out.

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. We will not be training employees. We do not have the expertise nor resources to dedicate to the infrequent need to handle this equipment.

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

No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

No.

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

No.

7. Union Notification: On 07/26/2019, 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: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfgwater.org

Address: 525 Golden Gate Avenue San Francisco, CA 94102

PSC# 45965 - 19/20

DHR Analysis/Recommendation:

Commission Approval Required

09/16/2019 DHR Approved for 09/16/2019

action date: 09/16/2019

Approved by Civil Service Commission