



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

*Sent Via Electronic Mail*

October 27, 2022

## **NOTICE OF CIVIL SERVICE COMMISSION MEETING**

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT 46734-22/23; 42396-22/23; 46163-22/23; 46609-22/23; 47321-22/23; 46902-22/23; 47044-22/23; 45542-22/23; 49566-22/23; 41282-22/23; 45447-22/23; 44123-22/23; 44311-15/16; 47312-17/18; 42573-19/20; 44181-15/16; AND 43499-17/18.**

The above matter will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) in Room 400, City Hall, 1 Dr. Goodlett Place, San Francisco, California 94102 and through Cisco WebEx to be held on **November 7, 2022, at 2:00 p.m.**

This item will appear on the Ratification Agenda. Please refer to the attached notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG  
Executive Officer

### Attachments

Cc: Cynthia Avakian, Airport  
Johanna Gendelman, Human Services Agency  
Jolie Gines, Department of Technology  
Shawndrea Hale, Public Utilities Commission  
Shirley Hao, City Planning  
Kelly Hiramoto, Department of Public Health  
Lynn Khaw, Office of the City Administrator  
Joyce Kimotsuki, Office of the Controller  
Daniel Kwon, Public Utilities Commission  
Sharon Lee, Department of Building Inspection  
Vincent Lee, SF Police Department  
William Lee, Department of Emergency Management  
Joan Lubamersky, Office of the City Administrator  
Sean McFadden, Recreation and Park Department  
Esperanza Zapien, Human Services Agency  
Commission File  
Commissioners' Binder  
Chron

## **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](mailto:civilservice@sfgov.org) and the web address is [www.sfgov.org/civilservice/](http://www.sfgov.org/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, a available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting a 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 (4<sup>th</sup>) 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 a available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at [www.sfgov.org/CivilService](http://www.sfgov.org/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 a 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/](http://www.sfgov.org/civilservice/).

#### **I. Speaking before the Civil Service Commission**

Speaker cards are not required. The Commission will take 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.

#### **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**

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](mailto: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](mailto:sotf@sfgov.org), or on the City's website at [www.sfgov.org/bdsupvrs/sunshine](http://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 <http://www.sfgov.org/ethics/>.



London Breed  
Mayor

Carol Isen  
Human Resources Director

Date: October 21, 2022

To: The Honorable Civil Service Commission

Through: Carol Isen  
Human Resources Director

From: Cynthia Avakian, AIR  
Sharon Lee, DBI  
Joan Lubamersky / Lynn Khaw, GSA  
Joyce Kimotsuki, CON  
William Lee, DEM  
Esperanza Zapien / Johanna Gendelman, HSA  
Vincent Lee, POL  
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Shirley Hao, CPC  
Sean McFadden, REC

Subject: **Personal Services Contracts Approval Request**

This report contains seventeen (17) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

The services proposed by these contracts have been reviewed by Department of Human Resources (DHR) staff to evaluate whether the requesting departments have complied with City policy and procedures regarding PSCs. The proposed PSCs have been posted on the DHR website for seven (7) calendar days. CSC procedures for processing PSCs require that any appeal of these contracts be filed in the office of the CSC, Executive Officer during the posting period.

No timely appeals have been filed regarding the PSCs contained in this report. These proposed PSCs are being submitted to the CSC for ratification/approval.

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources Fiscal Year 22/23 to date:

Total of this Report	YTD Expedited Approvals FY2022-2023	Total for FY2022-2023
\$67,720,600	\$109,603,975	\$1,070,100,011



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Table of Contents  
PSC Submissions

<b>Regular PSCs</b>	<b>Department</b>	<b>Page</b>
46734 - 22/23	Airport Commission	1
42396 - 22/23	Building Inspection	11
46163 - 22/23	City Administrator	16
46609 - 22/23	City Administrator	25
47321 - 22/23	City Administrator	37
46902 - 22/23	Controller	46
47044 - 22/23	Emergency Management	52
45542 - 21/22	Human Services	66
49566 - 22/23	Police	71
41282 - 22/23	Public Health	77
45447 - 22/23	Public Utilities Commission	88
44123 - 22/23	Technology	93
<b>Modification PSCs</b>		
44311 - 15/16	Airport Commission	118
47312 - 17/18	City Planning	130
42573 - 19/20	Public Health	143
44181 - 15/16	Public Health	155
43499 - 17/18	Recreation and Park Commission	164

# POSTING FOR

November 07, 2022

## PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
46734 - 22/23	AIRPORT COMMISSION	\$9,500,000.00	<p>Contractor will perform high tech maintenance and support of the Baggage Handling Systems (BHS) controls throughout the San Francisco International Airport (Airport). This control system consists of proprietary software and hardware which is available only to the original equipment manufacturer or licensees. The control system includes multiple sub systems including programmable logic controls, baggage sortation and tracking, interfaces with Transportation Security Agency (TSA) baggage screen equipment, and network integration within the baggage handling systems. The work also includes providing a simulation software with a virtual environment that architecturally and functionally replicates the Airport's BHS control systems to troubleshoot issues and test system changes without impacting operations.</p> <p>Contractor will provide on-site and remote technicians on-call 24 hours per day, and 365 days per year. The on-site technicians will perform systems monitoring and scheduled maintenance of software, diagnose and correct faults, perform hardware maintenance and repairs, and verify control system operations. The remote support technicians will perform advanced diagnostic, configuration, and software programming services.</p>	January 1, 2023	December 31, 2027	REGULAR
42396 - 22/23	DEPARTMENT OF BUILDING INSPECTION	\$400,000.00	The Department of Building Inspection (DBI) seeks to utilize the Controller's Office pre-qualified pool for financial analysis. Selected consultant will conduct and provide a comprehensive fee study analysis ("fee study") to update Department's user fees.	November 1, 2022	October 31, 2025	REGULAR

<b>PSC No</b>	<b>Dept Designation</b>	<b>PSC Amount</b>	<b>Description of Work</b>	<b>PSC Estimated Start Date</b>	<b>PSC Estimated End Date</b>	<b>Type of Approval</b>
46163 - 22/23	GENERAL SERVICES AGENCY - CITY ADMIN	\$4,000,000.00	Work to be performed is as-needed maintenance and repair services for the City's fleet of small and medium boats for departments such as PUC, Recreation and Park, Port, the San Francisco Police Department, and the San Francisco Fire Department. Proposed work to include (but not limited to): Hauling and launching of vessels; High-pressure washing and hand/mechanical scraping of underwater hull and jets to remove hard fouling; Removal and installation of hull, engine/jet anodes; Repair of all fiberglass cracks, holes, or other damage; Diagnosis of engine operation faults, error codes, and failures, and repairs to all electronic and mechanical systems as needed; Removal and replacement of engine and related control systems as needed.	February 1, 2023	January 31, 2028	REGULAR
46609 - 22/23	GENERAL SERVICES AGENCY - CITY ADMIN	\$6,750,000.00	Contractor to provide as-needed specialized environmental engineering and oversight services related to the Navy's environmental program on Treasure Island. These services include document review, support for land transfers, post-transfer support, meeting attendance, development related tasks, and consultation related to the Navy's remediation efforts on former Naval Station Treasure Island and to provide certain other services in support of the Authority's Treasure Island/Yerba Buena Island Development Project.  The Contractor will also support the Authority with environmental monitoring and reporting obligations on property that it owns or controls. Some sites where the Navy has completed its remediation require on-going monitoring, and the Authority has responsibilities for the monitoring and/or management of asbestos, lead-based paint, and other matters within facilities it owns or manages.	January 1, 2023	December 31, 2031	REGULAR
47321 - 22/23	GENERAL SERVICES AGENCY - CITY ADMIN	\$4,500,000.00	Contractor is to provide as-needed advisory services related to housing relocation on Treasure Island. These services include direct engagement with individual households to provide information and counselling services on housing options; conducting public outreach including making phone calls and door-knocking to schedule one-on-one counseling sessions and hosting community workshops; preparing and distributing collateral used to describe transition housing options and eligibility; advising on strategic planning for transition housing plans and timing; providing translation services for written materials, public meetings, and one-on-one counseling sessions with residents; being on-call to respond to residents, and tracking TIDA's progress in fulfilling our obligations in implementing the THRRs.	January 1, 2023	December 31, 2031	REGULAR

<b>PSC No</b>	<b>Dept Designation</b>	<b>PSC Amount</b>	<b>Description of Work</b>	<b>PSC Estimated Start Date</b>	<b>PSC Estimated End Date</b>	<b>Type of Approval</b>
46902 - 22/23	CONTROLLER	\$500,000.00	The City is switching to a new banking partner (JP Morgan Chase) in Fiscal Year 2022-2023. Professional services for banking and treasury accounting using PeopleSoft Financials and Supply Change Management is necessary to ensure the accounting configuration in PeopleSoft Financials and Supply Change Management is compatible with the upcoming banking change.	November 7, 2022	December 31, 2029	REGULAR
47044 - 22/23	DEPARTMENT OF EMERGENCY MANAGEMENT	\$7,000,000.00	Contractor will identify standards and establish benchmarks for effective emergency planning, community preparedness, stakeholder resilience, and recovery planning (in the event of a man-made or natural disaster) for the Bay Area Region, which includes the twelve Bay Area counties and the core cities of San Francisco, Oakland, and San Jose. Contractor will build on regional capabilities such as Public Information and Warning, Mass Care Services, Cybersecurity, Operational Communications, etc. Contractor will review and analyze emergency catastrophic plans, perform gaps and needs analysis, and identify best practices to improve current planning, preparedness, and resiliency efforts. Contractor will develop plans, toolkits, templates, trainings, exercises and other evaluation activities needed to strengthen and improve the Bay Area Region's emergency planning, community preparedness, and recovery planning capabilities.	September 1, 2022	August 31, 2027	REGULAR
45542 - 21/22	HUMAN SERVICES	\$3,190,000.00	To develop and manage a Disability Community Cultural Center (DCCC) at The Kelsey Civic Center. DCCC will provide virtual and in-person community service programming, educational, artistic, and social networking opportunities focused on serving individuals with disabilities and their allies who live or work in the City.	January 1, 2023	June 30, 2027	REGULAR
49566 - 22/23	POLICE	\$300,000.00	Law enforcement recruiting agency enables the competitive recruitment of high-quality candidates through both broader and directed networking and marketing techniques that the Department is not currently capable of performing. Contract goals include advancing the recruitment of candidates in continued support of diversity and specific skill sets (i.e. linguistic capabilities). Selected agency would work in tandem with our recruitment unit on current marketing initiatives and to expand our current recruitment strategies (local recruitment, college recruitment, leveraging technology, expansive advertising campaigns, mentorship and candidate preparedness)	July 1, 2022	June 30, 2023	REGULAR

<b>PSC No</b>	<b>Dept Designation</b>	<b>PSC Amount</b>	<b>Description of Work</b>	<b>PSC Estimated Start Date</b>	<b>PSC Estimated End Date</b>	<b>Type of Approval</b>
41282 - 22/23	PUBLIC HEALTH	\$17,100,000.00	To provide security services to ensure the safety, security and welfare of patients/residents, visitors, vendors and staff at the San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH), unarmed security guards will be assigned to fixed-position locations providing access control by screening people entering the facilities using visual inspection, as indicated. Unarmed security guards will also provide designated-route patrols of both interior and exterior locations. In addition, unarmed security guards will respond to incidents involving disturbances, violence and/or other needs to preserve order, including compliance with regulation pertaining to visitors, resident/patients, vendors, and the facility's premises. Contractor will provide regular written Daily Activity Reports and Incident Reports within Department designated turn-around times.	August 1, 2022	June 30, 2025	REGULAR
45447 - 22/23	PUBLIC UTILITIES COMMISSION	\$795,000.00	The San Francisco Public Utilities Commission External Affairs Bureau (EA) seeks to develop 4 separate technical and specialized management augmentation and support services contracts for the following: lean problem-solving development, needs assessments, leadership and organizational development, and process improvement management. Current EA staff is requesting this support externally.  This scope of work will support EA management in engaging and developing emerging internal leaders from all levels of the organization to proactively solve problems, improve delivery of services, and make measurable improvements to achieve strategic goals. The scope of work takes into account the real-world needs of EA including capacity-building, change management and resilience, and continuous improvement culture.	November 1, 2022	August 31, 2027	REGULAR
44123 - 22/23	GENERAL SERVICES AGENCY - TECHNOLOGY	\$7,535,600.00	Contrary to CSC's position in the past, the Commission has recently requested review of all contracts that are software-as-a-service. Since DT is seeking to amend this contract to extend it for another 2-years, this request is now made to apply retroactively to its start in 2015. DT is seeking to amend the contract to provide for a citywide purchase of 500,000 envelopes for departments to use over the next 2-years. An "envelope" is an electronic record containing one or more documents that are uploaded to the DocuSign system, and which may be processed for electronic signature. There are NO professional services in this amendment.	November 1, 2015	October 31, 2024	REGULAR

<b>PSC No</b>	<b>Dept Designation</b>	<b>PSC Amount</b>	<b>Description of Work</b>	<b>PSC Estimated Start Date</b>	<b>PSC Estimated End Date</b>	<b>Type of Approval</b>
			All required services to maintain the proprietary software are performed by DocuSign employees on DocuSign servers. The City does NOT have access to any of the DocuSign servers and are not authorized to perform any engineering services to their proprietary software. The term "Service" in the SaaS naming convention refers to the manufacturer's service to its customers by hosting the platform on their own servers, thereby eliminating the need for any customer maintenance. The term "Service" is not used to refer to any labor services that can be performed by City employees.			

**TOTAL AMOUNT \$61,570,600**

# POSTING FOR

November 07, 2022

## PROPOSED PERSONAL SERVICES CONTRACTS – MODIFICATION

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
44311 - 15/16 - MODIFICATIONS	November 7, 2022	AIRPORT COMMISSION -- AIR	\$1,500,000	\$5,000,000	Contractor will provide, install and implement a Ground Based Radar Water Perimeter Intrusion Detection System (PIDS) San Francisco International Airport (SFO). The radar units must be integrated with at least one thermal/infrared camera per radar unit and have the ability to integrate to additional perimeter Pan Tilt Zoom (PTZ) and/or fixed cameras. The objective of the PIDS is detection, tracking, assessment and reporting (alerting and alarming) of potential or actual intrusions into the waterside perimeter in a proactive manner to enhance the Airport's security and the efficient deployment of security personnel.	06/30/2023	06/30/2028	REGULAR



PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
47312 - 17/18 - MODIFICATIONS	November 7, 2022	CITY PLANNING -- CPC	\$0	\$10,000,000	The San Francisco Planning Department has determined the need to develop a new RFQ to select a pool of pre-qualified environmental, transportation, historic resources, and archeology review consultants to use on an as-needed basis. Projects developed will include the following, but are not limited to: environmental review of transportation impact studies, historic resource & archeology review. In addition, private development proposals will be required to use this as-needed pool to conduct independent environmental analysis, maintain better quality control, and follow the model used in most other jurisdictions. Inclusion in the pre-qualified pool are as follows: 1) enter into an independent contract with a private developer for environmental or transportation impact studies, Planning Railyard Alternatives, I-280 EIR, historic resource & archeology review which must be reviewed & finalized by Department	01/04/2023	01/04/2024	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
42573 - 19/20 - MODIFICATIONS	November 7, 2022	PUBLIC HEALTH -- DPH	\$0	\$500,000	<p>staff or 2) enter into contracts with the City.</p> <p>Contractor will provide cloud-based software for management of Department policies and procedures, including licensing and maintenance. The Department of Public Health (DPH) currently manages the multiplicity of its policies and procedures with a rudimentary system using MS Office applications (Word, Excel) which can be unwieldy and difficult to coordinate and manage. Reviewing and keeping policies and procedures current is required by federal regulators, the Centers for Medicare and Medicaid Services (CMS). DPH intends to purchase proprietary software (licensing and maintenance) to modernize and enable its policies and procedures tracking system to be more responsive to operational and regulatory needs, and to ensure review of and alignment with evolving laws, guidelines, regulations, standards, and best practices. ,</p>	09/30/2022	12/31/2027	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
44181 - 15/16 - MODIFICATIONS	November 7, 2022	PUBLIC HEALTH -- DPH	\$4,000,000	\$7,750,000	The contractor will perform coding and abstracting of inpatient accounts using International Classification of Diseases, Tenth Revision-Clinical Modification (ICD-10-CM) and International Classification of Diseases, Tenth Revision-Procedure Coding System ICD-10-PCS) classification systems and Diagnosis-Related Group (DRG) expertise; assign codes for diagnoses, treatments, and procedures according to the appropriate classification system for complex inpatient encounters; follow Center for Medicare and Medicaid Services (CMS)/American Health Information Management Association (AHIMA) coding guidelines; review provider documentation to determine principal diagnosis, comorbidities and complications, secondary conditions and surgical procedures; ensure accurate coding by clarifying diagnosis and procedural information through a query process; assign Present On Admission (POA) values for inpatient diagnoses; abstract required information from source documentation and enter into	11/01/2022	12/31/2026	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					encoder and abstracting system; identify non-payment conditions Hospital Acquired Conditions (HAC) and, when required, review documentation to verify and, as necessary, correct the patient disposition upon discharge.			
43499 - 17/18 - MODIFICATIONS	November 7, 2022	RECREATION AND PARK COMMISSION -- REC	\$650,000	\$3,308,440	Facilities capital planning software and associated facility assessment services for Recreation and Park assets and facilities, including storage, analysis and reporting of facility condition data on a proprietary software application.	01/01/2023	12/31/2026	REGULAR

**TOTAL AMOUNT \$6,150,000**

**Regular/Continuing/Annual  
Personal Services Contracts**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: High Tech Maintenance and Support of Baggage Handling Control Systems

Funding Source: Airport Operating Funds

PSC Amount: \$9,500,000

PSC Est. Start Date: 01/01/2023

PSC Est. End Date  
12/31/2027

**1. Description of Work**

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

Contractor will perform high tech maintenance and support of the Baggage Handling Systems (BHS) controls throughout the San Francisco International Airport (Airport). This control system consists of proprietary software and hardware which is available only to the original equipment manufacturer or licensees. The control system includes multiple sub systems including programmable logic controls, baggage sortation and tracking, interfaces with Transportation Security Agency (TSA) baggage screen equipment, and network integration within the baggage handling systems. The work also includes providing a simulation software with a virtual environment that architecturally and functionally replicates the Airport's BHS control systems to troubleshoot issues and test system changes without impacting operations.

Contractor will provide on-site and remote technicians on-call 24 hours per day, and 365 days per year. The on-site technicians will perform systems monitoring and scheduled maintenance of software, diagnose and correct faults, perform hardware maintenance and repairs, and verify control system operations. The remote support technicians will perform advanced diagnostic, configuration, and software programming services.

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

The supported control systems are essential to airport operations and safety. Denial of this request would prevent the Airport from operating the systems necessary to provide continuous, effective, and safe operations of the baggage handling systems that are dependent on the control systems, including interfaces with TSA explosive detection systems. Failures of these systems can result in flight delays, mishandled passenger baggage, and potentially and most significantly, failure to insure that only TSA cleared baggage is allowed on a departing flight. Without support, security and operations are at risk of preventing the Airport and the airlines from processing passenger's checked baggage.

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

These services have previously been provided under PSC# 49810 – 16/17.

D. Will the contract(s) be renewed?

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

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

The term corresponds to the anticipated duration of the contract for the services.

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

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

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

B. Explain the qualifying circumstances:

Technicians require skills, expertise, and knowledge of proprietary systems that are in the very limited BHS controls industry with the added specialization of TSA security system interfaces. The services require technicians with programming skills to maintain programmable logic controls according to TSA's standards and expertise in integration of the Airport's complex control systems, including interfaces with TSA's security equipment and explosives detection systems.

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

A. Specify required skills and/or expertise: In order to properly maintain and support the systems, technicians must have expertise and access to modify proprietary software and repair proprietary control devices. Extensive knowledge and programming skill to maintain programmable logic controls software in accordance with TSA regulations. The work requires expertise in integration of networks, controls, and computer systems that operate BHS, including interfaces with TSA security equipment.

B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1061, IS Program Analyst-Assistant; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal; 1071, IS Manager; 7318, Electronic Maintenance Tech;

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, as this work cannot be performed by available resources within the City, and can only be performed by authorized technicians with access to proprietary software and hardware.

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

A. Explain why civil service classes are not applicable.

Civil service classes do not have the required access to proprietary software and hardware to maintain and support the control systems.

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. Only authorized technicians and vendors may modify or maintain the proprietary software and hardware to the control systems.

**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, as this work cannot be performed by City and County employees.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 09/12/2022, the Department notified the following employee organizations of this PSC/RFP request:  
Electrical Workers, Local 6; Municipal Executive Association; 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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfso.com

Address: P.O. Box 8097 San Francisco, CA 94128

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46734 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/07/2022



# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [cynthia.avakian@flysfso.com](mailto:cynthia.avakian@flysfso.com)  
**To:** [Cynthia Avakian \(AIR\)](mailto:Cynthia.Avakian@AIR); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [pkim@ifpte21.org](mailto:pkim@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [l2pscreview@ifpte21.org](mailto:l2pscreview@ifpte21.org); [Laxamana Junko \(DBI\)](mailto:Laxamana.Junko@DBI); [Criss@sfmea.com](mailto:Criss@sfmea.com); [camaguey@sfmea.com](mailto:camaguey@sfmea.com) (contact); [christina@sfmea.com](mailto:christina@sfmea.com); [staff@sfmea.com](mailto:staff@sfmea.com); [oashworth@ibew6.org](mailto:oashworth@ibew6.org); [khughes@ibew6.org](mailto:khughes@ibew6.org); [Quoc Truong \(AIR\)](mailto:Quoc.Truong@AIR); [DHR-PSCCoordinator](mailto:DHR-PSCCoordinator), [DHR \(HRD\)](mailto:DHR@HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46734 - 22/23  
**Date:** Monday, September 12, 2022 9:29:14 AM

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RECEIPT for Union Notification for PSC 46734 - 22/23 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 46734 - 22/23 for \$9,500,000 for Initial Request services for the period 01/01/2023 – 12/31/2027. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/19156> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

# **Additional Attachment(s)**



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

*Sent Via Electronic Mail*

KATE FAVETTI  
PRESIDENT

August 15, 2017

F. X. CROWLEY  
VICE PRESIDENT

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

DOUGLAS S. CHAN  
COMMISSIONER

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS NUMBERS 42611-15/16; 49810-16/17; 47501-16/17; 40888-16/17; 43977-16/17; 45682-16/17; 42545-16/17; 43791-16/17; 45186-16/17; 45363-16/17; 48979-16/17; 45678-16/17; 48562-16/17; 40784-16/17; AND 4038-13/14.**

SCOTT R. HELDFOND  
COMMISSIONER

GINA M. ROCCANOVA  
COMMISSIONER

At its meeting on August 7, 2017 the Civil Service Commission had for its consideration the above matter.

The Commission took the following actions:

MICHAEL L. BROWN  
EXECUTIVE OFFICER

1. Approved PSC #49810-16/17 with the condition that the department works with the Executive Officer to provide clarification on the training that will be provided to civil service employees and update 6B on the PSC Form.
2. Approved PSC #48979-16/17 with the consideration that the department will hold future contractors accountable for providing transfer of knowledge to civil service employees.
3. Adopted the report. Approved the remaining request for proposed Personal Services Contracts and notified the Office of the Controller and the Office of Contract Administration.

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

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

CIVIL SERVICE COMMISSION



MICHAEL L. BROWN  
Executive Officer

Attachments

Cc: Cynthia Avakian, Airport  
David Bui, Department of Public Works  
Henry Gong, Sheriff Department  
Rod Goree, Municipal Transportation Agency  
Lavena Holmes, Port of San Francisco  
Shamica Jackson, Public Utilities Commission  
Stacey Lo, Public Utilities Commission  
Jacquie Fong, Contract of Administration  
Ben Rosenfield, Controller's Office  
Commission File  
Chron

**POSTING FOR****August 07, 2017****PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR****Commission Hearing Date**

2017-08-07

**APPLY**

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
42611 - 15/16	AIRPORT COMMISSION	\$20,000,000.00	<p>The Contractor will develop an enterprise architecture data solution for the San Francisco International Airport ("Airport"). This project is called the Airport Information Integration Solution ("Solution"), which includes providing technical expertise and professional services to develop and implement the system, and provide support and maintenance. The Solution will allow data from various systems to be collected, analyzed and distributed from one central location to meet the Airport's strategic business needs.</p> <p>The Solution is necessary in order to interconnect information systems, centralize the collection of data, and analyze and electronically distribute and report information. The Airport shall utilize this data to provide business value in areas such as security, passenger experience, operations, and tenant and concessionaire services, as well as allow the Airport to serve as a broker of information between Airport stakeholders. Once the Solution is implemented, the Contractor will provide support and maintenance of the Solution.</p>	June 15, 2017	May 31, 2026	REGULAR
49810 - 16/17	AIRPORT COMMISSION	\$8,000,000.00	<p>The proposed work consists of providing on-site and on-call support and remote technical and engineering support 24 hours per day for the airport-wide baggage handling system (BHS) controls.</p> <p>On-site and on-call support entails: Level One support. Dedicated, full-time, qualified, on-site professional technicians, with BHS controls, networks, and software experience available on-site or on-call twenty-four (24) hours per day, and three hundred sixty-five (365) days per year. On-site working hours will vary in accordance with BHS operations and emergency support response events. Duties include systems monitoring and scheduled maintenance of software and hardware, diagnosing and correcting faults, perform repairs, and verify operations. Technician may also initiate escalation process, mitigation and communication plans and other serious disruption responses and work with Level Two and Level Three support to resolve more complicated systems issues.</p> <p>Remote technical and engineering support entails: Level Two and Level Three Support. Qualified engineers and specialized technicians generally working from a central, off-site location with secure remote access to SFO's BHS controls systems. They are available 24/7/365 to provide application level support, including advanced diagnostic, configuration, and programming functions in order to restore, maintain and improve functionality and performance of the BHS controls. These support elements have access to proprietary applications which is available only to the Original Equipment Manufacturer's or licensees of the applications and is not otherwise available. They frequently work in conjunction with the on-site technician to remotely diagnose and resolve complex issues.</p>	September 1, 2017	June 30, 2023	REGULAR
47501 - 16/17	AIRPORT COMMISSION	\$280,000,000.00	Project Management Support Services (PMSS) and Design-Build (DB) service teams with airport design and management expertise are	August 1, 2017	August 1, 2022	REGULAR



PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>required to manage the design and construction of the Terminal 2 (T2) to Terminal 3 (T3) Secure Connector Project (Project). Services to be provided include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the project. The scope of work of this Project includes, 1) the design and construction of a new, elevated, secure connector for passengers to efficiently and securely connect between T2 and T3, and 2) an associated building addition that will provide additional square footage for passenger amenities, lounge areas, and airline or other tenant office space. To accommodate the new building addition, the Project will relocate the Airport's Emergency Operations Center and Communication Center. Both are critical to safe and secure airport operations and neither can be out of service for any period of time. Relocation of these facilities includes complex infrastructure modifications and specialized handling of equipment. Additionally, work related to airport security systems, airfield geometry and aircraft systems will be required for the new build out and this Project will facilitate systems connections and the future installation of new baggage handling system transfer line between the terminals. Sustainable growth and continuing the San Francisco International Airport (Airport) leadership in the Green House Gas (GHG) reduction and achieving a minimum for a Leadership in Energy and Environmental Design (LEED) Gold Certification will be requirements. Sustainable building practices for The Project will consist of being Net Zero ready including but not limited to energy, carbon and waste.</p> <p>The PMSS portion will be approximately \$20,000,000.</p> <p>The DB portion will be approximately \$260,000,000 which includes approximately \$20,000,000 for design and \$240,000,000 for construction.</p>			
40888 - 16/17	AIRPORT COMMISSION	\$100,000,000.00	<p>Project Management Support Services (PMSS) &amp; Design Build (DB) teams will manage and complete the design and construction of the Energy Management Control System (EMCS) program at the San Francisco International Airport (Airport). The EMCS is a system comprised of hardware and software that manages and controls a building's use of energy for heating, ventilation, air conditioning, water, gas, and electricity. The EMCS will replace the multiple systems currently used by stationary engineers with 1 centralized system. The EMCS will comply with American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) 36 guidelines, the most recent industry-standard nationally-recognized uniform standards for heating, ventilating, and air-conditioning systems, (<a href="http://gpc36.savemyenergy.com/download/360/">http://gpc36.savemyenergy.com/download/360/</a>) to connect all buildings, provide campus-level management and control, and transfer data to Information Technology and Telecommunications (ITT). This project includes creating the building management system for both terminal and non-terminal buildings from multiple segmented systems to 1 connected system to track energy and utilities information. Services include project controls, scheduling, document controls, design management, contracts management, architectural and engineering design services, construction, and special systems integration services. All work will be supervised by the project manager. A staffing plan will be developed and Stationary Engineers will maintain the EMCS equipment and system. Of the amount requested, construction costs will account for an estimated \$80,000,000.</p>	July 21, 2017	June 30, 2021	REGULAR
43977 - 16/17	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$1,200,000.00	Provide specialized services in Landscape Architecture to support Public Work's design staff on an as-needed basis. Work shall include full design consultation services for landscape architectural projects, constructability reviews of landscape projects, construction administration, and related support services.	July 1, 2017	October 31, 2023	REGULAR

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF BUILDING INSPECTION -- DBI

Dept. Code: DBI

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

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

Type of Service: Financial Analysis

Funding Source: operating budget

PSC Amount: \$400,000

PSC Est. Start Date: 11/01/2022

PSC Est. End Date

10/31/2025

**1. Description of Work**

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

The Department of Building Inspection (DBI) seeks to utilize the Controller's Office pre-qualified pool for financial analysis. Selected consultant will conduct and provide a comprehensive fee study analysis ("fee study") to update Department's user fees.

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

The last comprehensive fee study conducted on Department of Building Inspection's fees was completed in May 2015. Since then, fees have not been updated to reflect changes in regulatory requirements, business environment, programs, business processes, technology improvements, and wage increases. The Department would like to warrant its fees are equitably set based on current best practices, business practice and industry standards. The completion of a comprehensive fee study will allow for right-sizing of fees to ensure appropriate cost recovery and the equitable setting of fees.

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

Previous fee studies were performed by financial analysis consultants

D. Will the contract(s) be renewed?

No

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

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

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

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



B. Explain the qualifying circumstances:

The goal of a fee study is to determine the appropriate fee levels for the recovery of the costs to the organization. This fee study will result in analysis report and methodology the Department will implement to ensure its fees are equitably set based on current business practice and economic conditions. Additionally, this is a short term project. Consultant is required to have specific expertise and knowledge of revenue and expense analysis to analyze historical and projected revenue and expenditures to demonstrate the underlying financial causes for equitable fee setting. This analysis should also determine the amount of needed additional revenue to achieve program requirements and a financial reserve target. Specific knowledge also should include impact of alternative local fees and types of public financing

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

- A. Specify required skills and/or expertise: Experience in fee costing analysis to analyzing revenue and expense and overall spending impact of alternative local fees and other types of public financing.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 0933, Manager V;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

This specialized type of fee costing analysis and the limited number of individuals within the City who might possess the ability to perform this analysis exclude civil as an option to perform this study.

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

- A. Explain why civil service classes are not applicable.  
This specialized type of fee costing analysis and the limited number of individuals within the City who might possess the ability to perform this analysis exclude civil as an option to perform this study.
- 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. Fee costing analysis is not regularly conducted, occurring once every several years

**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 training since fee study analysis and recommendation is prepared every several years as needed.
- C. Are there legal mandates requiring the use of contractual services?  
No.

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

**7. Union Notification:** On 09/01/2022, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Municipal Executive Association

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

Name: Sharon Lee Phone: 415-575-6947 Email: sharon.lee@sfgov.org

Address: 49 South Van Ness, Suite 500, San Francisco, CA 94113

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42396 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/07/2022

# **Receipt of Union Notification(s)**

**Lee, Sharon (DBI)**

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**From:** dhr-psccordinator@sfgov.org on behalf of sharon.lee@sfgov.org  
**Sent:** Thursday, September 1, 2022 4:07 PM  
**To:** Lee, Sharon (DBI); Laxamana, Junko (DBI); Criss@sfmea.com; camaguey@sfmea.com (contact); christina@sfmea.com; staff@sfmea.com; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; l21pscreview@ifpte21.org; Lee, Sharon (DBI); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 42396 - 22/23

RECEIPT for Union Notification for PSC 42396 - 22/23 more than \$100k

The DEPARTMENT OF BUILDING INSPECTION -- DBI has submitted a request for a Personal Services Contract (PSC) 42396 - 22/23 for \$400,000 for Initial Request services for the period 11/01/2022 – 10/31/2025. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/19117> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Citywide Boat Repair Services for Small and Medium Vessels

Funding Source: General Fund

PSC Duration: 5 years

PSC Amount: \$4,000,000

**1. Description of Work**

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

Work to be performed is as-needed maintenance and repair services for the City's fleet of small and medium boats for departments such as PUC, Recreation and Park, Port, the San Francisco Police Department, and the San Francisco Fire Department. Proposed work to include (but not limited to): Hauling and launching of vessels; High-pressure washing and hand/mechanical scraping of underwater hull and jets to remove hard fouling; Removal and installation of hull, engine/jet anodes; Repair of all fiberglass cracks, holes, or other damage; Diagnosis of engine operation faults, error codes, and failures, and repairs to all electronic and mechanical systems as needed; Removal and replacement of engine and related control systems as needed.

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

These services are necessary to maintain operations of the San Francisco Fire Department (SFFD), San Francisco Police Department (SFPD) Marine Unit, San Francisco Public Utilities Commission (SFPUC), Recreation and Parks (REC), and San Francisco Port (PRT) departments which are responsible for maritime tasks for 64 square miles of San Francisco waterways and the ferry and cruise ship terminals. Denial may result in nonoperational boats and delayed costly emergency repairs and will impact performance and response time for City vessels.

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 for small and medium vessels have not been provided through an as-needed repair contract in the past, but there have been similar requests. Please see attached PSC #49582 – 19/20.

D. Will the contract(s) be renewed?

No.

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

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

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

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

B. Explain the qualifying circumstances:

This work requires having a shipyard and repair equipment and services are provided on an as-needed basis. Therefore, Civil Service classifications would not be applicable.

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

- A. Specify required skills and/or expertise: The contractor is required to provide a dry dock and boat repair yard within the Bay Area region as well as industrial machinery and tools needed to perform the services. The contractor must be certified to perform the services by the American Boat and Yacht Council or provide alternative documentation (e.g., certification from the equipment manufacturer) that demonstrates equivalent qualifications.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 9376, Market Research Spec, Port; H110, Marine Engineer of Fire Boats;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor(s) will provide a shipyard and repair equipment.

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

None. The City does not have boat maintenance and repair yard or personnel certified by equipment manufacturers to perform these types of services.

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

- A. Explain why civil service classes are not applicable.  
This work requires having a shipyard and repair equipment and services are provided on an as-needed basis. Therefore, Civil Service classifications would not be applicable.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, as the services are on an as-needed basis and do not require a full-time position. It is not economically feasible to train and certify an employee to become a manufacturer authorized and certified installer to perform these types of services.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. No training will be provided. Work is conducted on an as-needed basis.
- C. Are there legal mandates requiring the use of contractual services?  
No.

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

**7. Union Notification:** On 09/12/2022, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Firefighters - B/U 1; Firefighters - B/U 2

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46163 - 22/23

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 11/07/2022

Civil Service Commission Action:

# **Receipt of Union Notification(s)**



## Khaw, Lynn (ADM)

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**From:** dhr-psccordinator@sfgov.org on behalf of lynn.khaw@sfgov.org  
**Sent:** Monday, September 12, 2022 7:31 PM  
**To:** Khaw, Lynn (ADM); gail@sffdlocal798.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; l21pscreview@ifpte21.org; Khaw, Lynn (ADM); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46163 - 22/23

RECEIPT for Union Notification for PSC 46163 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 46163 - 22/23 for \$4,000,000 for Initial Request services for the period 02/01/2023 – 01/31/2028. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/19150> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

# **Additional Attachment(s)**

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

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADMDept. Code: ADMType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing   
(Omit Posting)Type of Service: Boat repair and maintenance servicesFunding Source: General fundPSC Amount: \$1,125,000PSC Est. Start Date: 04/01/2020PSC Est. End Date  
03/31/2025**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Work to be performed is to dry dock the City's Fire Department (SFFD) boats for repairs and maintenance services. The immediate need for these services is for SFFD's three boats. All three boats are in rotation but Fire Boat #1 (the Phoenix) has not been out of the water for five years and is overdue for repairs and maintenance. In addition, having the City's fleet of vessels dry docked and out of water will give the City full access to repairs that cannot easily be identified and serviced when boats are in the water.

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

This service is necessary to maintain operations of the SFFD and San Francisco Police Department (SFPD) Marine Units which are responsible for maritime tasks for 64 square miles of San Francisco waterways, as well as the Port of San Francisco which include the ferry and cruise ship terminals. Denial may result in nonoperational boats, and delayed costly emergency repairs and will impact performance and response time for the SFFD and San Francisco Police Marine Units.

**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.**

There has not been a City Wide As-Needed Boat Repairs and Maintenance contract. However, the Civil Service Commission recently approved PSC # 42463-19/20 which is replacement of engines and repairs and maintenance for the SFPD.

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

If necessary.

**E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.**  
not applicable**2. Reason(s) for the Request****A. Indicate all that apply (be specific and attach any relevant supporting documents):**

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

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

B. Explain the qualifying circumstances:

Work is as needed and requires having a shipyard and repair equipment necessary to perform the services.

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

- A. Specify required skills and/or expertise: The contractor is required to provide a dry dock and boat repair yard within the Bay Area region as well as industrial machinery and tools needed to perform the services. The contractor must be certified to perform the services by the American Boat and Yacht Council or provide alternative documentation (e.g. certification from equipment manufacturer and/or marine association) that demonstrates equivalent qualifications.
- B. Which, if any, civil service class(es) normally perform(s) this work? 9376, Market Research Spec, Port; H110, Marine Engineer of Fire Boats;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will provide a shipyard and repair equipment.

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

Work is as-needed.

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

- A. Explain why civil service classes are not applicable.  
This work requires having a shipyard and repair equipment and is as-needed. Therefore, civil service classifications would not be applicable.
- 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. Work is as needed.

### **6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No. No training will be provided.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.

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

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

7. **Union Notification:** On 02/10/2020, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Firefighters - B/U 2

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

Name: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

Address: One Carlton B. Goodlett Place Room 362 San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49582 - 19/20

DHR Analysis/Recommendation:

action date: 05/18/2020

Commission Approval Required

Approved by Civil Service Commission

05/18/2020 DHR Approved for 05/18/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: As Needed Professional Services Contract for Environmental Oversight and Engineering

Funding Source: TIDA budget

PSC Duration: 9 years 1 day

PSC Amount: \$6,750,000

**1. Description of Work**

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

Contractor to provide as-needed specialized environmental engineering and oversight services related to the Navy's environmental program on Treasure Island. These services include document review, support for land transfers, post-transfer support, meeting attendance, development related tasks, and consultation related to the Navy's remediation efforts on former Naval Station Treasure Island and to provide certain other services in support of the Authority's Treasure Island/Yerba Buena Island Development Project.

The Contractor will also support the Authority with environmental monitoring and reporting obligations on property that it owns or controls. Some sites where the Navy has completed its remediation require on-going monitoring, and the Authority has responsibilities for the monitoring and/or management of asbestos, lead-based paint, and other matters within facilities it owns or manages.

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

The services being requested will be needed to support TIDA and continue providing oversight of the Navy's remediation program which is expected to continue through at least 2029. The need for specialized expertise across a diverse range of environmental issues; the need for technical report evaluation in addition to field monitoring and sampling services; and the need to supplement resources and expertise upon demand to meet schedules or assess potentially sensitive field conditions cannot be effectively provided by existing City staff, but require the support of a firm or team of firms with a deep bench of specialized resources and expertise to respond to program demands.

**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.**

The Authority has contracted for similar support services since 2003. The current contract has been in place since 2013 and is due to expire at the end of 2022. This current contract was prepared with Contract Monitoring Division oversight, was initially awarded for a five-year term, and was extended through multiple amendments, but was not processed through the Civil Service Commission. At its Special Meeting on August 31, 2022, the CSC approved the sixth contract amendment including services since 2013.

D. Will the contract(s) be renewed?

The new contract is proposed with a 5-year base term and the possibility of one 4-year extension. It is possible that the Navy may not have completed its work within that time. However, it should be nearing completion, and it would be appropriate to reassess the Authority's future needs and issue a new RFP scoped to address those needs at that 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 Navy annually produces a Site Management Plan outlining the scope, status and schedule for completion of its environmental remediation efforts on Treasure Island. The December 2021 Site Management Plan for the former Naval Station Treasure Island projects a schedule for completion of their work on Treasure Island of November 2029; however, there are elements of that program – notably the radiological investigation and the assessment of the presence of per- and polyfluoroalkyl substances (“PFAS”) which are still being assessed and could extend the actual completion date by several additional years. The principal scope of the requested Environmental Oversight and Environmental Engineering services is to monitor the Navy's ongoing island remediation program and the communications between the Navy and the State agencies – the Department of Toxic Substances Control, the California Department of Public Health, and the Regional Water Quality Control Board – responsible for oversight of the Navy's work. The Navy's environmental assessment and remediation efforts began before the base closed in 1997 and follow the procedures of the Comprehensive Environmental Response, Compensation and Liability Act (“CERCLA”). The CERCLA Process includes a number of prescribed steps to identify, locate, and quantify potential contaminants, establish the scope of remediation, evaluate and select alternatives, and to plan and execute the work. At each step in this process, the Navy produces reports summarizing assessments, analyses, findings, recommendations, work plans, and/or results for review by the regulatory agencies before proceeding. The selected contractor will be responsible for reviewing and commenting on these reports to ensure that the City's and the Authority's interests are addressed in the planned work. Because of the protracted nature of this process, the services benefit from continuity of representation to provide optimal oversight of the Navy's progress and effectively review the various technical submittals involved. TIDA is issuing a Request for Proposal (RFP) for a contractor to perform the ongoing services and establish familiarity with the program for the long term.

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

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

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

B. Explain the qualifying circumstances:

The services require specialized knowledge and skills. Work is periodic and performed when lands and conditions are required to be tested or reviewed.

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

A. Specify required skills and/or expertise: The contract requires specialized skills and expertise in environmental engineering, including knowledge of State and local public health rules and regulations and current relationships with those and related agencies; investigation, sampling

and reporting protocols; knowledge of the CERCLA process; knowledge and understanding of radiological materials and a wide range of chemical contaminants (including PFAS and other emerging contaminants of concern) and processes for their detection and remediation; protocols for installation, maintenance and removal of monitoring wells; as well as experience with the various regulatory staff involved in producing, reviewing and approving reports and work products such as the Department of Toxic Substances Control, California Department of Public Health, and San Francisco Department of Public Health.

- B. Which, if any, civil service class(es) normally perform(s) this work? 2481, Water Quality Technician; 2487, Chemist III; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5502, Project Manager 1; 5504, Project Manager 2; 5620, Regulatory Specialist; 5640, Environmental Spec; 5642, Sr. Environmental Spec; 6138, Industrial Hygienist; 6139, Senior Industrial Hygienist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor may be called upon to collect air, water or soil samples using specialized equipment or to conduct field scans using specialized equipment not owned by the City. This equipment is typically subject to routine testing, calibration, and reporting requirements to ensure accurate results.

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

These specialized services are not available from existing City resources. Work is as-needed.

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

- A. Explain why civil service classes are not applicable.  
There are civil service classes that potentially have some of the applicable training and expertise to perform parts of the work, but no classes have all the skills required. Work is as-needed, sometimes requires the assignment of multiple personnel while at other times little or no work may be required.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the intermittent and unpredictable schedule for performing the services is not well suited to hiring for this position, and the breadth of knowledge and, in the case of field sampling, the range of skills and/or certifications required are more than could be expected from an individual candidate. The scope requires a deep bench of specialized environmental professionals and technicians that can be assigned as-needed for the tasks as they arise.

**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 training will be provided.
- C. Are there legal mandates requiring the use of contractual services?  
No.



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

**7. Union Notification:** On 09/12/2022, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21

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

Name: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

Address: One Carlton B. Goodlett Place, Rm 362 San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46609 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/07/2022

# **Receipt of Union Notification(s)**

## Lubamersky, Joan (ADM)

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**From:** dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org  
**Sent:** Monday, September 12, 2022 5:06 PM  
**To:** Lubamersky, Joan (ADM); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; l21pscreview@ifpte21.org; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46609 - 22/23

RECEIPT for Union Notification for PSC 46609 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 46609 - 22/23 for \$6,750,000 for Initial Request services for the period 01/01/2023 – 12/31/2031. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/19160> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

# **Additional Attachment(s)**