

each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also §200.213 Suspension and debarment.

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)(1) The non-Federal entity may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 43309, July 22, 2015]

### **§200.319 Competition.**

(a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

(1) Placing unreasonable requirements on firms in order for them to qualify to do business;

(2) Requiring unnecessary experience and excessive bonding;

(3) Noncompetitive pricing practices between firms or between affiliated companies;

(4) Noncompetitive contracts to consultants that are on retainer contracts;

(5) Organizational conflicts of interest;

(6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and

(7) Any arbitrary action in the procurement process.

(b) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(c) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

(1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(d) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

### **§200.320 Methods of procurement to be followed.**

The non-Federal entity must use one of the following methods of procurement.

(a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

(i) A complete, adequate, and realistic specification or purchase description is available;

(ii) Two or more responsible bidders are willing and able to compete effectively for the business; and

(iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

(i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

(1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(2) Proposals must be solicited from an adequate number of qualified sources;

(3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

(4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

(5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(e) [Reserved]

(f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

(1) The item is available only from a single source;

(2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

(3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or

(4) After solicitation of a number of sources, competition is determined inadequate.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 54409, Sept. 10, 2015]

#### **§200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.**

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

#### **§200.322 Procurement of recovered materials.**

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes

energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

### **§200.323 Contract cost and price.**

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E—Cost Principles of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

### **§200.324 Federal awarding agency or pass-through entity review.**

(a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

(1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;

(2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

(3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;

(4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

(1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis;

(2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

**§200.325 Bonding requirements.**

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

(b) A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor’s obligations under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

**§200.326 Contract provisions.**

The non-Federal entity’s contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

Need assistance?

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD Dept. Code: ECD

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

Type of Approval: [ ] Expedited [X] Regular ( [ ] Omit Posting)

Type of Service: Emergency Planning, Community Preparedness/Resilience, and Recovery Planning

Funding Source: Federal Urban Areas Security Initiative PSC Duration: 4 years
PSC Amount: \$5,000,000 PSC Est. Start Date: 05/01/2020 PSC Est. End Date: 04/30/2024

1. Description of Work

A. Scope of Work:

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.

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

The Bay Area Urban Areas Security Initiative (UASI) Region is comprised of twelve counties and three core cities, which together receive federal funding to combat and respond to terrorism and related catastrophic disasters throughout the entire Bay Area. Denial of this request will hinder the Bay Area UASI Region's ability to develop future funding requests and secure increased funding for SF and all of the Bay Area cities and counties. This in turn can jeopardize the Bay Area UASI Region's ability to prevent, protect against, respond to and recover from acts of terrorism and other man-made or natural catastrophes in the Bay Area.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC. Similar services were approved in 49129-17/18

D. Will the contract(s) be renewed? Based on need, performance, and funding availability.

2. Union Notification: On 03/26/2020, the Department notified the following employee organizations of this PSC/RFP request: Municipal Executive Association; Professional & Tech Engrs, Local 21

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43225 - 19/20

DHR Analysis/Recommendation:

07/06/2020

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 07/06/2020

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

A. Specify required skills and/or expertise:

This service requires extensive knowledge and expertise in regional emergency planning, community preparedness, and recovery planning throughout the entire Bay Area Region. The contractor must have experience in how to prevent, respond to, and recover from acts of terrorism or man-made/natural disasters at the regional level. The contractor must have a thorough understanding of how the unique characteristics of each member county impacts, not only the county, but the entire Bay Area Region during a disaster.

B. Which, if any, civil service class(es) normally perform(s) this work?  
0931,8604,

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

**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

The regional, state, and national interaction required to perform this service would make it impractical for a San Francisco Civil Service employee to perform this work for and on behalf of the state and other counties. Also, we have reached the personnel cap limit on this time limited grant from the Federal Department of Homeland Security.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No, as stated above, the regional, state, and national interaction required to perform this service would make it impractical for a San Francisco Civil Service employee to perform this work for and on behalf of the state and other counties. Also, we have reached the personnel cap on this time limited grant from Homeland Security.

**5. Additional Information (if "yes", attach explanation)**

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? Contractor may train regional public safety personnel and Emergency Oper	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services? Per the Uniform Guidance 2CFR200 Subpart D-Procur	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 06/02/2020 BY:

Name: William Lee Phone: 415-558-3866 Email: william.lee@sfgov.org

Address: 1011 Turk Street San Francisco, CA 94102

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS

Dept. Code: DSS

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

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

Type of Service: Disability Community Cultural Center

Funding Source: Local funds and state fund

PSC Amount: \$3,190,000

PSC Est. Start Date: 01/01/2023

PSC Est. End Date  
06/30/2027

**1. Description of Work**

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

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.

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

The Dignity Fund, which was established through a charter amendment, passed by San Francisco voters as Proposition I in 2016, calls for allocating a certain percentage of the City's General Fund to improve the lives of adults with disabilities and seniors. As manager of the Dignity Fund, Department of Disability and Aging Services (DAS), contracted with the Paul K. Longmore Institute on Disability to assess the need for a community cultural center and to determine what the Disability communities would like to see in such a center. Paul K. Longmore Institute on Disability's recent research among people with disabilities, along with their caregivers, families, and allies, revealed an overwhelming support for a community cultural center dedicated to people with disabilities. Denying this request will mean that DAS will not be able to satisfy the need of our disabled clients as demonstrated by the recent search; and as a result, we will not be able to fulfill our role as manager of the Dignity Fund.

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 service has not been provided in the past by HSA.

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.

N/A -- less than 5 years

**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).

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).

B. Explain the qualifying circumstances:

These services require experience and expertise with the physical and emotional needs of people with disabilities in San Francisco, and resources available to them, in which the City lacks. These services are also short term work during the planning and preparation phase. Because this is a new project for the City -- DAS does not know how long it may take to open the cultural center and cannot predict the level of demand at this time.

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

A. Specify required skills and/or expertise: Experience and expertise with the physical and emotional need of people with disabilities in San Francisco, and resources available to them.

B. Which, if any, civil service class(es) normally perform(s) this work? 2904, Human Services Technician; 2917, Program Support Analyst; 6335, Disability Access Coordinator;

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?**

N/A

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

A. Explain why civil service classes are not applicable.

There is short term work during the planning and preparation phase. It is not practical and feasible for the agency to recruit, hire and train worker(s) for short term work and then to release them from employment once planning and preparation is completed. In addition, this is a new project for the City -- we are uncertain the level of demand.

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 due to the short term work at the beginning planning and preparation phase, and uncertainty in 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 contract? If so, please explain what that will entail; if not, explain why not.

No. There is no training indicated in the scope of work.

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

**7. Union Notification:** On 07/29/2022, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Professional & Tech Engrs, SFAPP;  
SEIU 1021 Miscellaneous; SEIU Local 1021

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

Name: Esperanza Zapien Phone: 557-5657 Email: esperanza.zapien@sfgov.org

Address: 1650 Mission Street San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45542 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/07/2022

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

## Choi, Suzanne (HRD)

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**From:** dhr-psccordinator@sfgov.org on behalf of esperanza.zapien@sfgov.org  
**Sent:** Friday, July 29, 2022 8:11 AM  
**To:** Zapien, Esperanza (HSA); sarah.wilson@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Jason Klumb; Frigault, Noah (HRC); Meyers, Julie (HSA); Thomas Vitale; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo\_seiu@sbcglobal.net; wendy.frigillana@seiu1021.org; 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; Lee, Ella (HSA); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45542 - 21/22

RECEIPT for Union Notification for PSC 45542 - 21/22 more than \$100k

The HUMAN SERVICES -- DSS has submitted a request for a Personal Services Contract (PSC) 45542 - 21/22 for \$3,190,000 for Initial Request services for the period 01/01/2023 – 06/30/2027. 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/18459> 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: POLICE -- POL

Dept. Code: POL

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

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

Type of Service: Recruitment Service

Funding Source: General Fund

PSC Duration: 52 weeks

PSC Amount: \$300,000

**1. Description of Work**

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

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)

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

With the current circumstances affecting the police profession, recruiting future police officers is more difficult and challenging than ever. The Department is competing with other law enforcement agencies for the same limited pool of candidates. The number of applications received has decreased 67% since 2017. A recruitment firm will help strengthen the Department's position in recruiting qualified candidates for the police academy. The Department is 486 officers below recommended staffing levels.

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 service has not been previously requested.

D. Will the contract(s) be renewed?

At this time, it is not known if this contract will be renewed.

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:

With the current circumstances affecting the police profession, recruiting future police officers is more difficult and challenging than ever. The Department is competing with other law enforcement agencies for the same limited pool of candidates. The number of applications received has decreased 67% since 2017. A recruitment firm with specific experience in the recruitment of law enforcement staff will help strengthen the Department's position in recruiting qualified candidates for the police academy.

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

A. Specify required skills and/or expertise: Experience with the recruitment of highly qualified candidates and marketing strategies that has demonstrated success in the number of qualified candidates referred to Police Academies

B. Which, if any, civil service class(es) normally perform(s) this work? 1250, Recruiter;

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?**

Current City resources have not been enough. The selected agency would work in tandem with our recruitment unit and existing resources to improve marketing initiatives and to expand our current recruitment strategies. It is important to have targeted experience in the recruitment of candidates for law enforcement agencies.

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

A. Explain why civil service classes are not applicable.

The recruiter job classification exists, but it is important to have proven experience and results in the recruitment of qualified candidates to help improve the number of recruits entering the academy.

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. The recruiter job classification exists, but it is important to have proven experience and results in the recruitment of qualified candidates to help improve the number of recruits entering the academy.

**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 is expected under this project

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 09/21/2022, 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: Patrick Leung Phone: 415-837-7213 Email: patrick.n.leung@sfgov.org

Address: 1245 3rd Street San Francisco, CA 94158

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49566 - 22/23

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

Civil Service Commission Action:

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



## Leung, Patrick (POL)

---

**From:** Timothy Mathews <tmathews@ifpte21.org>  
**Sent:** Friday, September 30, 2022 1:38 PM  
**To:** Leung, Patrick (POL); l21pscreview@ifpte21.org  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 49566 - 22/23

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

Patrick,

Given the only change to this previously submitted PSC is the end date, Local 21 waives its remaining review period.

For the Union,

-Timothy

---

Timothy Mathews  
Pronouns: He/him/his  
Research Specialist

IFPTE Local 21  
1167 Mission Street, 2nd Floor  
San Francisco, CA 94103

Office: 415-914-7345

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

From: Leung, Patrick (POL) <patrick.n.leung@sfgov.org>  
Sent: Wednesday, September 21, 2022 1:21 PM  
To: ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; Timothy Mathews <tmathews@ifpte21.org>; Kristen Schumacher <kschumacher@ifpte21.org>; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSC Review <L21PSCReview@ifpte21.org>  
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 49566 - 22/23

Good afternoon,

I'd like to request for the union's waiver of the 30-day notice period for this request. We had previously initiated a review back in July, but the end date had the incorrect year.

Thank you,

Patrick Leung  
San Francisco Police Department  
Chief Financial Officer  
Fiscal Division

1245 3rd Street, 6th Floor  
San Francisco, CA 94158  
patrick.n.leung@sfgov.org

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

From: dhr-psccoordinator@sfgov.org <dhr-psccoordinator@sfgov.org> On Behalf Of patrick.n.leung@sfgov.org  
Sent: Wednesday, September 21, 2022 1:12 PM  
To: Leung, Patrick (POL) <patrick.n.leung@sfgov.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; Leung, Patrick (POL) <patrick.n.leung@sfgov.org>;  
DHR-PSCCoordinator, DHR (HRD) <dhr-psccoordinator@sfgov.org>  
Subject: Receipt of Notice for new PCS over \$100K PSC # 49566 - 22/23

RECEIPT for Union Notification for PSC 49566 - 22/23 more than \$100k

The POLICE -- POL has submitted a request for a Personal Services Contract  
(PSC)  
49566 - 22/23 for \$300,000 for Initial Request services for the period  
07/01/2022 – 06/30/2023. 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:

[https://url.avanan.click/v2/\\_\\_\\_http://apps.sfgov.org/dhrdrupal/node/18938\\_\\_\\_YXAzOnNmZHQyOmE6bzo4ZjZhYzZmMDFmOThlNzJkNzE3MTBhYmJhMTNhNWQ5MjJo2OmE1OTg6NGMzOTBhZDc0ODczMjFmYTQ4YzljYzdhNDIOM2QxZDIyZTMwNjQyNmM2ZWZhNGUxMTIhNTQwNGY2ZDQ1YWVhNjpwOIQ](https://url.avanan.click/v2/___http://apps.sfgov.org/dhrdrupal/node/18938___YXAzOnNmZHQyOmE6bzo4ZjZhYzZmMDFmOThlNzJkNzE3MTBhYmJhMTNhNWQ5MjJo2OmE1OTg6NGMzOTBhZDc0ODczMjFmYTQ4YzljYzdhNDIOM2QxZDIyZTMwNjQyNmM2ZWZhNGUxMTIhNTQwNGY2ZDQ1YWVhNjpwOIQ) 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: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Hospital Security Guard Services

Funding Source: General Fund

PSC Duration: 2 years 47 weeks

PSC Amount: \$17,100,000

**1. Description of Work**

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

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.

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

Security services are critical for the protection of patients, visitors, and staff and to ensure the safety and order within facilities. The Department has recognized the need for security as a major public safety measure. Denial of this service would leave the facilities vulnerable to safety risks, and potentially at risk of lawsuits and denial of reimbursements, especially from federal and/or State payors.

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 San Francisco Sheriff's Department has provided these services but acknowledged that they are experiencing significant staffing challenges, and are unable to provide uninterrupted, 24 hours/7 days per week coverage as is required of each position. When the Sheriff's Department can fill their vacant positions, they will resume providing this service.

D. Will the contract(s) be renewed?

Yes, depending on continued vacant positions and funding availability

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.

B. Explain the qualifying circumstances:

Security services are critical for the protection of SFDPH patients, visitors, employees and other assets. Denial of this service would leave the hospital campuses vulnerable to safety hazards, criminal and other disruptive activities.

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

A. Specify required skills and/or expertise: All security personnel must be appropriately and currently licensed, possessing evidence of licensure such as the California Security Guard Registration Card issued by the State of California Bureau of Security and Investigative Services. They must also be trained in patrol techniques, report-writing, communication, access control, conflict resolution and de-escalation techniques.

B. Which, if any, civil service class(es) normally perform(s) this work? 8300, Sheriff's Cadet;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No, they will provide services at hospital facilities and grounds.

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

The San Francisco Sheriff's Department has provided these services but acknowledged that they are experiencing significant staffing challenges, and are unable to provide uninterrupted, 24 hours/7 days a week coverage as is required of each position. When the Sheriff's Department can fill their vacant positions, they will resume providing this service. 16 Health Worker (2586) FTE have been budgeted to perform the clinical searches, patrols, and respond to security related incidents associated with LHH resident and visitor compliance with hospital policy and procedures.

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

A. Explain why civil service classes are not applicable.

Sheriff Department classifications have performed this service in the past, but they are not currently able to provide services.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, Sheriff's Department job classifications could be used to provide the services, but they are not currently able to continue to provide these services. When the Sheriff's Department can fill their vacant positions, they will resume providing this service.

**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. The services provided are not related to criminal prosecution, but solely for the safety and security of patients/residents, visitors, employees, and vendors. Any safety incidents that require a higher level of intervention will be referred to the Sheriff Department for any further appropriate action.
- 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 07/26/2022, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU 1021 Miscellaneous; SEIU Local 1021

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

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

Address: 1380 Howard St, Room 219B San Francisco, CA

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41282 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/07/2022

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

## Receipt of Notice for new PCS over \$100K PSC # 41282 - 22/23

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

on behalf of

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

Tue 7/26/2022 3:38 PM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>;Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>;sarah.wilson@seiu1021.org <sarah.wilson@seiu1021.org>;Sandeep.lal@seiu1021.me <Sandeep.lal@seiu1021.me>;leah.berlanga@seiu1021.org <leah.berlanga@seiu1021.org>;Jason Klumb <Jason.Klumb@seiu1021.org>;Frigault, Noah (HRC) <noah.frigault@sfgov.org>;Meyers, Julie (HSA) <Julie.Meyers@sfgov.org>;Thomas Vitale <thomas.vitale@seiu1021.org>;Ricardo.lopez@sfgov.org <Ricardo.lopez@sfgov.org>;Basconcillo, Katherine (PUC) <kbasconcillo@sfwater.org>;pcamarillo\_seiu@sbcglobal.net <pcamarillo\_seiu@sbcglobal.net>;wendy.frigillana@seiu1021.org <wendy.frigillana@seiu1021.org>;pscreview@seiu1021.org <pscreview@seiu1021.org>;ted.zarzecki@seiu1021.net <ted.zarzecki@seiu1021.net>;davidmkersten@gmail.com <davidmkersten@gmail.com>;xiumin.li@seiu1021.org <xiumin.li@seiu1021.org>;Poon, Sin Yee (HSA) <sin.yee.poon@sfgov.org>;david.canham@seiu1021.org <david.canham@seiu1021.org>;jtanner940@aol.com <jtanner940@aol.com>;Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>;DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

RECEIPT for Union Notification for PSC 41282 - 22/23 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 41282 - 22/23 for \$17,100,000 for Initial Request services for the period 08/01/2022 – 06/30/2025. 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/18954> 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

**RE: PSC 41282 22-23 Hospital Security Guard Services**

Najuawanda Daniels &lt;Najuawanda.Daniels@seiu1021.org&gt;

Wed 10/12/2022 11:58 AM

To: Corvinelli, Camaguey (DPH) &lt;camaguey.corvinelli@sfdph.org&gt;

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

Hi Camaguey,

Confirmed.

In Solidarity,

*Naj Daniels*

Field Representative

Member Resource Center (MRC): 1-877-687-1021

**Desk: 415-848-3645**

SF Main Office: 415-848-3611

**Sign up to become a Union Member!** <http://join1021.org?LUID=NDaniels>**Sign up for text alerts for updates from the union.** <https://www.seiu1021.org/text-me>

---

**From:** Corvinelli, Camaguey (DPH) <camaguey.corvinelli@sfdph.org>**Sent:** Tuesday, October 11, 2022 2:40 PM**To:** Najuawanda Daniels <Najuawanda.Daniels@seiu1021.org>**Subject:** Re: PSC 41282 22-23 Hospital Security Guard Services**Importance:** High

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

Hi Naj,

Hope you are well.

Can you please confirm your waiver of the notice period for PSC 44202 COVID 19 Community Clinics and PSC 41282 22-23 Hospital Security Services until the cadets can take over shifts?



We just need in waiver in written communication. You can reply confirmed.

**Camaguey Corvinelli** (she, her, hers)

Senior Human Resources Analyst

DPH - Labor Relations Team

**Cell Phone:** (650) 515-7551 text ok

**Onsite Days:** Tuesdays and Wednesdays.

**Remote Days :** Mondays, Thursdays, and Fridays.



Confidentiality Notice: This message and any attachments are solely for the intended recipient and may contain confidential or privileged information. If you have received this communication in error, please notify me by reply e-mail and immediately and permanently delete this message and any attachments. Thank you.

---

**From:** Corvinelli, Camaguey (DPH) <[camaguey.corvinelli@sfdph.org](mailto:camaguey.corvinelli@sfdph.org)>

**Sent:** Tuesday, August 23, 2022 5:29 PM

**To:** Najuwanda Daniels <[najuawanda.daniels@seiu1021.org](mailto:najuawanda.daniels@seiu1021.org)>

**Subject:** Re: PSC 41282 22-23 Hospital Security Guard Services

Hi Naj,

Hope your week is going well. I am following up to confirm waiver of notice period for the 2 PSCs we discussed at the meeting on Friday?

Please let me know if you have any questions.

**Camaguey Corvinelli** (she, her, hers)

Senior Human Resources Analyst

DPH - Labor Relations Team

**Cell Phone:** (650) 515-7551 text ok

**Onsite Days:** Tuesdays and Wednesdays.

**Remote Days :** Mondays, Thursdays, and Fridays.



Confidentiality Notice: This message and any attachments are solely for the intended recipient and may contain confidential or privileged information. If you have received this communication in error, please notify me by reply e-mail and immediately and permanently delete this message and any attachments. Thank you.

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**From:** Corvinelli, Camaguey (DPH) <[camaguey.corvinelli@sfdph.org](mailto:camaguey.corvinelli@sfdph.org)>  
**Sent:** Monday, August 22, 2022 12:52 PM  
**To:** Najuawanda Daniels <[najuawanda.daniels@seiu1021.org](mailto:najuawanda.daniels@seiu1021.org)>  
**Cc:** Kim, Luenna (DPH) <[luenna.kim@sfdph.org](mailto:luenna.kim@sfdph.org)>; McCaleb, Claire (HRD) <[claire.mccaleb@sfgov.org](mailto:claire.mccaleb@sfgov.org)>  
**Subject:** Re: PSC 41282 22-23 Hospital Security Guard Services

Hi Naj,

Thank you for your patience. Please find attached PSC 41282-22-23 Hospital Security Guard Services. I'm happy we were able to get clarification about the open items.

I will confirm with our PSC Coordinator that SEIU has no objections to the PSC 44202 COVID 19 Community Clinics and PSC 41282 22-23 Hospital Security Services.

**Highlights:**

Currently there are 101 applicants for the vacant Cadet positions. The positions are not specifically for DPH, however the positions for LHH and ZSFG will be staffed first.

Health Worker III's will be hired to conduct clinical searches of residents. The work is out of scope for Sheriff's staff.

LHH intends to use Cadets to address security gaps as soon as the Sheriff's office can meet the staffing need. The PSC 41282 address the temporary need while the Sheriff's office works to hire Cadets positions.

Can you also confirm that SEIU will waive the 60 day notice period for PSC 41282 22-23 Hospital Security Services?

Please let me know if you have any questions.

# **Additional Attachment(s)**



# OFFICE OF THE SHERIFF CITY AND COUNTY OF SAN FRANCISCO

1 DR. CARLTON B. GOODLETT PLACE  
ROOM 456, CITY HALL  
SAN FRANCISCO, CALIFORNIA 94102



**PAUL MIYAMOTO  
SHERIFF**

July 27, 2022  
Reference: 2022-079

Basil Price  
Director of Security, Department of Public Health  
City and County of San Francisco  
1001 Potrero Avenue  
San Francisco, CA 94110

Re: **Use of Private Security for Fixed Post Assignments**

The San Francisco Sheriff's Office agrees to support the use of private security at fixed-post positions at the entry points to Building 5 and Building 25. The purpose of these temporary positions is to monitor and manage the entry points at those locations. This duty will include monitoring metal detectors.

The Sheriff's Office understands that this is a continuation of the temporary use of contracted private security services due to a shortage of available Sheriff's Office personnel.

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul Miyamoto".

Paul Miyamoto, Sheriff

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: Professional Services

Funding Source: SFPUC External Affairs Bureau

PSC Duration: 4 years 43 weeks

PSC Amount: \$795,000

**1. Description of Work**

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

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.

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

Existing staff and management have attempted to perform these functions and have identified and requested external specialized support for the specific services identified in this scope that we cannot perform. Additionally, this service is necessary to help build the internal capacity of the EA management team, which will facilitate higher performing managers and better budgeting, planning, and resourcing for all staff within EA.

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.

N/A

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.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

B. Explain the qualifying circumstances:

The EA management needs this contractual support to better engage and develop 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. This scope of work was specifically requested by existing EA staff. EA doesn't currently have the expertise in-house to do this work. We need to bring on experts to augment current EA Management to complete this specialized, term limited and intermittent scope of work, which will build capacity for the EA division as a whole. We will benefit from external, independent evaluation, analysis and measurement of our existing processes, procedures, tools, systems, data and analytics, that cannot truly be performed objectively by the existing management who are requesting these services ourselves.

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

- A. Specify required skills and/or expertise: Experience and expertise providing strategic planning support, leadership development support, and administrative process improvement. Additionally, should have experience in strategic resource planning and existing leadership and problem-solving curricula. Should have black belt level Lean or Six Sigma certification, or the equivalent. Must experience and expertise with management teams with demonstrated experience fostering collaboration/partnership between organizations across teams and facilitating collective impact programming. Finally, must have expertise managing and leading GIS database reporting.
- B. Which, if any, civil service class(es) normally perform(s) this work? 0932, Manager IV; 0933, Manager V; 0941, Manager VI;
- 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?**

Existing EA staff looked at the current catalogue of Human Resources trainings for these services and did not see them.

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

- A. Explain why civil service classes are not applicable.  
Current EA staff has requested this scope of work due to its specialized, limited term, and intermittent nature. The current staff at EA don't have these specialized skills and therefore request external support.