

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSIONDept. Code: AIRType of Request: Initial Modification of an existing PSC (PSC # 44311 - 15/16)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Water Perimeter Ground Based Radar Perimeter Intrusion Detection System (PIDS)Funding Source: AIR Capital & Operating FundsPSC Original Approved Amount: \$2,500,000 PSC Original Approved Duration: 07/01/16 - 06/30/21 (5 years)PSC Mod#1 Amount: \$1,000,000 PSC Mod#1 Duration: 06/30/21-06/30/23 (2 years)PSC Cumulative Amount Proposed: \$3,500,000 PSC Cumulative Duration Proposed: 7 years**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

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.

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

Current security measures in this area are passive and response to intrusions is reactionary only after being physically identified and reported. The Airport is proactively hardening the perimeter to ensure the safety and security of the traveling public. If denied, the Airport will not be able to effectively improve its perimeter security.

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.
PSC 44311-15/16**D. Will the contract(s) be renewed?**

Yes, if there continues to be a need for such services at SFO.

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:

Need to align the requested time with the resulting contract.

2. Reason(s) for the Request**A. Display all that apply**

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

Explain the qualifying circumstances:

This is for a new Water Perimeter Ground Based Radar Perimeter Intrusion Detection System at SFO.

B. Reason for the request for modification:

Need to add money and time to the request.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Ability to perform maintenance, syncing, calibration and repair of ground based radar units; however, integrated video cameras will continued to be 100% maintained by the Electronic Techs and are not included in this scope of work.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 7318, Electronic Maintenance Tech; 0923, Manager II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide the ground based radar units.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Ground based radar units are a highly specialized and technical pieces of surveillance equipment. The manufacturers do not train end users to install or maintain the units.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, as stated above, the manufacturers do not provide training to its end users.

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, as stated above, the manufacturers do not provide training to its end users.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

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

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

7. **Union Notification:** On 01/19/18, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Municipal Executive Association; Electrical Workers, Local 6;

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@flysfo.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44311 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 01/30/2018

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: Water Perimeter Ground Based Radar Perimeter Intrusion Detection System (PIDS).

Funding Source: AIR Capital & Operating Funds

PSC Amount: \$2,500,000

PSC Est. Start Date: 07/01/2016

PSC Est. End Date
06/30/2021

1. Description of Work

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

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.

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

Current security measures in this area are passive and response to intrusions is reactionary only after being physically identified and reported. The Airport is proactively hardening the perimeter to ensure the safety and security of the traveling public. If denied, the Airport will not be able to effectively improve its perimeter security.

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 is a new service.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for such services at SFO.

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 five years are being requested to match up with the resulting contract.

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:

This is for a new Water Perimeter Ground Based Radar Perimeter Intrusion Detection System at SFO.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Ability to perform maintenance, syncing, calibration and repair of ground based radar units; however, integrated video cameras will continued to be 100% maintained by the Electronic Techs and are not included in this scope of work.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 7318, Electronic Maintenance Tech; 0923, Manager II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide the ground based radar units.

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

None at this time.

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

- A. Explain why civil service classes are not applicable.
Ground based radar units are a highly specialized and technical pieces of surveillance equipment. The manufacturers do not train end users to install or maintain the units.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, as stated above, the manufacturers do not provide training to its end users.

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 stated above, the manufacturers do not provide training to its end users.
- 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 03/01/2016, the Department notified the following employee organizations of this PSC/RFP request:
Electrical Workers, Local 6; Municipal Executive Association; Professional & Tech Engrs, Local 21

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

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44311 - 15/16

DHR Analysis/Recommendation:

action date: 05/02/2016

Commission Approval Required

Approved by Civil Service Commission

05/02/2016 DHR Approved for 05/02/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CITY PLANNING

Dept. Code: CPC

Type of Request: Initial Modification of an existing PSC (PSC # 47312 - 17/18)

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

Type of Service: As-Needed Pre-qualified Pool for Environmental, Transportation, Historic Resources & Archeolog

Funding Source: Various

PSC Original Approved Amount: \$10,000,000

PSC Original Approved Duration: 01/02/17 - 01/03/21 (4 years 2 days)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 01/04/21-01/04/23 (2 years 1 day)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 01/04/23-01/04/24 (1 year)

PSC Cumulative Amount Proposed: \$10,000,000

PSC Cumulative Duration Proposed: 7 years 3 days

1. Description of Work

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

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 staff or 2) enter into contracts with the City.

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

The servicers are required to comply with the California Environmental Quality Act (CEQA) in the provision of mandatory environmental and transportation impact studies, historic resources evaluation, and archeological research by consultants with expertise in the various project areas. Denial would result in legal risk to the City, and the inability to adopt area plans and programs that advance better built environment in the City.

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

Services have been provided in the past through earlier PSC request. See 47312 - 17/18

D. Will the contract(s) be renewed?

A Supplier may be awarded more than one contract within the RFQ term

- 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:
There was an error on the original 2017 PSC form requesting PSC dates from 1/2/17 - 1/3/21, instead of 1/3/22. The pool was established 1/10/18. Additional time is requested in case projects need more time.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The Pre-qualified pool will be used for as-needed projects.

B. Reason for the request for modification:

Contracts that arise from the this RFQ pool are granted a short term extension of 12 months per 47th Supplemental Mayoral Proclamation. In order for our contracts to extend, the PSC needs to be extended in order to accommodate the contract short term extension.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The Suppliers that would perform these services must have technical expertise in the areas of environmental science/air quality, meteorology (including knowledge and experience with Urbemis software), graphic information systems, 3-D modeling, shadow, transportation and traffic engineering analysis, Secretary of Interior's Professional Qualification Standards and related environmental impacts. The Suppliers would also need to provide archeological/historic field work and analysis.

B. Which, if any, civil service class(es) normally perform(s) this work? 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1314, Public Relations Officer; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 5275, Planner Technician; 5277, Planner 1; 5278, Planner 2; 5283, Planner 5; 5288, Transportation Planner II; 5289, Transportation Planner III; 5290, Transportation Planner IV; 5291, Planner 3; 5293, Planner 4; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review; 5502, Project Manager 1;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Due to the unique nature of California Environmental Quality Act (CEQA) requirements, no planning departments in California counties routinely prepare environmental or transportation-related impact studies with historic resource and archeology review because these studies require expertise in many topics, including archeology, greenhouse gas emissions, historic resource

evaluations, shadow and wind analysis, and transportation analysis. See attached original PSC approved at August 7, 2015.

- 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: Due to various combinations of environmental & transportation impact knowledge & expertise required for each project or plan, it is not practical to create various classifications to provide services for only a fraction of any project for a limited duration.

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.
None. Other than the traditional training and education, various combinations of knowledge and expertise is required for each project or plan. Subject matter expertise vary greatly, depending on project scopes. The projects are also one-time projects that require specialized expertise in a variety of fields. It would not be practical for the Department to hire staff with highly technical and specialized knowledge and skills for projects that are one-time in nature.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 10/06/22, 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: Shirley Hao Phone: 628-652-7517 Email: shirley.hao@sfgov.org

Address: 1650 Mission Street Suite 400, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47312 - 17/18

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

Civil Service Commission Action:

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of shirley.hao@sfgov.org
Sent: Wednesday, October 5, 2022 12:07 PM
To: Hao, Shirley (CPC); 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; deborah.l.gill@sfgov.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 47312 - 17/18 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The CITY PLANNING -- CPC has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period January 4, 2023 – January 4, 2024. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/12318>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.com

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CITY PLANNINGDept. Code: CPCType of Request: Initial Modification of an existing PSC (PSC # 47312 - 17/18)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: As-Needed Pre-qualified Pool for Environmental, Transportation, Historic Resources & ArcheologFunding Source: VariousPSC Original Approved Amount: \$10,000,000PSC Original Approved Duration: 01/02/17 - 01/03/21 (4 years 2 days)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 01/04/21-01/04/23 (2 years 1 day)PSC Cumulative Amount Proposed: \$10,000,000PSC Cumulative Duration Proposed: 6 years 3 days**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

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 staff or 2) enter into contracts with the City.

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

The servicers are required to comply with the California Environmental Quality Act (CEQA) in the provision of mandatory environmental and transportation impact studies, historic resources evaluation, and archeological research by consultants with expertise in the various project areas. Denial would result in legal risk to the City, and the inability to adopt area plans and programs that advance better built environment in the City.

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

Services have been provided in the past through earlier PSC request. See 47312 - 17/18

D. Will the contract(s) be renewed?

A Supplier may be awarded more than one contract within the RFQ term

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:

There was an error on the original 2017 PSC form requesting PSC dates from 1/2/17 - 1/3/21,

instead of 1/3/22. The pool was established 1/10/18. Additional time is requested in case projects need more time.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The Pre-qualified pool will be used for as-needed projects.

B. Reason for the request for modification:

extend time

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The Suppliers that would perform these services must have technical expertise in the areas of environmental science/air quality, meteorology (including knowledge and experience with Urbemis software), graphic information systems, 3-D modeling, shadow, transportation and traffic engineering analysis, Secretary of Interior's Professional Qualification Standards and related environmental impacts. The Suppliers would also need to provide archeological/historic field work and analysis.

B. Which, if any, civil service class(es) normally perform(s) this work? 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1314, Public Relations Officer; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 5275, Planner Technician; 5277, Planner 1; 5278, Planner 2; 5283, Planner 5; 5288, Transportation Planner II; 5289, Transportation Planner III; 5290, Transportation Planner IV; 5291, Planner 3; 5293, Planner 4; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review; 5502, Project Manager 1;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Due to the unique nature of California Environmental Quality Act (CEQA) requirements, no planning departments in California counties routinely prepare environmental or transportation-related impact studies with historic resource and archeology review because these studies require expertise in many topics, including archeology, greenhouse gas emissions, historic resource evaluations, shadow and wind analysis, and transportation analysis. See attached original PSC approved at August 7, 2015.

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: Due to various combinations of environmental & transportation impact knowledge & expertise required for each project or plan, it

is not practical to create various classifications to provide services for only a fraction of any project for a limited duration.

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.
none
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 01/07/19, 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: Deborah Gill Phone: 415-558-6476 Email: deborah.l.gill@sfgov.org

Address: 1650 Mission Street Suite 400, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47312 - 17/18

DHR Analysis/Recommendation:
Commission Approval Not Required
Approved by DHR on 01/15/2019

Civil Service Commission Action:

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CITY PLANNING -- CPC

Dept. Code: CPC

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

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

Type of Service: As-Needed Pre-qualified Pool for Environmental, Transportation, Historic Resources & Archeolog

Funding Source: Various

PSC Amount: \$10,000,000

PSC Est. Start Date: 01/02/2017

PSC Est. End Date
01/03/2021

1. Description of Work

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

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 staff or 2) enter into contracts with the City.

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

The servicers are required to comply with the California Environmental Quality Act (CEQA) in the provision of mandatory environmental and transportation impact studies, historic resources evaluation, and archeological research by consultants with expertise in the various project areas. Denial would result in legal risk to the City, and the inability to adopt area plans and programs that advance better built environment in the City.

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

Services have been provided in the past through approval of PSC #4023 12/13 (attached)

D. Will the contract(s) be renewed?

A Supplier may be awarded more than one contract within the RFQ term

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

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:

The Pre-qualified pool will be used for as-needed projects.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The Suppliers that would perform these services must have technical expertise in the areas of environmental science/air quality, meteorology (including knowledge and experience with Urbemis software), graphic information systems, 3-D modeling, shadow, transportation and traffic engineering analysis, Secretary of Interior's Professional Qualification Standards and related environmental impacts. The Suppliers would also need to provide archeological/historic field work and analysis.

B. Which, if any, civil service class(es) normally perform(s) this work? 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1314, Public Relations Officer; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 5275, Planner Technician; 5277, Planner 1; 5278, Planner 2; 5283, Planner 5; 5288, Transportation Planner II; 5289, Transportation Planner III; 5290, Transportation Planner IV; 5291, Planner 3; 5293, Planner 4; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review; 5502, Project Manager 1;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Due to the unique nature of California Environmental Quality Act (CEQA) requirements, no planning departments in California counties routinely prepare environmental or transportation-related impact studies with historic resource and archeology review because these studies require expertise in many topics, including archeology, greenhouse gas emissions, historic resource evaluations, shadow and wind analysis, and transportation analysis. See attached original PSC approved at August 7, 2015.

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. Due to various combinations of environmental & transportation impact knowledge & expertise required for each project or plan, it is not practical to create various classifications to provide services for only a fraction of any project for a limited duration.

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

7. Union Notification: On 01/04/2019, 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: Deborah Gill Phone: 415-558-6476 Email: deborah.l.gill@sfgov.org

Address: 1650 Mission Street Suite 400 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47312 - 17/18

DHR Analysis/Recommendation:

action date: 01/22/2018

Commission Approval Required

Approved by Civil Service Commission

01/22/2018 DHR Approved for 01/22/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 42573 - 19/20)

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

Type of Service: Software for Policy and Procedure Management

Funding Source: General Fund

PSC Original Approved Amount: \$300,000 PSC Original Approved Duration: 07/01/20 - 06/30/22 (1 year 52 weeks)

PSC Mod#1 Amount: \$200,000 PSC Mod#1 Duration: 03/22/21-06/30/26 (4 years 1 day)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 09/30/22-12/31/27 (1 year 26 weeks)

PSC Cumulative Amount Proposed: \$500,000 PSC Cumulative Duration Proposed: 7 years 26 weeks

1. Description of Work

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

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 regularly needs, and to ensure review of and alignment with evolving laws, guidelines, regulations, standards, and best practices. ,

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

Denial will result in less efficiency in policy and procedure management and failure to comply fully with CMS regulations, while also negatively affecting the ability of DPH staff to stay up to date and comply with current policies and procedures, and ultimately lessening the effectiveness of health care services delivery.

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

Services have been provided in the past through earlier PSC request. See 42573 - 19/20

D. Will the contract(s) be renewed?

Yes, if funding is available.

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

Services are expected to be needed on an ongoing basis.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

City lacks the resources to design and implement a software solution for policy and procedure management.

B. Reason for the request for modification:

End date is being extended in anticipation of these services being needed on an ongoing basis.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Thorough knowledge of CMS regulations pertaining to policies and procedures, and the ability to apply it effectively to the needed systems; ability to analyze procedures appropriately in order to optimize development of administrative, management, program and organizational policies and procedures; ability to analyze existing policies, procedures and work practices; ability to analyze the effect of proposed and existing legislation, regulations and law on organizational policies and procedures; ability to compile information and documentation in preparation for producing reports and/or drafts reports for management/administration.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 2593, Health Program Coordinator 3;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will provide proprietary software specifically designed for this purpose, including the expertise necessary to employ the software effectively and to advise the Department on the best ways to transition from current systems to the new software.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
This is advanced software and technology that Department does not have capability or bandwidth to build and support.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, it would be impractical to utilize Department staff to develop cloud software with the capability to of running audit-ready reports.

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.
There will be no formal training of DPH staff, however, there will be set-up assistance and support from the Contractor that is appropriate to the software.
- 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 09/30/22, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21;**

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

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

Address: 1380 Howard Street, 4th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42573 - 19/20

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 11/07/2022

Receipt of Union Notification(s)

Receipt of Modification Request to PSC # 42573 - 19/20 - MODIFICATIONS

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

on behalf of

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

Fri 9/30/2022 2:04 PM

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

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period September 30, 2022 – December 31, 2027. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/16226>

Email sent to the following addresses: L21PSCReview@ifpte21.org

pkim@ifpte21.org

kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com

WendyWong26@yahoo.com junko.laxamana@sfgov.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 42573 - 19/20)

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

Type of Service: Software for Policy and Procedure ManagementFunding Source: General Fund

PSC Original Approved Amount: \$300,000 PSC Original Approved Duration: 07/01/20 - 06/30/22 (1 year 52 weeks)

PSC Mod#1 Amount: \$200,000 PSC Mod#1 Duration: 03/22/21-06/30/26 (4 years 1 day)

PSC Cumulative Amount Proposed: \$500,000 PSC Cumulative Duration Proposed: 6 years

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

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 regularly needs, and to ensure review of and alignment with evolving laws, guidelines, regulations, standards, and best practices. ,

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

Denial will result in less efficiency in policy and procedure management and failure to comply fully with CMS regulations, while also negatively affecting the ability of DPH staff to stay up to date and comply with current policies and procedures, and ultimately lessening the effectiveness of health care services delivery.

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

Services have been provided in the past through earlier PSC request. See 42573 - 19/20

D. Will the contract(s) be renewed?

Yes, if funding is available.

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

Services are expected to be needed on an ongoing basis.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

City lacks the resources to design and implement a software solution for policy and procedure management.

B. Reason for the request for modification:

End date is being extended and funding is being added in anticipation of these services being needed on an ongoing basis.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Thorough knowledge of CMS regulations pertaining to policies and procedures, and the ability to apply it effectively to the needed systems; ability to analyze procedures appropriately in order to optimize development of administrative, management, program and organizational policies and procedures; ability to analyze existing policies, procedures and work practices; ability to analyze the effect of proposed and existing legislation, regulations and law on organizational policies and procedures; ability to compile information and documentation in preparation for producing reports and/or drafts reports for management/administration.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 2593, Health Program Coordinator 3;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will provide proprietary software specifically designed for this purpose, including the expertise necessary to employ the software effectively and to advise the Department on the best ways to transition from current systems to the new software.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

This is advanced software and technology that Department does not have capability or bandwidth to build and support.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, it would be impractical to utilize Department staff to develop cloud software with the capability to of running audit-ready reports.

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.
There will be no formal training of DPH staff, however, there will be set-up assistance and support from the Contractor that is appropriate to the software.
- 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 03/22/21, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21;

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

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

Address: 1380 Howard Street, 4th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42573 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 03/31/2021

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: Software for Policy and Procedure Management

Funding Source: General Fund

PSC Duration: 1 year 52 weeks

PSC Amount: \$300,000

1. Description of Work

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

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 regularly needs, and to ensure review of and alignment with evolving laws, guidelines, regulations, standards, and best practices. ,

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

Denial will result in less efficiency in policy and procedure management and failure to comply fully with CMS regulations, while also negatively affecting the ability of DPH staff to stay up to date and comply with current policies and procedures, and ultimately lessening the effectiveness of health care services delivery.

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 is a new service.

D. Will the contract(s) be renewed?

Yes, if funding is available.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

City lacks the resources to design and implement a software solution for policy and procedure management.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Thorough knowledge of CMS regulations pertaining to policies and procedures, and the ability to apply it effectively to the needed systems; ability to analyze procedures appropriately in order to optimize development of administrative, management, program and organizational policies and procedures; ability to analyze existing policies, procedures and work practices; ability to analyze the effect of proposed and existing legislation, regulations and law on organizational policies and procedures; ability to compile information and documentation in preparation for producing reports and/or drafts reports for management/administration.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 2593, Health Program Coordinator 3;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will provide proprietary software specifically designed for this purpose, including the expertise necessary to employ the software effectively and to advise the Department on the best ways to transition from current systems to the new software.

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

These services are currently being provided by City employees, who are expected to continue these duties with more ease, effectiveness and efficiency once this software is in place.

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

A. Explain why civil service classes are not applicable.

This is advanced software and technology that Department does not have capability or bandwidth to build and support.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would be impractical to utilize Department staff to develop cloud software with the capability to of running audit-ready reports.

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. There will be no formal training of DPH staff, however, there will be set-up assistance and support from the Contractor that is appropriate to the software.

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 05/11/2020, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21

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

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

Address: 1380 Howard Street, 4th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42573 - 19/20

DHR Analysis/Recommendation:

action date: 07/06/2020

Commission Approval Required

Approved by Civil Service Commission

07/06/2020 DHR Approved for 07/06/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 44181 - 15/16)

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

Type of Service: As-needed / Temporary Medical Record Coding Services

Funding Source: General Funds

PSC Original Approved Amount: \$1,000,000 PSC Original Approved Duration: 03/20/16 - 06/30/19 (3 years 14 weeks)

PSC Mod#1 Amount: \$1,500,000 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$1,250,000 PSC Mod#2 Duration: 07/01/19-01/31/23 (3 years 30 weeks)

PSC Mod#3 Amount: \$4,000,000 PSC Mod#3 Duration: 11/01/22-12/31/26 (3 years 47 weeks)

PSC Cumulative Amount Proposed: \$7,750,000 PSC Cumulative Duration Proposed: 10 years 41 weeks

1. Description of Work

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

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 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.

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

An ICD-10 coding support service is necessary to provide temporary relief until vacancies are filled and to provide coding coverage for staff to participate in biweekly and quarterly education to improve coding practices due to the complexity of ICD-10. On October 1, 2015, the nation's healthcare sector converted to ICD-10 coding classifications. Despite adding six additional provisional coding positions with extensive training, the Department finds a sustained 40% to 60% loss in coder productivity resulting from changing to the ICD-10 standard. In November and December of 2015, the Departments Accounts Receivables (A/R) increased from \$40 million to \$82 million due to lost productivity and vacancies. The switch to ICD-10 has created a strong demand for coders. All three employees who have recently left City employment received multiple offers for employment, sign-on bonuses, and work-from-home options. If this service is denied, A/R will continue to increase by \$21 million per month, causing cash dollar erosion at a rate of 10% to 40% as A/R days increase, while compounding operational expenses with coding and judiciary denial management processes. If this trend persists, by May 2016 Department senior leadership will need to re-evaluate service line shut down options in order to maintain financial stewardship balance.

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

Services have been provided in the past through earlier PSC request. See 44181 - 15/16

D. Will the contract(s) be renewed?

Only if there is a continued need.

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 request is in excess of five years because the Department continues to experience operational issues with expected (vacation, personal time off) and unexpected (short or extended leave, sick, disabilities, voluntary leave)