



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

**LONDON N. BREED
MAYOR**

Sent via Electronic Mail

November 23, 2022

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT 40284-22/23; 46100-22/23; 41067-22/23; 42383-18/19; AND 44680-14/15.

The above matter will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) in Room 400, City Hall, 1 Dr. Goodlett Place, San Francisco, California 94102 and through Cisco WebEx to be held on **December 5, 2022, at 2:00 p.m.**

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

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

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG
Executive Officer

Attachments

Cc: Monique Colon, Homelessness and Supportive Housing
Lorna Garrido, Office of the District Attorney
Kelly Hiramoto, Department of Public Health
Elaine Walters, Fire Department
Commission File
Commissioners' Binder
Chron

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

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

B. Policy Requiring Written Reports

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

C. Policy on Written Submissions by Appellants

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

D. Policy on Materials being Considered by the Commission

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

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

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

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

F. Policy and Procedure on Hearing Items Out of Order

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

G. Procedure for Commission Hearings

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

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

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

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

Each presentation shall conform to the following:

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

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

H. Policy on Audio Recording of Commission Meetings

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

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Public Comment and Due Process

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

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

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

Information on Disability Access

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

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

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

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

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

San Francisco Lobbyist Ordinance

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



London Breed
Mayor

Carol Isen
Human Resources Director

Date: November 18, 2022

To: The Honorable Civil Service Commission

Through: Carol Isen
Human Resources Director

From: Lorna Garrido, DAT
Monique Colon, HOM
Kelly Hiramoto, DPH
Elaine Walters, FIR

Subject: **Personal Services Contracts Approval Request**

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

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

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

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

Total of this Report	YTD Expedited Approvals FY2022-2023	Total for FY2022-2023
\$13,720,000	\$121,701,714	\$1,208,534,442

Lorna Garrido
District Attorney
350 Rhode Island St.,
North Building, Suite 400N
San Francisco, CA 94103
(628) 652-4035

Monique Colon
Homelessness and Supportive Housing
440 Turk St.,
San Francisco, CA 94102
(415) 355-5230

Kelly Hiramoto
Public Health
1380 Howard St.,
San Francisco, CA 94103
(415) 206-4168

Elaine Walters
Fire Department
698 2nd St.,
San Francisco, CA 94107
(415) 558-3418

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POSTING FOR

December 05, 2022

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<u>40284-22/23</u>	DISTRICT ATTORNEY	\$250,000.00	The pre-qualified vendors will be selected through an RFQ issued on June 22, 2022 by the District Attorney's Office (SFDA). The vendors are to provide as-needed communications consulting services to educate the public about crime prevention, consumer protection, office initiatives, and how to access services. The intended services for SFDA's public awareness campaigns include messaging, branding, strategizing, and/or designing materials and public service announcements targeting San Francisco's diverse population.	October 1, 2022	September 30, 2024	REGULAR
<u>46100-22/23</u>	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING	\$720,000.00	This request pertains to HSH's COVID-19 response efforts to acquire properties to serve as Permanent Supportive Housing (PSH) options for guests exiting Shelter In Place (SIP) hotels and emergency COVID-19 shelter sites. Acquiring properties to house current SIP guests is a critical component of the City's SIP Rehousing Plan, and for vulnerable guests with comorbidities, successful rehousing could mean the difference between life and death. The Contractor will assist with coordination of property acquisition due diligence and related activities, including but not limited to: <ul style="list-style-type: none"> Initial Feasibility Assessments as requested prior to the City entering into Letter of Intent (LOI) for acquisition, including site reports and preliminary physical needs assessments Closing Due Diligence and Financial Modeling, including due diligence reports and analysis and project management. 	February 1, 2023	January 31, 2024	REGULAR
<u>41067-22/23</u>	PUBLIC HEALTH	\$10,000,000.00	The Contractor will provide crisis call services 24-hours, 365 days-per-year, including crisis intervention, telephone triage, counseling and	January 1, 2023	December 31, 2028	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
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support, referrals to mental health and substance use treatment programs, coordination of deployment of City and County of San Francisco mobile crisis teams, and outreach training to all San Francisco residents, community partners and he San Francisco Behavioral Health System of Care through the Citywide Suicide Prevention and Crisis Line, Drug Relapse Prevention Line and HIV Crisis Line, as well as off-hours coverage for the Behavioral Health Access Line. These crisis lines aim to reduce the incidence of suicide, substance use, and HIV transmission; to promote awareness, prevention, and support for people living with mental illness, substance use, and HIV; and to coordinate crisis response system resources throughout the City and County of San Francisco.

TOTAL AMOUNT \$10,970,000

POSTING FOR

December 05, 2022

PROPOSED PERSONAL SERVICES CONTRACTS – MODIFICATIONS

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
42383 - 18/19 - MODIFICATIONS	December 5, 2022	FIRE DEPARTMENT -- FIR	\$750,000	\$2,500,000	Contractor provides clinical quality assurance services for Fire Department's Emergency Medical Services (EMS) Division and the Department of Emergency Management's (DEM) Dispatch Division. The Department currently has a contract with The Regents of the University of California, on behalf of the San Francisco General Hospital Clinical Practice Group for Emergency Medicine Services, to provide these services. This contract expires in December 2019.	01/01/2020	12/31/2024	REGULAR
44680 - 14/15 - MODIFICATIONS	December 5, 2022	PUBLIC HEALTH -- DPH	\$2,000,000	\$3,795,000	Tuberculosis physician services for the delivery of prevention, diagnostic and treatment services for and related to all forms of tuberculosis and to build capacity for the elimination of Tuberculosis (TB) in San Francisco. Additional services to be provided by physicians include and are not limited to X-Rays, Computerized Tomography (CT) scans, collaborative mentorship of medical students, residents, junior faculty, interns, resident fellows and public health officials.	07/01/2023	06/30/2034	REGULAR

TOTAL AMOUNT \$2,750,000

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DISTRICT ATTORNEY -- DAT

Dept. Code: DAT

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

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

Type of Service: Communications Consultant for Public Awareness Campaigns

Funding Source: general fund and/or grants

PSC Amount: \$250,000

PSC Est. Start Date: 10/01/2022

PSC Est. End Date
09/30/2024

1. Description of Work

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

The pre-qualified vendors will be selected through an RFQ issued on June 22, 2022 by the District Attorney's Office (SFDA). The vendors are to provide as-needed communications consulting services to educate the public about crime prevention, consumer protection, office initiatives, and how to access services. The intended services for SFDA's public awareness campaigns include messaging, branding, strategizing, and/or designing materials and public service announcements targeting San Francisco's diverse population.

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

This service is necessary for our crime prevention and public education efforts as it relates to consumer safety and crime in general. Public education campaigns and other prevention efforts can produce a lasting reduction in crime in a cost-effective manner. The consequences of a denial can result in our inability to educate the public regarding how to prevent crime and victimization to make our community safer.

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 was previously approved by the Civil Service Commission. A copy of PSC 46594-14/15 was uploaded to this PSC.

D. Will the contract(s) be renewed?

The contract may 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.

This service is needed on an intermittent, as-needed basis as public awareness campaigns become necessary for crime prevention.

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:

SFDA investigates and prosecutes crime, supports victims of crime, and brings action involving fraud. The type and timing of public service announcements that is required generally revolves around crime and fraud trends. Therefore, work under this proposed PSC is intermittent and only required on an as-needed basis.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Experience and expertise in creating and executing multi-lingual public awareness campaigns in municipalities: 1) creating bilingual materials including but not limited to English/Spanish and English/Chinese; (2) experience with paid media such as billboards, bus shelter ads, Muni exterior and interior ads, and social media ads; (3) producing and designing collateral materials and ads for print and social media; and (4) producing public service announcements for radio, print and web.

B. Which, if any, civil service class(es) normally perform(s) this work? 1312, Public Information Officer; 1314, Public Relations Officer; 1767, Media Programming Spec; 1769, Media Production Supv; 1771, Media Production Specialist; 5322, Graphic Artist; 5330, Graphics Supervisor;

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.

The 1312 PIO and 1314 PR Ofc distribute info and marketing of dept. programs, but do not provide the design, production and messaging. The 1767 Media Prog. Spec., 1769 Prod. Supv, and 1771 Prod. Spec. focus on video whilst the service sought is mainly for print. The 5322 Graphic Artist and 5330 Graphics Supv create graphics for projects, but the overall strategy/messaging is essential. The need for different components are time limited and intermittent, therefore it would not be feasible to hire full time civil service staff in all these classes.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, because the projects are intermittent, of limited duration and generally require a team with specific skillsets for each 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. No training because the as-needed communications consulting services are intermittent and contingent on the scope of work that will require varying specific levels of experience and skill sets to meet project deliverables.
- 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 09/08/2022, the Department notified the following employee organizations of this PSC/RFP request:

Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; Theatrical Stage Employees, L16

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

Name: Lorna Garrido Phone: (628) 652-4035 Email: lorna.garrido@sfgov.org

Address: 350 Rhode Island Street, North Building, Suite 400N San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40284 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/05/2022

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of lorna.garrido@sfgov.org
To: [RECEIPT for Union Notification for PSC 40284 - 22/23 more than \\$100k](mailto:Garrido,Lorna(DAT);sal@local16.org;jb@local16.org;Jason.Klumb;Frigault,Noah(HRC);Julie.Meyers@sfgov.org;Thomas.Vitale;Ricardo.Lopez@sfgov.org;Basconcillo,Katherine(PUC);pcamarillo_seiu@sbcglobal.net;Wendy.Frigillana;pscreview@seiu1021.org;ted.zarzecki@seiu1021.net;davidmkersten@gmail.com;xiumin.li@seiu1021.org;Sin.Yee.Poon@sfgov.org;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;Garrido,Lorna(DAT);DHR-PSCCoordinator,DHR(HRD)
Subject: Receipt of Notice for new PCS over $100K PSC # 40284 - 22/23
Date: Thursday, September 8, 2022 4:15:26 PM</p><hr/></div><div data-bbox=)

The DISTRICT ATTORNEY -- DAT has submitted a request for a Personal Services Contract (PSC) 40284 - 22/23 for \$250,000 for Initial Request services for the period 10/01/2022 – 09/30/2024. 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/18921> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

City and County of San Francisco

Sourcing Event ID SFGOV-000006795

Formal Request for Qualifications for: As-Needed Communications Consultants

This RFQ can be viewed on the City's Supplier Portal at: <https://sfcitypartner.sfgov.org/pages/index.aspx>



Request for Qualifications Issuance	Wednesday, June 22, 2022 at 5:00 P.M PST
Pre-Proposal Conference	Wednesday, June 29, 2022, 4:00 P.M-5:00 P.M PST via zoom Video: https://sfdistrictattorney.zoom.us/j/84092540748 Phone: +14086380968,,84092540748# US (San Jose) <i>Meeting ID:</i> 840 9254 0748
Deadline for Written Questions	Thursday, June 30, 2022 at 5:00 P.M PST
Deadline to Submit Proposals	Friday, July 15, 2022 at 5:00 P.M PST
Notice of Intent to Establish Prequalified Pool	Monday, July 25, 2022
Period for Protesting Notice of Intent to Establish Prequalified Pool	Within three (3) business days of the City's issuance of a Notice of Intent to Award.
Contract Administrator:	Lorna Garrido Finance Division, San Francisco District Attorney's Office Email: Lorna.Garrido@sfgov.org

Attachments

- Attachment 1: City's Proposed Agreement Terms for each contract awarded to a Contractor selected from the Prequalified Pool
- Attachment 2: Proposer Questionnaire and References
- Attachment 3: CMD Form 3
- Attachment 4: Reserved (LBE Participation and Good Faith Outreach Forms)
- Attachment 5: Reserved (Written Proposal Template)
- Attachment 6: Reserved (Price Proposal Template)
- Attachment 7: Reserved (First Source Hiring Form)
- Attachment 8: HCAO and MCO Declaration Forms
- Attachment 9: Reserved (Sweatfree Ordinance Forms)

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I. INTRODUCTION

A. General

This Request for Qualifications (hereinafter “RFQ” or “Solicitation”) is being issued by San Francisco District Attorney’s Office (hereinafter, “SFDA” or “City”). SFDA is seeking to create a list of qualified suppliers (“Proposers”) to provide as-needed communications consulting services to educate the public about crime prevention, consumer protection, office initiatives, and how to access services. (“Proposals”).

The City shall evaluate Proposals to create a Prequalified Pool of Proposers (“Prequalified Pool”). Proposers prequalified under this RFQ are not guaranteed a contract. The City may use the Prequalified Pool, at its sole and absolute discretion, on an as-needed basis. Project specific terms, along with applicable portions of the Proposer’s Written Proposal and Price Proposal, shall be incorporated into the Proposed Agreement at the time a Proposer is selected from the Prequalified Pool.

B. Creation and Duration of the Prequalified Pool

Proposers meeting the Minimum Qualifications shall be added to the Prequalified Pool and eligible for potential contract negotiations (“Resulting Contract”) with the City, on an as-needed basis. A Prequalified Pool list is valid for 3 years, but may be extended for up to 3 additional years if reopened by City in accordance with Section 21.4 of the San Francisco Administrative Code. Responsive Proposals will be evaluated by a panel (“Evaluation Panel”) consisting of one or more parties with expertise related to goods and/or services being procured through this RFQ. The Evaluation Panel may include staff from various City departments. Proposals will be evaluated based on the criteria outlined herein. If applicable, a Contract Monitoring Division (CMD) Contract Compliance Officer will assess Proposal compliance with Local Business Enterprise (LBE) requirements and assign a rating bonus. The CMD-adjusted scores (if applicable) will then be tabulated and Proposers will be assigned scores.

C. Resulting Contracts

1. Selection of Contractors from the Prequalified Pool

Pursuant to Section 21.4 of the San Francisco Administrative Code, City may select contractors from the Prequalified Pool for Resulting Contracts pursuant to three options, as described below.

- a. Select highest available ranked (if a ranking was done when the pool was created).
- b. Conduct a Request for Quotes or Request for Proposals to the Prequalified Pool from which to make a selection.
- c. For Resulting Contracts that are less than the Minimum Competitive Amount (currently \$706,000 for general services and \$129,000 for commodities and professional services), select a contractor from the Prequalified Pool without any further solicitation. In choosing this option, the department must notify the Prequalified Pool of its selection. The Notice must specify the commodities and/or services awarded; their cost; and the selected Contractor’s unique qualifications for having been selected without a further solicitation. Such notice must be retained for 3 years.

2. Notice of Intent to Award a Resulting Contract to the Prequalified Pool

Except where a contractor was selected without a further solicitation for a contract amount equal to or less than the Minimum Competitive Amount, City shall not issue a Notice of Intent to Award when awarding a Resulting Contract to a contractor from the Prequalified Pool. The City's award of a Resulting Contract to a contractor from the Prequalified Pool is final and not subject to further review.

3. Anticipated Term of Resulting Contracts

A Resulting Contract awarded to the Prequalified Pool shall be non-exclusive, with an original term to be determined at the time of Contract award based on the awarding Department's business needs, but shall not exceed six (6) years.

4. Anticipated Not to Exceed Amount of Resulting Contracts

The Not-to-Exceed (NTE) amount of a Resulting Contract awarded to the Prequalified Pool shall be determined at the time of Contract award based on the awarding Department's business needs.

5. Indefinite Quantity, As-Needed Resulting Contract

Resulting Contracts awarded to the Prequalified Pool will result in term, indefinite quantities, as-needed contracts. There is no guarantee of a minimum amount of goods or services for any Proposers selected for the Prequalified Pool or for any Resulting Contracts therefrom. Estimated quantities, if any, stated in this RFQ are approximations only. City, in its sole discretion, may purchase any greater or lesser quantity. City may also make purchases of items awarded pursuant to this RFQ from other suppliers when City determines, in its sole discretion, that it is in the best interest of the City to do so.

D. Reserved (Cooperative Agreement)

E. Public Disclosure

All documents under this solicitation process are subject to public disclosure per the California Public Records Act (California Government Code Section §6250 et. Seq) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Chapter 67). Contracts, Proposals, responses, and all other records of communications between the City and Proposers shall be open to inspection immediately after a contract has been awarded. Nothing in this Administrative Code provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit.

If the City receives a Public Records Request ("Request") pertaining to this solicitation, City will use its best efforts to notify the affected Proposer(s) of the Request and to provide the Proposer with a description of the material that the City deems responsive and the due date for disclosure ("Response Date"). If the Proposer asserts that some or all of the material requested contains or reveals valuable trade secret or other information belonging to the Proposer that is exempt from disclosure and directs the City in writing to withhold such material from production ("Withholding Directive"), then the City will comply with the Withholding Directive on the condition that the Proposer seeks judicial relief on or before the Response Date. Should Proposer fail to seek judicial relief on or before the Response Date, the City shall proceed with the disclosure of responsive documents.

F. Limitation on Communications During RFQ

From the date this RFQ is issued until the date the competitive process of this RFQ is completed (either by cancellation or final Award), Proposers and their subcontractors, vendors, representatives and/or other parties under Proposer’s control, shall communicate solely with the Contract Administrator whose name appears in this RFQ. Any attempt to communicate with any party other than the Contract Administrator whose name appears in this RFQ – including any City official, representative or employee – is strictly prohibited. Failure to comply with this communications protocol may, at the sole discretion of City, result in the disqualification of the Proposer or potential Proposer from the competitive process. This protocol does not apply to communications with the City regarding business not related to this RFQ.

G. RFQ Schedule

The anticipated schedule for this RFQ is set forth below. These dates are tentative and subject to change. It is the responsibility of the Proposer to check for any Addenda to this RFQ or other pertinent information posted in the City’s Supplier Portal.

Proposal Phase	Tentative Date
Request for Qualifications Issued	Wednesday, June 22, 2022 at 5:00 P.M PST
Pre-Proposal Conference	Wednesday, June 29, 2022, 4:00 P.M-5:00 P.M PST via zoom Video: https://sfdistrictattorney.zoom.us/j/84092540748 Phone: +14086380968,,84092540748# US (San Jose) Meeting ID: 840 9254 0748
Deadline for Written Questions	Thursday, June 30, 2022 at 5:00 P.M PST
Deadline to Submit Proposals	Friday, July 15, 2022 at 5:00 P.M PST
Notice of Intent to Establish Prequalified Pool	Monday, July 25, 2022
Period for Protesting Notice of Intent to Award	Within three (3) business days of the City's issuance of a Notice of Intent to Award.
The Pre-Proposal Conference Details: The Pre-Proposal Conference will begin at the time specified. Proposers’ representatives are urged to arrive on time. Topics already covered will not be repeated for the benefit of late arrivals. Failure to attend the Pre-Proposal Conference shall not excuse the awarded Proposer from any obligations of a Resulting Contract awarded pursuant to this RFQ. Any change or addition to the requirements contained in this RFQ as a result of the Pre-Proposal Conference will be executed by a written Addendum to this RFQ. It is the responsibility of the Proposer to check for any Addendum to this RFQ or other pertinent information posted on the City’s Supplier Portal https://sfcitypartner.sfgov.org/pages/index.aspx .	

H. How to Register as a City Supplier

The following requirements pertain only to Proposers not currently registered with the City as a Supplier.

Step 1: Register as a BIDDER at City’s Supplier Portal:

<https://sfcitypartner.sfgov.org/pages/index.aspx>

Step 2: Follow instructions for converting your BIDDER ID to a SUPPLIER ID. This will require you to register with the City Tax Collector’s Office and submit Chapter 12B and 12C forms through the Supplier portal. Once these forms have been completed, submitted, and processed, you will be notified via email with your organization's new Supplier ID. That email will also provide instructions for completing your Supplier registration.

- **City Business Tax Registration Inquiries:** For questions regarding business tax registration procedures and requirements, contact the Tax Collector’s Office at (415) 554-4400 or, if calling from within the City and County of San Francisco, 311.
- **Chapter 12(B) and 12(C) Inquiries:** For questions concerning the City’s Chapter 12(B) and 12(C) Equal Benefits and Non-Discrimination in Contracting requirements, go to: www.sfgov.org/cmd.

I. Proposal Questions and Submissions

1. Proposer Questions and Requests for Clarification

Proposers shall address any questions regarding this RFQ to the Contract Administrator whose name and contact information appears on the cover page of this RFQ. Proposers who fail to submit questions concerning this RFQ and its requirements will waive all further rights to protest based on the specifications and conditions herein. **Questions must be submitted by email to the Contract Administrator whose name and contact information appears on the cover page of this RFQ no later than the deadline for submission of written questions or requests for clarification.** A written Addendum will be executed addressing each question and answer and posted publicly. It is the responsibility of the Proposer to check for any Addenda and other updates that will be posted on the City’s Supplier Portal: <https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx>.

2. Proposal Format

Proposals must be created using a word processing software (e.g. Microsoft Word or Excel) and typed in a serif font (e.g.-Times New Roman). The document must have page margins of at least .5” on all sides. Information must be provided at a level of detail that enables effective evaluation and comparison between Proposals. Failure to follow formatting, submission, or content requirements, as well as page limit restrictions (if any), may negatively impact the evaluation of your Proposal.

3. Time and Place for Submission of Proposals

Prior to the Proposal submission deadline, Proposers must upload their complete Proposals into the City’s Supplier Portal: <https://sfcitypartner.sfgov.org/pages/index.aspx>. Late submissions will not be considered. Each original Proposal received will be screened to ensure that all content required by this RFQ is included. Partial or complete omission of any required content may disqualify Proposals from further consideration. Late Proposal submissions will not be considered and failure to adhere to the above requirements may result in the complete rejection of your Proposal.

Proposers are encouraged to upload their Proposals to the SF Supplier Portal as early as possible to address any technical issues that may arise during the submission process. In the event a Proposer is unable to upload its complete Proposal into the SF Supplier Portal, Proposer must email its Proposal to the Contract Administrator whose name and contact information appears on the cover page of this RFQ prior to the Proposal submission deadline and request confirmation of receipt. Proposer must include in its email: (a) documentation (e.g. screenshots) verifying its inability to upload its Proposal into the SF Supplier Portal and (b) a detailed justification explaining why it was not able to have the issue addressed prior to the submission deadline.

J. Proposal Selection

The acceptance and/or selection of any Proposal(s) shall not imply acceptance by the City of all terms of the Proposal(s), which may be subject to further approvals before the City may be legally bound thereby.

K. Contract Terms and Negotiations

In the event a Proposer is selected from the Prequalified Pool established pursuant this RFQ, the successful Proposer will be required to enter into the Agreement attached hereto as Attachment 1, City's Proposed Agreement Terms. **The Proposed Agreement Terms are not subject to negotiation.** However, the Scope of Work and Price Proposal appendices to the Proposed Agreement shall be updated at the time a Proposer is selected from the Prequalified Pool established pursuant this RFQ.

L. Protest Procedures for Protesting the Creation of the Prequalified Pool

1. Protest of Non-Responsiveness Determination

Within three (3) business days of the City's issuance of a Notice of Non-Responsiveness, a Proposer may submit a written Notice of Protest of Non-Responsiveness. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or RFQ provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

2. Protest of Non-Responsible Determination

Within three (3) business days of the City's issuance of a Notice of Non-Responsibility, a Proposer may submit a written Notice of Protest of Non-Responsibility. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or RFQ provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

3. Protest of Prequalified Pool

Within three (3) business days of the City's issuance of a Notice of Intent to name the Proposers selected for the Prequalified Pool established pursuant this RFQ, a Proposer may submit a written Notice of Protest of the Proposers selected for the Prequalified Pool established pursuant this RFQ. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or RFQ provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

4. Delivery of Protests

A Notice of Protest must be written. Protests made orally (e.g., by telephone) will not be considered. A Notice of Protest must be delivered by mail or email to the Contract Administrator whose name and contact information appears on the cover page to this RFQ and received by the due dates stated above. A Notice of Protest shall be transmitted by a means that will objectively

establish the date the City received the Notice of Protest. If a Notice of Protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein.

II. CITY'S SOCIAL POLICY REQUIREMENTS

The San Francisco Municipal Code establishes a number of requirements for people seeking to do business with the City ("Social Policy Requirements"). These Social Policy Requirements can be found in Attachment 1, City's Proposed Agreement Terms. The Social Policy Requirements set forth below are NOT intended to be a complete list of all Social Policy Requirements applicable to this RFQ and any contracts awarded from it. Proposers are encouraged to carefully review the Social Policy Requirements applicable to this RFQ contained in Attachment 1, City's Proposed Agreement Terms.

A. Proposers Unable to do Business with the City

1. Generally

Proposers that do not comply with laws set forth in San Francisco's Municipal Codes may be unable to enter into a contract with the City. Laws applicable to this RFQ are set forth below and in Attachment 1, City's Proposed Agreement Terms.

2. Reserved (Administrative Code Chapter 12X)

3. Administrative Code Chapter 12B

A Proposer selected pursuant to this RFQ to participate in the resulting Prequalified Pool may not, if awarded a contract, in any of its operations in San Francisco, on real property owned by San Francisco, or where work is being performed for the City elsewhere in the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in §12B.2(b) of the San Francisco Administrative Code. *Refer to Attachment 1, City's Proposed Agreement Terms for additional details related to the application of this Ordinance to a Resulting Contract awarded pursuant to this RFQ.*

B. Reserved (Prevailing Wage Ordinance)

C. Health Care Accountability Ordinance

A Proposer selected pursuant to this RFQ to participate in the resulting Prequalified Pool, if awarded a contract, shall comply with the requirements of Chapter 12Q. For each Covered Employee, an awarded Proposer shall provide the appropriate health benefit set forth in Section 12Q.3 of the Health Care Accountability Ordinance (HCAO). If a Proposer selected pursuant to this RFQ chooses to offer the health plan option, such health plan shall meet the minimum standards are set forth by the San Francisco Health Commission. Information about and the text of the Chapter 12Q and the Health Commission's minimum standards available at <http://sfgov.org/olse/hcao>. Any Subcontract entered into by Proposer shall also be required to comply with the requirements of the HCAO and shall contain contractual obligations substantially the same as those set forth in this section. *Refer to Attachment 1, City's Proposed Agreement Terms for additional details related to the application of this Ordinance to a Resulting Contract awarded pursuant to this RFQ.*

D. Minimum Compensation Ordinance

A Proposer selected pursuant to this RFQ to participate in the resulting Prequalified Pool shall, if awarded a contract, comply with Administrative Code Chapter 12P. A Proposer selected pursuant to this RFQ shall pay covered employees no less than the minimum compensation required by San Francisco Administrative Code Chapter 12P, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. A Proposer selected pursuant to this RFQ is subject to the enforcement and penalty provisions in Chapter 12P. Information about and the text of the Chapter 12P is available on the web at <http://sfgov.org/olse/mco>. Refer to Attachment 1, City's Proposed Agreement Terms for additional details related to the application of this Ordinance to a Resulting Contract awarded pursuant to this RFQ.

E. Reserved (First Source Hiring Program)

F. Reserved (Sweatfree Procurement)

G. Other Social Policy Provisions

Attachment 1, City's Proposed Agreement Terms, identifies the City's applicable social policy provisions related to a contract awarded pursuant to a Proposer from the Prequalified Pool of Proposers resulting from this RFQ. Proposers are encouraged to carefully review these terms and ensure they are able to comply with them.

III. LOCAL BUSINESS ENTERPRISE (LBE) PROGRAM REQUIREMENTS

Chapter 14B subcontracting requirements and the rating bonus do not apply to this solicitation due to the state or federal funding source.

A. Reserved (Application of LBE Bid Discounts and Rating Bonuses)

B. LBE Subcontracting Requirements for Resulting Contracts

1. Application of LBE Subcontracting Participation Requirements to Resulting Contracts

There shall be no LBE Participation Requirement for any Resulting Contract awarded to contractors selected from the Prequalified Pool.

2. Reserved (LBE Good Faith Outreach Forms for Resulting Contracts)

3. Reserved (CMD Compliance Officer)

4. Reserved (LBE Payment and Utilization Tracking)

IV. GOODS AND SERVICES REQUESTED

A. Goods and/or Services Requested

This RFQ is being issued to create a Prequalified Pool of suppliers to provide as-needed communications services to educate the public about crime prevention, consumer protection, office initiatives, and how to access services.

Minimum Qualifications. As a minimum qualification, proposers must demonstrate experience in providing successful public awareness and/or consumer awareness campaigns to a diverse population. Experience should include all of the following:

1. Communication Services: messaging, branding, strategies in building public awareness around an issue or topic.
2. Design Services: marketing strategies for collateral materials, website, paid advertisements, and social media.
3. Printing Services: production of print materials for distribution and/or display.
4. Public Service Announcements (PSA): production and placement of PSAs for radio, television, and the internet.

Desirable Qualifications. Though not a requirement, proposers will ideally have experience working with municipalities (or similar government agencies) on public and consumer awareness campaigns. Proposers without government agency experience must demonstrate how their experience working in other sectors is applicable to the scope of this RFQ and to providing services to the City.

- B. Reserved (Regulatory and Compliance Requirements Specific to the Goods/Services Solicited)**
- C. Reserved (Articles Furnished)**
- D. Reserved (Alternates)**
- E. Reserved (Samples)**
- F. Reserved (Freight on Board and Shipping Costs)**
- G. Green Purchasing Requirements**

In preparation for any Proposal submitted in response to this RFQ, Proposers are required to review the City Mandatory Green Purchasing Requirements to ensure all goods and services offered to City in response to this RFQ comply with the City’s Green Purchasing Requirements. In addition, Proposers are encouraged to refer to Attachment 1, City’s Proposed Agreement Terms, for additional details related to the Green Purchasing Requirements applicable to any contract awarded pursuant to this RFQ.

V. PROPOSAL EVALUATION CRITERIA

Evaluation Phase	Maximum Points
Minimum Qualifications Documentation	Pass/Fail
Price Proposal	Pass/Fail
Written Proposal	100 Points
TOTAL POINTS	100

VI. REQUIRED SUPPORTING DOCUMENTATION

Proposers must provide each Required Supporting Documentation (“RSD”) identified below with their Proposal. Failure to do so may result in the Proposal being deemed Non Responsive.

RSD1	Evidence that Proposer is 12B compliant or likely to become compliant within 30 days.
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RSD2	<p>Completed Proposal Attachments:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Attachment 2: Proposer Questionnaire and References <input type="checkbox"/> Attachment 3: CMD Form 3 <input type="checkbox"/> Attachment 8: HCAO and MCO Declaration Forms
RSD3	Signed copies of all RFQ Addenda, if any.
RSD4	<p>Non Profit Entities: If a Proposer is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. Administrative Code, the Proposer must comply with Chapter 12L and include in its Proposal:</p> <p>(1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to Proposer’s meetings and records, and</p> <p>(2) a summary and disposition of all complaints concerning the Proposer’s compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. If no such complaints were filed, the Proposer shall include a statement to that effect.</p> <p><i>Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in Proposer’s Chapter 12L submissions shall be grounds for rejection of the Proposal and/or termination of any subsequent Agreement reached on the basis of the Proposal.</i></p>

VII. MINIMUM QUALIFICATIONS DOCUMENTATION (PASS/FAIL)

Proposers must provide documentation that clearly demonstrates each Minimum Qualification (MQ) listed below has been met. Minimum Qualification documentation should be clearly marked as “MQ1”, MQ2”, etc.... to indicate which MQ it supports. Each Proposal will be reviewed for determination on whether Proposer meets the MQs referenced in this section. **This screening is a pass or fail determination and a Proposal that fails to meet the Minimum Qualifications will not be eligible for further consideration in the evaluation process.** The City reserves the right to request clarifications from Proposers prior to rejecting a Proposal for failure to meet the Minimum Qualifications.

MQ #	Description
MQ1	Evidence that Proposer has 5 years of experience within the last 10 years in communication services, such as messaging, branding, strategies in building public awareness around an issue or topic.

MQ2	Evidence that Proposer has experience in design services, such as marketing strategies for collateral materials, website, paid advertisements, and social media.
MQ3	Evidence that Proposer has experience in printing services, such as production of print materials for distribution and/or display.
MQ4	Evidence that Proposer has experience in public service announcements (PSA), such as production and placement of PSAs for radio, television, and the internet.

VIII. PRICE PROPOSAL

A. Price Proposal Format and Allocation of Points

Proposers shall submit a Pricing Narrative in response to this RFQ. The pricing narrative should, at a minimum, address the following points:

- (a) Unit pricing by service or product line, manufacturer, etc. including how the pricing will be determined and adjusted over the contract term (e.g. fixed price adjusted annually, X% off of list, X% mark up, etc.).
- (b) Indicate if any further discounts are offered, i.e. volume, quantity, prompt payment etc.
- (c) Discuss why the Proposer believes pricing is fair and reasonable and how it relates to most favored customer pricing.

Proposer’s pricing narrative, including any proposed price list discounts or markups, must remain firm during the term of the contract unless stated otherwise. Submission of the Pricing Narrative will be evaluated on a Pass/Fail basis. Price Proposal Evaluation Period

B. Price Proposal Evaluation Period

The City will attempt to evaluate Proposals within thirty (30) days after receipt of Proposals. If City requires additional evaluation time, all Proposers will be notified in writing of the new expected award date.

C. Price Lists

If a Price Proposal is based on prices from a catalog or price list, Proposer shall furnish copies of the catalog or price list in electronic format. Proposer shall furnish additional price lists as required. Proposer’s pricing narrative, including any proposed price list discounts or markups, must remain firm during the term of the contract.

D. Reserved (Proposing on Separate Items or in Aggregate(s))

E. Application of Discounts for Evaluating Price Proposals

- 1. **Reserved (LBE Bid Discount/Rating Bonus)**
- 2. **Prompt Payment Discounts**

Where price is a factor in City’s evaluation process in creating the Prequalified Pool and/or City’s selection process from the Prequalified Pool after its creation: Prompt Payment discount (discount for prompt payment) will be taken into consideration in determining the Lowest Responsive Proposal.

- a. The prompt payment period must be at least 30 days. Example: “1%/30 Net31.”
- b. The evaluation discount will be equal to the prompt payment discount amount, up to a maximum evaluation discount of 2%. Example: Prompt payment discount offered is 3%. Evaluation discount to be applied will be 2%.

3. Reserved (Anticipated Local Tax Revenue (Admin Code Section 21.32) Discount)
4. Sample Discount Calculation

Evaluations are performed on a pre-tax basis except in rare instances, where tax may be a factor (i.e. One vendor bundles the commodities and services in such a way that the entire amount must be taxed, while another vendor clearly separates commodities and services). Below is an example of how bid discounts and/or rating bonuses are applied to a Price Proposal for commodities and services.

ABC Firm Price Proposal Attributes <ul style="list-style-type: none"> • Offering 4%/30 Net31 Prompt Payment Discount 	Offered Price Proposal (Pre Tax)	Prompt Payment Terms Discount (2% Max)	Evaluated Price when determining Lowest Responsive Proposed Price
Commodities	\$2,000	(\$40)	\$1,960
Services	\$1,000	(\$20)	\$980
Total	\$3,000	(\$60)	\$2,940

IX. WRITTEN PROPOSAL (100 POINTS)

In addition to submitting documents supporting each Minimum Qualification as required by this RFQ, Proposers shall also submit a complete Proposal consisting of each item set forth **below**. *The content of all Proposals must consist of the information specified below, in the order outlined below, in order to be deemed responsive.*

A. Description of Goods/Services being Provided (30 Points)

Proposer shall provide a Proposal consisting of the full line of goods and/or services being offered in response to this Solicitation, including manufacturer names and product descriptions, if applicable. Proposer must also provide detailed descriptions of how the Proposer will execute the work associated with each task outlined in this Solicitation. The description provided for each task should include, as appropriate, the following information:

- Task-specific approach and associated work elements;
- Dependencies on/among other tasks (including activities of others and required key information);
- Responsible party within the Proposer; and
- Output/deliverables from the task.

B. Business Profile (5 Points)

Provide a brief description of the Proposer’s size and organization structure, including:

1. Proposer’s financial stability, capacity and resources supported by two (2) most recent annual financial statements by which City can analyze Proposer’s financial resources. If

financial statements are unavailable due to confidentiality reasons, submit recent Dun & Bradstreet reports. Include all lines of credits the City should consider in its analysis.

2. A listing and description of any lawsuit resulting from (a) any public project undertaken by the Proposer or by its subcontractors where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the Proposer or its insurers within the last five years.

C. Project Team (20 Points)

1. **Team Members (7 Points).** Provide the role, responsibilities, qualifications, and company affiliation of every individual on the Proposer team who will perform the services outlined in this Solicitation. Discuss each team member's background and experience in order to demonstrate a strong ability to successfully perform the work.

2. **Key/Lead Team Members (10 Points).** Identify and provide resumes for all staff who will serve as the Key/Lead Team Members so that the Evaluation Panel can evaluate the ability of each team member to successfully fulfill their project roles and complete the scope of services. Upload a letter of commitment from each Key/Lead Team Member. Each letter of commitment shall be signed by the applicable individual, and dated within five (5) days of the date that Proposals are due. Each letter of commitment must include a statement by the applicable individuals that, if the City awards an agreement to the Proposer, they intend to work on the Agreement at the percentage of work time specified by Proposer in its Proposal for the duration of the Agreement.

3. **Team Organization Chart (3 Points).** Attach an Organizational Chart that illustrates the team structure (include the integration/interaction with City project team staff). Note the Proposer name and title/role for each team member.

D. Qualifications Summary (20 Points)

Proposer must demonstrate corporate qualifications, commitment, strength, and technical capabilities to fulfill all services specified and required to successfully accomplish the work. If Proposer is a JV, include a description of the organization, relationships, and defined responsibilities of all Partners in the JV. Describe any previous project-specific associations of the JV Partners. The Lead JV Partner shall demonstrate proven experience in managing and leading.

E. Past Projects (10 Points)

Proposer must describe 2 most recent projects previously managed by the Proposer or, if applicable, JV Partners within the last 10 years.

1. **Similar Size and Scope:** Each project must be of the type and scope of services specified in this Solicitation. (5 Points)

2. **Project Details:** The descriptions shall include each item listed below. (5 Points)

- a. Project name;
- b. Project scope summary;
- c. Dates when the project was performed;
- d. Project costs;
- e. Proposer's role and responsibilities in the project;
- f. Proposer's performance on delivering the project on schedule and on budget;

- g. Proposer staff members who worked on the project; and
- h. Client name, reference, and contact info.

F. Work Approach (10 Points)

Proposer must describe their overall work approach to successfully deliver the goods and/or services requested in this Solicitation by addressing each item listed below:

- 1. Approach for coordinating/managing all work activities, including coordination and communication with City staff, to meet project milestones and deliverable due dates. (3 Points)
- 2. Processes/measures for controlling cost and schedule, tracking delivery/performance, and maximizing quality (QA/QC). (2 Points)
- 3. Approach for monitoring expended labor hours and tracking various factors affecting task costs. Include description (frequency, days after timesheet submittal) of project manager's access to reports on staff labors hours and other cost items. (1 Point)
- 4. Processes for internal and external notification and resolution of technical conflicts and cost/schedule variances. (2 Points)
- 5. Understanding of potential project/task issues and constraints, and approach to managing project-specific challenges to complete tasks on schedule and within budget. (1 Point)
- 6. Approach and procedures for contending with the public in adversarial or difficult situations. (1 Point)

G. Business Infrastructure (5 Points)

Provide a description of Proposer's capabilities and infrastructure related to:

- (a) Ordering
- (b) Delivery
- (c) Estimating lead times
- (d) Inventory management
- (e) Quality Control
- (f) Warranties
- (g) Environmentally friendly practices
- (h) Warehousing
- (i) Brick and mortar presence

X. RESERVED (ORAL INTERVIEWS)

XI. INSURANCE AND BONDS

A. Insurance

In the event a Proposer is selected from the Prequalified Pool established pursuant this RFQ, and prior to award of a Contract, the successful Proposer(s) will be required to furnish evidence of insurance as outlined in Attachment 1, City's Proposed Agreement Terms.

B. Reserved (Performance Bond)

C. Reserved (Fidelity Bond)

D. Failure to Provide Insurance and/or Bonds

In the event a Proposer is selected from the Prequalified Pool established pursuant this RFQ, and prior to award of a Contract, within ten business days of the receipt of a notice of award of a Contract, the Proposer to whom the contract is awarded shall deliver the required bond

documents and/or specified insurance certificates and policy endorsements to City. If the Proposer fails or refuses to furnish the required bond and/or insurance within ten days after receiving notice to award a Contract, City may, at its option, determine that the Proposer has abandoned its Proposal. Thereupon the tentative award of said contract to this Proposer shall be canceled and City shall notify the Proposer's surety and collect on the Proposer's bond (or the check accompanying its Proposal shall be deposited with the Treasurer of the City and County of San Francisco for collection) and the proceeds thereof shall be retained by City as partial liquidated damages for failure of such Proposer to properly file the bonds and insurance herein required. The foregoing in no way limits the damages which are recoverable by City whether or not defined elsewhere in the contract documents.

XII. TERMS AND CONDITIONS FOR RECEIPT OF PROPOSALS

A. Cybersecurity Risk Assessment

As part of City's evaluation process, City may engage in Cybersecurity Risk Assessment (CRA). CRA may be performed for each entity manufacturing the product, performing technical functions related to the product's performance, and/or accessing City's networks and systems. Where a prime contractor or reseller plays an active role in each of these activities, CRA may also be required for the prime contractor or reseller.

To conduct a CRA, City may collect as part of this RFQ process (or as part of a subsequent solicitation to the Prequalified Pool) one of the following two reports:

1. **SOC-2 Type 2 Report:** Report on Controls at a Service Organization Relevant to Security, Availability, Processing Integrity, Confidentiality or Privacy; or
2. **City's Cyber Risk Assessment Questionnaire:** Proposer's responses to a City's Cyber Risk Assessment Questionnaire.

The above reports may be requested at such time City has selected or is considering a potential Proposer. The reports will be evaluated by the soliciting Department and the City's Department of Technology to identify existing or potential cyber risks to City. Should such risks be identified, City may shall afford a potential Proposer an opportunity to cure such risk within a period of time deemed reasonable to City. Such remediation and continuing compliance shall be subject to City's on-going review and audit through industry-standard methodologies, including but not limited to: on-site visits, review of the entities' cybersecurity program, penetration testing, and/or code reviews.

B. RFQ Errors and Omissions

Proposers are responsible for reviewing all portions of this RFQ. Proposers are to promptly notify the City, in writing and to the RFQ contact person if the Proposer discovers any ambiguity, discrepancy, omission, or other error in the RFQ. Any such notification should be directed to the City promptly after discovery, but in no event later than the deadline for questions. Modifications and clarifications will be made by Addenda as provided below.

C. Objections to RFQ Terms

Should a Proposer object on any ground to any provision or legal requirement set forth in this RFQ, the Proposer must, no later than the deadline for questions, provide written notice to the City setting forth with specificity the grounds for the objection. The failure of a Proposer to object

in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

D. RFQ Addenda

The City may modify this RFQ, prior to the Proposal due date, by issuing an Addendum to the RFQ, which will be posted on the San Francisco Supplier Portal. Every Addendum will create a new version of the Sourcing Event and Proposers must monitor the event for new versions. **The Proposer shall be responsible for ensuring that its Proposal reflects any and all RFQ Addenda issued by the City prior to the Proposal due date regardless of when the Proposal is submitted.** Therefore, the City recommends that the Proposer consult the website frequently, including shortly before the Proposal due date, to determine if the Proposer has downloaded all RFQ Addenda. It is the responsibility of the Proposer to check for any Addenda, Questions and Answers documents, and updates, which may be posted to the subject RFQ.

THE SUBMITTAL OF A RESPONSE TO THIS SOLICITATION SHALL EXPLICITLY STIPULATE ACCEPTANCE BY THE PROPOSERS OF THE TERMS FOUND IN THIS SOLICITATION, ANY AND ALL ADDENDA ISSUED TO THIS SOLICITATION, AND THE PROPOSED CONTRACT TERMS.

E. Proposal Term

Submission of a Proposal signifies that the proposed products, services and prices are valid for the duration of the Prequalified Pool established pursuant to this RFQ. Proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity. At Proposer's election, the Proposal may remain valid beyond the duration of the Prequalified Pool established pursuant to this RFQ.

F. Revision to Proposal

A Proposer may revise a Proposal on the Proposer's own initiative at any time before the deadline for submission of Proposals. The Proposer must submit the revised Proposal in the same manner as the original. A revised Proposal must be received on or before, but no later than the Proposal due date and time. In no case will a statement of intent to submit a revised Proposal, or commencement of a revision process, extend the Proposal deadline for any Proposer. At any time during the Proposal evaluation process, the City may require a Proposer to provide oral or written clarification of its Proposal. The City reserves the right to make an award without further clarifications of Proposals received.

G. Proposal Errors and Omissions

Failure by the City to object to an error, omission, or deviation in the Proposal will in no way modify the RFQ or excuse the Proposer from full compliance with the specifications of this RFQ or any contract awarded pursuant to this RFQ.

H. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a Proposer in responding to this RFQ. Proposers acknowledge and agree that their submissions in response to this RFQ will become the property of the City and may be used by the City in any way deemed appropriate.

I. Proposer's Obligations under the Campaign Reform Ordinance

If a Resulting Contract awarded to the Prequalified Pool has (A) a value of \$100,000 or more in a fiscal year and (B) requires the approval of an elected City official, Proposers are hereby advised:

1. Submission of a Proposal in response to a solicitation made to the Prequalified Pool may subject the Proposers to restrictions under Campaign and Governmental Conduct Code Section 1.126, which prohibits City contractors, Proposers, and their affiliates from making political contributions to certain City elective officers and candidates; and
2. Before submitting a Proposal in response to a solicitation made to the Prequalified Pool, Proposers are required to notify their affiliates and subcontractors listed in the awarded contract or Proposal of the political contribution restrictions set forth in Campaign and Governmental Conduct Code Section 1.126.

This restriction applies to the party seeking the contract, the party's board of directors, chairperson, chief executive officer, chief financial officer, chief operating officer, any person with an ownership interest greater than ten percent, and any political committees controlled or sponsored by the party, as well as any subcontractors listed in the contract awarded to a Proposer in the Prequalified Pool of Proposers. The law both prohibits the donor from giving contributions and prohibits the elected official from soliciting or accepting them.

The people and entities listed in the preceding paragraph may not make a campaign contribution to the elected official at any time from the submission of a Proposal for a contract until either: (1) negotiations are terminated and no contract is awarded; or (2) twelve months have elapsed since the award of the contract.

A violation of Section 1.126 may result in criminal, civil, or administrative penalties. For further information, Proposers should contact the San Francisco Ethics Commission at (415) 252-3100 or go to <https://sfethics.org/compliance/city-officers/city-contracts/city-departments/notifying-bidders-and-potential-bidders>.

J. Reservations of Rights by the City

The issuance of this RFQ does not constitute a guarantee by the City that a contract will be awarded or executed by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, Proposal, or Proposal procedure;
2. Reject any or all Proposals;
3. Reissue the RFQ;
4. Prior to submission deadline for Proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFQ, or the requirements for contents or format of the Proposals;
5. Procure any materials, equipment or services specified in this RFQ by any other means; or

6. Determine that the subject goods or services are no longer necessary.

K. No Waiver

No waiver by the City of any provision of this RFQ shall be implied from the City's failure to recognize or take action on account of a Proposer's failure to comply with this RFQ.

L. Other

1. The City may make such investigation, as it deems necessary, prior to the creation of the Prequalified Pool or the award of a contract to a Proposer in the Prequalified Pool to determine the conditions under which the goods are to be delivered or the work is to be performed. Factors considered by the City shall include, but not be limited to:

- a. Any condition set forth in this RFQ;
- b. Adequacy of Proposer's plant facilities and/or equipment, location and personnel location to properly perform all services called for under the Contract; and
- c. Delivery time(s).

2. City reserves the right to inspect an awarded Proposer's place of business prior award of and/or at any time during the contract term (or any extension thereof) to aid City in determining an awarded Proposer's capabilities and qualifications.

3. Failure to timely execute a contract, or to furnish any and all insurance certificates and policy endorsements, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another Proposer and may proceed against the original selectee for damages.

4. City reserves the right to reject any Proposal on which the information submitted by Proposer fails to satisfy City and/or if Proposer is unable to supply the information and documentation required by this RFQ within the period of time requested.

5. Any false statements made by a Proposer or any related communication/clarification may result in the disqualification of its Proposal from receiving further evaluation and a contract award.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DISTRICT ATTORNEY

Dept. Code: DAI

Type of Request: Initial Modification of an existing PSC (PSC # 46594 - 14/15)

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

Type of Service: Communications Consultant for Public Awareness Campaigns

Funding Source: General Funds

PSC Original Approved Amount: \$250,000

PSC Original Approved Duration: 04/01/15 - 03/31/17 (2 years)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 05/17/17-03/30/18 (52 weeks)

PSC Mod#2 Amount: \$250,000

PSC Mod#2 Duration: 03/30/18-06/30/20 (2 years 13 weeks)

PSC Mod#3 Amount: no amount added

PSC Mod#3 Duration: 07/01/20-06/30/22 (2 years)

PSC Cumulative Amount Proposed: \$500,000

PSC Cumulative Duration Proposed: 7 years 13 weeks

1. Description of Work

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

The pre-qualified vendors were selected through an RFQ issued on November 11, 2014 by the District Attorney's Office (SFDA). The vendors are to provide as-needed communications services to educate the public about crime prevention, on how to access the office's services, and about the office's initiatives. The intended services for SFDA's public awareness campaigns include messaging, branding, strategizing, and/or designing materials and public service announcements targeting San Francisco's diverse population.

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

This service is necessary for our crime prevention and public education efforts as it relates to consumer safety and crime in general. Public education campaigns and other prevention efforts can produce a lasting reduction in crime in a cost-effective manner. The consequences of a denial can result in our inability to educate the public regarding how to prevent crime and victimization to make our community safer.

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

Yes

D. Will the contract(s) be renewed?

The contract may 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:

This service is needed on an intermittent, as-needed basis as public awareness campaigns become necessary for crime prevention.

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:

SFDA investigates and prosecutes crime, supports victims of crime, and brings action involving fraud. The type and timing of public service announcements that is required generally revolves around crime and fraud trends. Therefore, work under this proposed PSC is intermittent and only required on an as-needed basis.

B. Reason for the request for modification:

Extend the PSC duration for two years to continue to avail of the services needed on an intermittently, as-needed basis as public awareness campaigns become necessary for crime prevention. No change in amount.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Experience and expertise in creating and executing multi-lingual public awareness campaigns in municipalities: 1) creating bilingual materials including but not limited to English/Spanish and English/Chinese; (2) experience with paid media such as billboards, bus shelter ads, Muni exterior and interior ads,

and social media ads; (3) producing and designing collateral materials and ads for print and social media; and (4) producing public service announcements for radio, print and web.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1312, Public Information Officer; 1314, Public Relations Officer; 1767, Media Programming Spec; 1769, Media Production Supv; 1771, Media Production Specialist; 5322, Graphic Artist; 5330, Graphics Supervisor;
- 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.
The 1312 PIO and 1314 PR Ofc distribute info and marketing of dept. programs, but do not provide the design, production and messaging. The 1767 Media Prog. Spec., 1769 Prod. Supv, and 1771 Prod. Spec. focus on video whilst the service sought is mainly for print. The 5322 Graphic Artist and 5330 Graphics Supv create graphics for projects, but the overall strategy/messaging is essential. The need for different components are time limited and intermittent, therefore it would not be feasible to hire full time civil service staff in all these classes.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, because the projects are intermittent, of limited duration and generally require a team with specific skillsets for each project.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Not Applicable.
- 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 03/11/20, the Department notified the following employee organizations of this PSC/RFP request: Theatrical Stage Employees, L16; SEIU 1021 Miscellaneous; Prof & Tech Eng, Local 21;

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

Name: Lorna Garrido Phone: (415) 553-9258 Email: lorna.garrido@sfgov.org

Address: 850 Bryant Street, Room 322, San Francisco, CA, 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46594 - 14/15

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 05/26/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING -- HOM Dept. Code: HOM

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: Prop C

PSC Amount: \$720,000

PSC Est. Start Date: 02/01/2023

PSC Est. End Date

01/31/2024

1. Description of Work

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

This request pertains to HSH's COVID-19 response efforts to acquire properties to serve as Permanent Supportive Housing (PSH) options for guests exiting Shelter In Place (SIP) hotels and emergency COVID-19 shelter sites. Acquiring properties to house current SIP guests is a critical component of the City's SIP Rehousing Plan, and for vulnerable guests with comorbidities, successful rehousing could mean the difference between life and death.

The Contractor will assist with coordination of property acquisition due diligence and related activities, including but not limited to:

- Initial Feasibility Assessments as requested prior to the City entering into Letter of Intent (LOI) for acquisition, including site reports and preliminary physical needs assessments
- Closing Due Diligence and Financial Modeling, including due diligence reports and analysis and project management.

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

Acquiring properties to house current SIP guests is a critical component of the City's SIP Rehousing Plan, and for vulnerable guests with comorbidities, successful rehousing could mean the difference between life and death.

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 consultant was awarded a contract by the Department of Emergency Management (DEM) in February 2022 and authorized by CSC via PSC #45020-21/22. The services will be transitioned to HSH and authorized via this PSC request.

D. Will the contract(s) be renewed?

The current contract with DEM expires January 21, 2023. HSH wishes to amend the contract to transition services to HSH and extend the contract term to January 31, 2024 to complete the SIP rehousing effort.

- 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):

- Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.
- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

B. Explain the qualifying circumstances:

This request pertains to HSH's COVID-19 response efforts to acquire properties to serve as Permanent Supportive Housing (PSH) options for guests exiting Shelter In Place (SIP) hotels and emergency COVID-19 shelter sites. Acquiring properties to house current SIP guests is a critical component of the City's SIP Rehousing Plan, and for vulnerable guests with comorbidities, successful rehousing could mean the difference between life and death. There are no City staff with the specific and specialized knowledge necessary to provide immediate permanent supportive housing property acquisition expertise and due diligence support.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Experience with Permanent Supportive Housing property acquisition activities and due diligence support, such as feasibility analysis, financial modeling, and site/building assessment. Expertise in state financing for PSH.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

None. There are no classifications that provide permanent supportive housing property acquisition expertise (including expertise in state PSH financing) and due diligence support. The City's SIP Rehousing Plan is short-term in nature and it would not be practical to create new City classifications to perform this work for an interim basis.

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

- A. Explain why civil service classes are not applicable.
There are no City staff with the specific and specialized knowledge necessary to provide immediate permanent supportive housing property acquisition expertise and due diligence support. The City's SIP Rehousing Plan is short-term in nature and it would not be practical to create new City classifications to perform this work for an interim basis.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The City's SIP Rehousing Plan is short-term in nature and it would not be practical to create new City classifications to perform this work for an interim basis.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. No training required as the City’s SIP Rehousing Plan is short-term 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.
Yes. The consultant was awarded a contract by the Department of Emergency Management (DEM) and authorized by CSC via PSC #45020-21/22. The services will be transitioned to HSH and authorized via this PSC request.

7. Union Notification: On 10/31/2022, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: Monique Colon Phone: 4153555230 Email: monique.colon@sfgov.org

Address: 440 Turk Street San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46100 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/05/2022

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of monique.colon@sfgov.org
To: [RECEIPT for Union Notification for PSC 46100 - 22/23 more than \\$100k](mailto:Colon, Monique (HOM); pkim@ifpte21.org; Najuwanda Daniels; Pierre King - UAPD; president@sanfranciscodsa.com; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; roger marengo; pwilson@twusf.org; cmoyer@nccrc.org; Frigault, Noah (HRC); sfdpoa@icloud.com; mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; Laxamana, Junko (DBI); jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; @sfpoa.org; tracym@sfpoa.org; mleach; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Julie.Meyers@sfgov.org; Stan Eichenberger; Jason Klumb; camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Kbasconillo@sfwater.org; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy Frigillana; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opclocal300.org; Ramon Hernandez; ablood@cirseiu.org; pkarinnis@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; iduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; l21pscreview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; l21pscreview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; christina@sfmea.com; ecdemvoter@aol.com; Thomas Vitale; Colon, Monique (HOM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over $100K PSC # 46100 - 22/23
Date: Monday, October 31, 2022 2:57:11 PM</p><hr/></div><div data-bbox=)

The DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING -- HOM has submitted a request for a Personal Services Contract (PSC) 46100 - 22/23 for \$720,000 for Initial Request services for the period 02/01/2023 – 01/31/2024.

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/19389> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

Appendix A Scope of Services

Background

In response to the COVID 19 pandemic, the City and County of San Francisco (City) engaged in one of the largest housing efforts in its history through the leasing of hotels and residential buildings to provide temporary shelter to over 2,600 members of the City's unhoused population. With federal funding supporting the temporary placements slated to terminate at the end of this federal fiscal year, the Mayor's Office in coordination with Department of Emergency Management (DEM) and Real Estate Division (RED), and with the support of the Office of the Controller, Department of Homelessness and Supportive Housing (HSH), and the Human Services Agency (HSA), are engaged in a coordinated effort to transition current SIP residents to permanent housing opportunities on an expedited timeline. A primary component of this SIP Rehousing Program is the emergency acquisition of both existing SIP hotels as well as non-SIP properties to provide permanent housing options for SIP residents and to the City's broader homeless population.

Outside of a COVID-19 emergency framework, the acquisition of properties for use as permanent supportive housing is generally conducted through the selection of non-profit housing providers (NPHP) who coordinate all acquisition activities including standard due diligence such as feasibility analysis, financial modeling, and site/building assessment. This selection process typically takes upwards of 6 months, given requirements for posting, submission, review, interviews, and final selection. The emergency nature of this effort, its scale, and the expedited timeline under which it must be completed, does not allow for a traditional acquisition model to be pursued. Instead, the City will be negotiating directly with building owners, and taking direct possession of properties, while simultaneously identifying and selecting NPHPs to serve as operators and service providers. Thus, all acquisition activities such as site review, feasibility analysis, and financial modeling, including the identification of potential state and federal leveraging sources, must be coordinated directly by the City.

Scope of Work

The Contractor will assist with coordination of acquisition due diligence and related activities that would typically be supplied by a NPHP. The HAF is a non-profit Community Development Financial Institution (CDFI) that provides technical assistance, due diligence support, and lending to community-based organizations and public sector clients to address affordable housing needs.

The scope of work includes but not limited to:

- Initial Feasibility Assessments as requested prior to the City entering into Letter of Intent (LOI) for acquisition
- Coordination of third-party consultants

- Evaluation of program requirements relative to available local, state and federal capital and operating subsidy sources
- Assessment of subsidy leveraging capacity by site and potential to offset City funding requirements

Deliverables

Contractor shall provide the City:

1. Initial Feasibility Assessments as requested prior to the City entering into Letter of Intent (LOI) for acquisition
2. Due Diligence Reports for each property for which the City has a signed LOI.

Due diligence reports may include, but are not limited to:

- environmental assessment;
- American Land Title Association (ALTA) survey;
- building systems analysis;
- zoning analysis;
- physical needs assessment;
- estimate of probable costs;
- analysis of potential leveraged sources; and/or
- capital and operating financial projections

Reports

Contractor shall submit written reports as requested by the Department of Emergency Management. Format for the content of such reports shall be determined by the Department of Emergency Management. The timely submission of all reports is a necessary and material term and condition of this Agreement. The reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages to the maximum extent possible.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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: Prop C and the Health and Recovery Bond PSC Duration: 1 year 21 weeks

PSC Amount: \$657,290

1. Description of Work

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

To ensure the City's ability to meet federal funding deadlines through the successful transition of temporary SIP

residents to permanent supportive housing, it is essential to enter into an emergency contract with a technical

assistance provider to assist with coordination of acquisition efforts.

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

In response to the COVID 19 pandemic, the City of San Francisco engaged in one of the largest housing efforts in its history through the leasing of hotels and residential buildings to provide temporary shelter to over 2,600 members of the City's unhoused population. With federal funding supporting the temporary placements slated to terminate at the end of this federal fiscal year, the Mayor's Office in coordination with DEM and RED, and with the support of the Office of the Controller, HSH, and HSA, are engaged in a coordinated effort to transition current SIP residents to permanent housing opportunities on an expedited timeline. A primary component of this SIP Rehousing Program is the emergency acquisition of both existing SIP hotels as well as non-SIP properties to provide permanent housing options for SIP residents and to the City's broader homeless population.

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 City had a 9 month contract with The San Francisco Housing Accelerator Fund for this service. The contract is expiring on 1/31/2022. It is determined this critical service for hotel acquisition as a response to COVID-19 is still needed for another 12 months.

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):

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

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

B. Explain the qualifying circumstances:

The service is a direct response to COVID-19 pandemic. The needs of the service are short term.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The acquisition of properties for use as permanent supportive housing is generally conducted through the selection of non-profit housing providers (NPHP) who coordinate all acquisition activities including standard due diligence such as feasibility analysis, financial modeling, and site/building assessment.

B. Which, if any, civil service class(es) normally perform(s) this work? none

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

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

According to MOHCD, certain specialized staff under the 9775 category at MOHCD do conduct site/building analysis which may be similar to some of the work scopes. However, the Director of Construction Services at MOHCD with whom I spoke with emphasized that they have no capacity to take on any component of this scope of work given their current pipeline of projects

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

A. Explain why civil service classes are not applicable.
Not feasible given the emergency and short-term need of these 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, given these services are tied to the City's emergency COVID-19 response.

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 required as part of 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 12/22/2021, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: Thomas Chen Phone: 4152696562 Email: Thomas.Chen@sfgov.org

Address: 1011 Turk Street San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45020 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

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: San Francisco Citywide Crisis Lines

Funding Source: General Fund, Mental Health Services Act

PSC Duration: 6 years 1 day

PSC Amount: \$10,000,000

1. Description of Work

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

The Contractor will provide crisis call services 24-hours, 365 days-per-year, including crisis intervention, telephone triage, counseling and support, referrals to mental health and substance use treatment programs, coordination of deployment of City and County of San Francisco mobile crisis teams, and outreach training to all San Francisco residents, community partners and the San Francisco Behavioral Health System of Care through the Citywide Suicide Prevention and Crisis Line, Drug Relapse Prevention Line and HIV Crisis Line, as well as off-hours coverage for the Behavioral Health Access Line. These crisis lines aim to reduce the incidence of suicide, substance use, and HIV transmission; to promote awareness, prevention, and support for people living with mental illness, substance use, and HIV; and to coordinate crisis response system resources throughout the City and County of San Francisco.

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

These crisis lines aim to reduce the incidence and impact of suicide attempts and deaths, drug overdoses and overdose deaths, mental illness, substance use, and HIV transmission, and promote awareness, prevention and support of the impact upon persons living with mental illness, substance use, and HIV. Without these services, individuals will be exposed to increased levels of psychiatric distress, increased levels of substance use, violence, trauma, poor health and death. There can also be a generalized sense of increased collective helplessness throughout the community leading to feelings of disenfranchisement, abandonment, and victimization.

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 49279-17/18, PSC 48652-16/17

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.

The Department expects the need for these services to be ongoing.

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

B. Explain the qualifying circumstances:

The Department does not have the capacity and it would not be practical to hire sufficient staff, including back-up to existing staff, to provide the same level of uninterrupted responsiveness needed to be responsive to callers 24 hours, 7 days a week, 365 days per year.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The Contractor must have appropriately trained staff and facilities that comply with applicable regulations and designation as the local Suicide Prevention and Crisis Call Center provider.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2587, Health Worker 3; 2588, Health Worker 4; 2930, Psychiatric Social Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will provide a dedicated call line that can provide triage and integrated service response and must be the County's designated 988 National Suicide Prevention Lifeline call center. Services must be provided using modern equipment and have the capacity to handle a high volume of calls from a variety of callers, as well as text and chat functionality. Contractor must be able to provide appropriate culturally competent counseling, guidance, information, and referrals. All calls must be accounted for in accurate, detailed reports and documented as required.

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

At this time, the Department does not have the capacity to support a crisis response call line 24 hours, 7 days a week, 365 days per year.

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

- A. Explain why civil service classes are not applicable.
The Department does not have the capacity and it would not be practical to hire sufficient staff, including back-up to existing staff, to provide the same level of uninterrupted responsiveness needed to be responsive to callers 24 hours, 7 days a week, 365 days per year.
- 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, civil service classes exist that could perform this work but the Department does not have the capacity and it would not be practical to hire sufficient staff, including back-up to existing staff, to provide the same level of uninterrupted responsiveness needed to be responsive to callers 24 hours, 7 days a week, 365 days per year.

6. Additional Information

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. Contractor will provide as-needed outreach to all San Francisco residents, community partners, and the San Francisco Behavioral Health System of Care. Contractor may also provide in-service type trainings about suicide prevention best practices for various other programs and departments who provide direct services.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 08/30/2022, 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 419B San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41067 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/05/2022

Receipt of Union Notification(s)

Receipt of Notice for new PCS over \$100K PSC # 41067 - 22/23

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

on behalf of

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

Tue 8/30/2022 10:53 AM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>;max.porter@seiu1021.org <max.porter@seiu1021.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>;Basconciello, Katherine (PUC) <kbasconciello@sfgov.org>;pcamarillo_seiu@sbcglobal.net <pcamarillo_seiu@sbcglobal.net>;Wendy Frigillana <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>

RECEIPT for Union Notification for PSC 41067 - 22/23 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 41067 - 22/23 for \$10,000,000 for Initial Request services for the period 01/01/2023 – 12/31/2028. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/19053> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType of Request: Initial Modification of an existing PSC (PSC # 49279 - 17/18)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Mental Health Services Act Peer ProgramsFunding Source: Mental Health Services Act fundsPSC Original Approved Amount: \$25,590,000 PSC Original Approved Duration: 01/01/18 - 12/31/23 (6 years)PSC Mod#1 Amount: \$1,960,000 PSC Mod#1 Duration: 07/01/19-06/30/24 (25 weeks 6 days)PSC Mod#2 Amount: \$26,092,000 PSC Mod#2 Duration: 07/01/24-12/31/27 (3 years 26 weeks)PSC Cumulative Amount Proposed: \$53,642,000 PSC Cumulative Duration Proposed: 10 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The work performed under this PSC will include programs for peers, who are behavioral health clients with lived experience of mental illness and the mental health treatment system who perform specific peer-based activities for other clients in the behavioral health system, including: (1) Peer Health and Advocacy services, which works to support peers/consumers of mental health services and their families by offering a wide array of services such as peer education and support programs, community awareness presentations, and trainings for service providers and clients; these programs seek to improve health outcomes, reduce the stigma associated with behavioral or mental health conditions, and advocate on behalf of these populations; (2) Community Drop-In Services, which provide drop-in and resource support service centers throughout the City in order to offer multiple entry points and allow easy access to services; peer and clinical staff connect with clients and link them to behavioral/mental health services; services include case management, support groups, socialization events, employment services, and access to the arts; activities are offered to build social connection with other participants and natural support systems; (3) Fiscal Intermediary Services for Peer Employment, which will provide subcontractor, bookkeeping and limited personnel management services for several Peer-to-Peer projects in the Peer-to-Peer Services System, which is comprised of several peer programs managed by Department Civil Service staff, with a small portion of the programs staffed by peer counselors.

Scope Change

Modification #1 will add the Wellness In The Streets (WITS) program, funded by State Mental Health Services Act funds, which was recently solicited under a Requests For Proposals. WITS will create peer-based mental health teams who will work directly on the streets to increase unhoused individuals' successful recovery. It will target adults and older adult residents who are homeless and do not typically access behavioral health services. despite experiencing behavioral health needs.

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

The State Mental Health Services Act (MHSA) which funds these services requires that the input of clients and their families play a significant role in the development of MHSA-funded programs, and as a result, their input has informed the development of these services and their feedback was integrated into the Request For Qualifications (RFQ) for these services. Denial would prevent these services from being provided and would result in existing mental health services throughout the community being dramatically reduced, especially those services which target clients with severe mental illness who are Black/African America, Latino/a, socially isolated older adults, homeless and/or socially-excluded.

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 49279 - 17/18

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. Display all that apply

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

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

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

Explain the qualifying circumstances:

The Mental Health Services Act (MHSA) emphasizes the use of consumers/peers and family members to provide peer support, counseling, navigation and linkage. The use of peers supports the increase awareness of mental illness, works to reduce the stigma of mental illness, provides practical system navigation and increases access to care. Currently, no Civil Service position is designed to exclusively hire peers and their families individuals with lived experience dealing with mental health challenges. The City currently lacks office/program space to accommodate all of these services. MHSA funding is volatile. Because it is based on a percentage of State income taxes, funding fluctuates year-to-year and funding reductions are currently being projected.

B. Reason for the request for modification:

Modification #2 is to extend the duration of the PSC to align with RFP authority, increasing the PSC amount correspondingly.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Demonstrated experience implementing peer-based and clinical activities within a Community Drop-In setting; providing outreach and engagement, screening and assessment, individual, family and group therapeutic services, as well as wellness promotion and service linkages; collecting, evaluating and disseminating comprehensive data, including program and participant outreach, service utilization/duration, and external referrals; incorporating wellness and recovery principles into programming; delivery of responsive services to clients who are homeless or episodically housed, and who may struggle with multiple behavioral health issues.

B. Which, if any, civil service class(es) normally perform(s) this work? 2305, Psychiatric Technician; 2574, Clinical Psychologist; 2585, Health Worker 1; 2586, Health Worker 2; 2587, Health Worker 3; 2588, Health Worker 4; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2822, Health Educator; 2910, Social Worker; 2930, Psychiatric Social Worker;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will use office/program space and peer-based curricula not currently possessed by the City.

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 specialty is difficult to require under Civil Service requirements. Civil Service classes are not applicable, as the required expertise and skill sets are not available in civil service classifications. All of these programs must be based on wellness and recovery principles and must employ behavioral health clients with lived experience, as required by the MHSA.

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 it is not the types of civil service classifications available that are unsuitable for these services, but the need for the services to be provided by peers, individuals with lived experience of mental illness and with the mental health services system--and a flexible approach to employment of peers, who may not have the ability to consistently comply with "regular" Civil Service employment requirements--which is not available through Civil 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 contact? If so, please explain what that will entail; if not, explain why not.
No training of civil service employees is included under this PSC. The purpose of the PSC includes training of peers (people with lived experience of the mental health system) and their families,.

C. Are there legal mandates requiring the use of contractual services?
These services will be funded, specifically, by Mental Health Services Act (MHSA). The providers must demonstrate the ability to adhere to the MHSA principles and State regulations.

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.
CC Hospitality House; Curry Senior Center; NAMI SF; SF Study Ctr

7. Union Notification: On 04/23/21, the Department notified the following employee organizations of this PSC/RFP request:

SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; 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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove Street, Room 405, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49279 - 17/18

DHR Analysis/Recommendation:
Commission Approval Required
07/19/2021 DHR Approved for 07/19/2021

07/19/2021
Approved by Civil Service Commission

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 48652 - 16/17)

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

Type of Service: Substance Use Disorder (SUD) Treatment ServicesFunding Source: State Drug MediCal, General FundPSC Original Approved Amount: \$.192,080,000PSC Original Approved Duration: 07/01/17 - 06/30/22 (5 years)PSC Mod#1 Amount: \$.175,800,000PSC Mod#1 Duration: 07/01/22-06/30/27 (5 years 1 day)PSC Cumulative Amount Proposed: \$.367,880,000PSC Cumulative Duration Proposed: 10 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

These services will be provided by contractors responding to a new RFP to create a Drug Medi-Cal Organized Delivery System (DMC-ODS) pilot, which tests a new paradigm for the organized delivery of health care services for Medicaid eligible individuals with a substance use disorder. Its purpose is to demonstrate how such a system will increase the success of DMC beneficiaries while decreasing other system health care costs. Critical elements include:

--Providing a continuum of care modeled after the American Society of Addiction Medicine (ASAM) Criteria for Substance Use Disorder (SUD) treatment services, which describes specific service levels within Opioid Treatment, Intensive Outpatient, and Residential SUD services;

--Increasing local control and accountability, creating utilization controls, and increasing program oversight and integrity;

--Requiring evidence-based practices and increasing coordination with other systems of care, including primary care and mental health;

--Expanding the SUD treatment workforce by including Licensed Practitioners of Healing Arts; and

--Providing more intensive services for the criminal justice population.

Services will:

--Prioritize services to specific populations, including persons who are Black/African American, homeless, incarcerated or involved with the criminal/juvenile justice systems/Drug Court, adolescents aged 10-18 years old, Transitional Aged Youth (TAY) aged 18-24 years old, Lesbian/Gay/Bisexual/Transgender/Queer/Questioning/Intersex/Ally/Two-Spirit, Pregnant/Parenting women with children, and/or whose primary substance is alcohol.

--Prioritize services in specific geographic areas, including Hayes Valley/Tenderloin/North of Market, South of Market, Bernal Heights/Inner Mission/94110, Bayview Hunter's Point/94124, and

Southeast/Visitacion Valley/Sunnydale/94134

--Include patient engagement and peer support, medication assisted treatment, withdrawal management, case management, and recovery services and supports, with appropriate integration of adolescent-specific considerations, pregnant women and women with dependent children residential treatment requirements, evidence-based practices, DMC-ODS compliant policies and regulations, electronic health records and data systems, evaluation and quality improvement, workforce development and staffing, ancillary treatment and outreach services.

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

The State funding that San Francisco receives for Substance Use Disorder treatment is now the result of California's Medi-Cal waiver, which received Federal approval August 2015 and was rolled out to counties in steps throughout 2016. This waiver allows counties to support a much wider range of options to people with low incomes who are on Medi-Cal. Without this funding, San Francisco's funding for SUD treatment would be severely limited and people needing these services would likely be untreated and/or require significant increases in repetitive primary care and mental health treatment, experiencing worsening symptoms, requiring more expensive treatment, and escalating mortality rates.

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 48652 - 16/17

D. Will the contract(s) be renewed?

Yes, as funding is available.

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

The Department expects the need for the services to continue.

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:

The City does not have the facilities (including buildings for residential services) or capacity to provide these services, which provide an integral part of the City's system of care for people with substance abuse disorder diagnoses.

B. Reason for the request for modification:

To extend the PSC duration with a corresponding increase in amount to enable the continuation of services.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractors must provide services responsive to the requirements and goals of the new DMC-ODS pilot founded on values of a trauma-informed system of

care, the practice of cultural humility and of whole person care, utilizing multi-dimensional assessments as specified by the American Society of Addiction Medicine (ASAM) criteria and an evidence-based, clinically/outcomes-driven treatment model that is person-centered, based on the person's illness and level of functioning, operating within the broad and flexible continuum of care, providing individualized treatment that can be stepped up or down to different care levels, and implemented with an interdisciplinary team approach in collaboration with the person's medical home, behavioral health clinics, and other services providers. All providers must also meet State and City requirements for Drug Medi-Cal certification, harm reduction, cultural and linguistic competency, Americans with Disabilities Act and other access requirements, as well as have the ability to serve priority service populations and geographic service areas.

- B. Which, if any, civil service class(es) normally perform(s) this work? 2110, Medical Records Clerk; 2305, Psychiatric Technician; 2320, Registered Nurse; 2328, Nurse Practitioner; 2552, Dir of Act, Therapy & Vol Svcs; 2574, Clinical Psychologist; 2585, Health Worker 1; 2586, Health Worker 2; 2587, Health Worker 3; 2588, Health Worker 4; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2822, Health Educator; 2908, Hospital Eligibility Worker; 2910, Social Worker; 2913, Program Specialist; 2915, Program Specialist Supervisor; 2920, Medical Social Worker; 2930, Psychiatric Social Worker; 2935, Sr Marriage, Fam & Cld Cnslr;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractors will provide their own treatment and office space, including buildings for residential treatment, as licensed/required by the State.

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.
Existing civil service classes are already overburdened with the current maximum level of delivery of local government-based services which can be provided by the City and County. The remainder of the substance use disorder treatment services within the City's system of care must be based in and often is best performed by community based organizations with the experience, focus, and often the trust of and credibility in the community, who are able to operate the flexible, grassroots-oriented programs.
- 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, there are existing classifications performing this work, however, the demand for services exceeds the capacity of City facilities to provide them, so the City uses contractors to meet as many of the clients' needs as possible.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.

The purpose of the services is does not include formal training of civil service staff, however, there may be transfer of knowledge through City staff's close coordination and collaboration with providers.

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.

Please see attached list of current contractors.

7. Union Notification: On 09/13/19, the Department notified the following employee organizations of this PSC/RFP request:

SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, SFAPP; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Management & Superv Local 21; 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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove Street, Room 307, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48652 - 16/17

DHR Analysis/Recommendation:

12/16/2019

Commission Approval Required conditions

Approved by Civil Service Commission with

12/16/2019 DHR Approved for 12/16/2019

Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: FIRE DEPARTMENT

Dept. Code: FIR

Type of Request: Initial Modification of an existing PSC (PSC # 42383 - 18/19)

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

Type of Service: Clinical and Teaching - Quality Assurance for the FD EMS and DEM MDS

Funding Source: Annual Budget

PSC Original Approved Amount: \$1,750,000 PSC Original Approved Duration: 01/01/20 - 12/31/22 (3 years)

PSC Mod#1 Amount: \$750,000 PSC Mod#1 Duration: 01/01/20-12/31/24 (2 years 1 day)

PSC Cumulative Amount Proposed: \$2,500,000 PSC Cumulative Duration Proposed: 5 years 1 day

1. Description of Work

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

Contractor provides clinical quality assurance services for Fire Department's Emergency Medical Services (EMS) Division and the Department of Emergency Management's (DEM) Dispatch Division. The Department currently has a contract with The Regents of the University of California, on behalf of the San Francisco General Hospital Clinical Practice Group for Emergency Medicine Services, to provide these services. This contract expires in December 2019.

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

Mandated by County protocol, the Fire Department and DEM need clinical quality assurance services to ensure that quality medical services are being provided by the Emergency Medical Technicians and Paramedics that work on Fire Department apparatus and oversee the EMS training program. DEM needs to ensure that medical dispatch protocols are properly used and evaluated. Denial of this agreement would leave both Departments without clinical quality assurance of EMS activities from a licensed medical specialist in emergency medicine.

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 42383 - 18/19

D. Will the contract(s) be renewed?

This request will represent a new, multi-year contract that will continue service currently provided under a contract that expires in December 2019. The term of the contract is three years, with two one-year extensions.

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:

To match the contract duration.

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:

The City currently does not provide academic teaching or quality assurance activities, or qualified academic oversight to teach EMS classes to practitioners. These skills are needed by the Fire Department and DEM.

B. Reason for the request for modification:

Extension of end date to 12/31/24 and increase NTE by \$750,000.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: A physician with an emergency medicine license and experience in administration, research, and teaching; Clinical and academic quality assurance for emergency medical services. Current County protocols require base hospital accreditation.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2233, Supervising Physician Spec;
- 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.
However, The current civil service classifications do not provide academic teaching or quality assurance activities, or teach EMS classes to practitioners. These skills are needed by the Fire Department and DEM. In addition, there are County EMS requirements that no civil service classification can meet.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The service requires the use of an academic institution in the practice of Medicine to provide the appropriate oversight for these specialized medical services.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
The contractor will be responsible for oversight of Fire Department training instructors (H20, H28, H33, H43) who currently are required by law to provide initial certification and continuing education training for EMTs and Paramedics. (EMT recertification – 24 hours of education over two years, 8 hours CPR training. Paramedic recertification – 48 hours of State-mandated and 24 hours of County-mandated training annually). SFFD has approximately 1,141 EMTs and 353 Paramedics.
- 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 10/24/22, the Department notified the following employee organizations of this PSC/RFP request:
Physicians and Dentists - 11AA;

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

Name: Elaine Walters Phone: (415)558-3418 Email: elaine.walters@sfgov.org

Address: 698 Second Street, San Francisco, CA 94107

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42383 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/05/2022

Receipt of Union Notification(s)

Koestenbaum, Elissa (FIR)

From: dhr-psccordinator@sfgov.org on behalf of elaine.walters@sfgov.org
Sent: Monday, October 24, 2022 9:54 AM
To: Walters, Elaine (FIR); Pierre King - UAPD; tjenkins@uapd.com; jduritz@uapd.com; Koestenbaum, Elissa (FIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 42383 - 18/19 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The FIRE DEPARTMENT -- FIR has submitted a modification request for a Personal Services Contract (PSC) for \$750,000 for services for the period January 1, 2020

– December 31, 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/19323>

Email sent to the following addresses: jduritz@uapd.com tjenkins@uapd.com pking@uapd.com

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: FIRE DEPARTMENT -- FIR

Dept. Code: FIR

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

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

Type of Service: Clinical and Teaching - Quality Assurance for the FD EMS and DEM MDS

Funding Source: Annual Budget

PSC Amount: \$1,750,000

PSC Est. Start Date: 01/01/2020

PSC Est. End Date 12/31/2022

1. Description of Work

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

Contractor provides clinical quality assurance services for Fire Department’s Emergency Medical Services (EMS) Division and the Department of Emergency Management’s (DEM) Dispatch Division. The Department currently has a contract with The Regents of the University of California, on behalf of the San Francisco General Hospital Clinical Practice Group for Emergency Medicine Services, to provide these services. This contract expires in December 2019.

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

Mandated by County protocol, the Fire Department and DEM need clinical quality assurance services to ensure that quality medical services are being provided by the Emergency Medical Technicians and Paramedics that work on Fire Department apparatus and oversee the EMS training program. DEM needs to ensure that medical dispatch protocols are properly used and evaluated. Denial of this agreement would leave both Departments without clinical quality assurance of EMS activities from a licensed medical specialist in emergency medicine.

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 professional services contract request has been approved by the Civil Service Commission in the past, most recently at the meeting of November 6, 2006 (PSC# 4061-06/07), December 15, 2008 (PSC# 4062-08/09), and January 6, 2014 (PSC# 40044-13/14).

D. Will the contract(s) be renewed?

This request will represent a new, multi-year contract that will continue service currently provided under a contract that expires in December 2019. The term of the contract is three years, with two one-year extensions.

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:

The City currently does not provide academic teaching or quality assurance activities, or qualified academic oversight to teach EMS classes to practitioners. These skills are needed by the Fire Department and DEM.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: A physician with an emergency medicine license and experience in administration, research, and teaching; Clinical and academic quality assurance for emergency medical services. Current County protocols require base hospital accreditation.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2233, Supervising Physician Spec;
- 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?

Potential classifications are: 2237 Medical Director, DPH (abolished classification) and 2233 Supervising Physician Specialist perform some of the duties required. There is not a civil service classification that can perform all aspects of the work requested.

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

- A. Explain why civil service classes are not applicable.
However, The current civil service classifications do not provide academic teaching or quality assurance activities, or teach EMS classes to practitioners. These skills are needed by the Fire Department and DEM. In addition, there are County EMS requirements that no civil service classification can meet.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The service requires the use of an academic institution in the practice of Medicine to provide the appropriate oversight for these specialized medical services.

6. Additional Information

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Yes. The contractor will be responsible for oversight of Fire Department training instructors (H20, H28, H33, H43) who currently are required by law to provide initial certification and continuing education training for EMTs and Paramedics. (EMT recertification – 24 hours of education over two years, 8 hours CPR training. Paramedic recertification – 48 hours of State-mandated and 24 hours of County-mandated training annually). SFFD has approximately 1,141 EMTs and 353 Paramedics.
- 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 06/17/2019, the Department notified the following employee organizations of this PSC/RFP request:
Physicians and Dentists - 11AA

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

Name: Elaine Walters Phone: (415)558-3418 Email: elaine.walters@sfgov.org

Address: 698 Second Street San Francisco, CA 94107

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42383 - 18/19

DHR Analysis/Recommendation:

action date: 08/19/2019

Commission Approval Required

Approved by Civil Service Commission

08/19/2019 DHR Approved for 08/19/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 44680 - 14/15)

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

Type of Service: Tuberculosis - Integrated Physician and Capacity Building Services

Funding Source: General Fund and Grants

PSC Original Approved Amount: \$845,000 PSC Original Approved Duration: 07/01/15 - 06/30/20 (5 years 1 day)

PSC Mod#1 Amount: \$400,000 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$550,000 PSC Mod#2 Duration: 07/01/20-06/30/24 (4 years 1 day)

PSC Mod#3 Amount: \$2,000,000 PSC Mod#3 Duration: 07/01/23-06/30/34 (10 years 2 days)

PSC Cumulative Amount Proposed: \$3,795,000 PSC Cumulative Duration Proposed: 19 years 4 days

1. Description of Work

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

Tuberculosis physician services for the delivery of prevention, diagnostic and treatment services for and related to all forms of tuberculosis and to build capacity for the elimination of Tuberculosis (TB) in San Francisco. Additional services to be provided by physicians include and are not limited to X-Rays, Computerized Tomography (CT) scans, collaborative mentorship of medical students, residents, junior faculty, interns, resident fellows and public health officials.

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

The Department of Public Health's goal is to prevent communicable disease in the City and County of San Francisco. These services increase capacity to meet this goal. The consequences of denial may contribute to an increased exposure and transmission of Tuberculosis in the City and County of San Francisco.

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 44680 - 14/15

D. Will the contract(s) be renewed?

Yes, services to be renewed annually based on the availability of funding.

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

The department expects the need for these services and supports to be ongoing because TB remains in the community.

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).

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

Explain the qualifying circumstances:

These are continuing services with an approved medical research facility. In order for the Department to maintain capacity of the delivery of front line medical services it is imperative that the Department engage in collaborative efforts with the appropriate medical research facilities. This continued effort will enhance the Departments effort to provide the delivery of Public Health services to residents of the City and County of San Francisco.

- B. Reason for the request for modification:
Extend the duration and amount to align with the anticipated contract term.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Medical physician services with an expertise in treating Tuberculosis.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2230, Physician Specialist; 2232, Senior Physician Specialist; 2233, Supervising Physician Spec;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
This is a collaboration of services with an approved medical research facility. The Department lacks the resources that will be provided by the Curry International Tuberculosis Center currently operated by the University of California at San Francisco.
- 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 is imperative that in order to increase the Departments capacity to learn and engage in new and inovative research with regards to Tuberculosis that the Department collaborate with an approved medical research facility in the delivery of Tuberculosis services.

6. Additional Information

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

7. Union Notification: On 10/31/22, the Department notified the following employee organizations of this PSC/RFP request:

Physicians and Dentists - 8CC;

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

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

Address: 101 Grove Room 402, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44680 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/05/2022

Receipt of Union Notification(s)

Receipt of Modification Request to PSC # 44680 - 14/15 - MODIFICATIONS

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

on behalf of

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

Mon 10/31/2022 8:26 AM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; Pierre King - UAPD <pking@UAPD.com>; tjenkins@uapd.com <tjenkins@uapd.com>; jduritz@uapd.com <jduritz@uapd.com>; Carmona, Irene (DPH) <Irene.Carmona@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 \$2,000,000 for services for the period July 1, 2023

– June 30, 2034. 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/5786>

Email sent to the following addresses: jduritz@uapd.com tjenkins@uapd.com pking@uapd.com

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 44680 - 14/15)

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

Type of Service: Tuberculosis - Integrated Physician and Capacity Building Services

Funding Source: General Fund and Grants

PSC Original Approved Amount: \$.845,000 PSC Original Approved Duration: 07/01/15 - 06/30/20 (5 years 1 day)

PSC Mod#1 Amount: \$.400,000 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$.550,000 PSC Mod#2 Duration: 07/01/20-06/30/24 (4 years 1 day)

PSC Cumulative Amount Proposed: \$.1,795,000 PSC Cumulative Duration Proposed: 9 years 2 days

1. Description of Work

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

Tuberculosis physician services for the delivery of prevention, diagnostic and treatment services for and related to all forms of tuberculosis and to build capacity for the elimination of Tuberculosis (TB) in San Francisco. Additional services to be provided by physicians include and are not limited to X-Rays, Computerized Tomography (CT) scans, collaborative mentorship of medical students, residents, junior faculty, interns, resident fellows and public health officials.

Scope Change

Only physician services are included under this PSC.

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

The Department of Public Health's goal is to prevent communicable disease in the City and County of San Francisco. These services increase capacity to meet this goal. The consequences of denial may contribute to an increased exposure and transmission of Tuberculosis in the City and County of San Francisco.

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 44680 - 14/15

D. Will the contract(s) be renewed?

Yes, services to be renewed annually based on the availability of funding.

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:

These are services for prevention and treatment of Tuberculosis, a basic public health function, providing core medical services. Until Tuberculosis is eradicated entirely, due to its contagious nature, a need for these services is expected to continue.

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).

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

Explain the qualifying circumstances:

These are continuing services with an approved medical research facility. In order for the Department to maintain capacity of the delivery of front line medical services it is imperative that the Department engage in collaborative

efforts with the appropriate medical research facilities. This continued effort will enhance the Departments effort to provide the delivery of Public Health services to residents of the City and County of San Francisco.

B. Reason for the request for modification:

To extend the duration by four years, and add commensurately to the amount.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Medical physician services with an expertise in treating Tuberculosis.

B. Which, if any, civil service class(es) normally perform(s) this work? 2230, Physician Specialist; 2232, Senior Physician Specialist; 2233, Supervising Physician Spec;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

This is a collaboration of services with an approved medical research facility. The Department lacks the resources that will be provided by the Curry International Tuberculosis Center currently operated by the University of California at San Francisco.

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 is imperative that in order to increase the Departments capacity to learn and engage in new and inovative research with regards to Tuberculosis that the Department collaborate with an approved medical research facility in the delivery of Tuberculosis services.

6. Additional Information

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

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

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

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

7. Union Notification: On 02/07/20, the Department notified the following employee organizations of this PSC/RFP request:

Physicians and Dentists - 8CC;

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

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

Address: 101 Grove Room 402, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44680 - 14/15

DHR Analysis/Recommendation:

03/16/2020

Commission Approval Required

Approved by Civil Service Commission

03/16/2020 DHR Approved for 03/16/2020