



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

**LONDON N. BREED  
MAYOR**

*Sent via Electronic Mail*

December 8, 2022

**NOTICE OF CIVIL SERVICE COMMISSION MEETING**

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT 45050-22/23; 48236-22/23; AND 49342-22/23.**

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 19, 2022, at 2:00 p.m.**

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

Attendance by you or an authorized representative is recommended. 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

Attachment

Cc: David Garcia, Municipal Transportation Agency  
David Rojas, Municipal Transportation Agency  
Amy Nuque, Municipal Transportation Agency  
Kelly Jiayi Zhou, Municipal Transportation Agency  
Commission File  
Commissioners' Binder  
Chron

## **NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**

### **A. Commission Office**

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

### **B. Policy Requiring Written Reports**

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

### **C. Policy on Written Submissions by Appellants**

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

### **D. Policy on Materials being Considered by the Commission**

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

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

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

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

### **F. Policy and Procedure on Hearing Items Out of Order**

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

### **G. Procedure for Commission Hearings**

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

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

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

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

Each presentation shall conform to the following:

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

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

#### **H. Policy on Audio Recording of Commission Meetings**

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

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

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

#### **J. Public Comment and Due Process**

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

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

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

#### **Information on Disability Access**

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

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

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

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

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

#### **San Francisco Lobbyist Ordinance**

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



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

## CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22MTA) Applicable to Municipal Transportation Agency Service-Critical Classes

Refer to Civil Service Commission Procedure for Staff - Submission of  
Written Reports MTA for Instructions on completing and processing this Form

1. Civil Service Commission Register Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
2. For Civil Service Commission Meeting of: December 19, 2022
3. Check One:
 

Ratification Agenda	_____
Consent Agenda	_____
Regular Agenda	<u>X</u>
4. Subject: Review of request for Approval of Proposed Personal Service Contract No.. 48236 22/23
5. Recommendation: Accept this report, approve the request for proposed personal services contract number 48236 22/23; and notify the Office of the Controller and the Office of Contract Administration.
6. Report prepared by: Amy Nuque Telephone number: 415-646-2802
7. Notifications: **(Attach a list of the person(s) to be notified in the format described in IV. Commission Report Format -A**
8. Reviewed and approved for Civil Service Commission Agenda:  
  
Municipal Transportation Agency Director: Kimberly Deckerman  
Date: December 8, 2022
9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

**Executive Officer  
Civil Service Commission  
25 Van Ness Avenue, Suite 720  
San Francisco, CA 94102**

10. Receipt-stamp this form in the ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

CSC RECEIPT STAMP

- Attachment
- Memorandum
  - Notifications
  - 07/21/22 ACTN PSCs
  - Corrected Copy



London Breed, Mayor

Gwyneth Borden, Chair  
Amanda Eaken, Vice Chair  
Cheryl Brinkman, Director  
Steve Heminger, Director

Fiona Hinze, Director  
Sharon Lai, Director  
Manny Yekutieli, Director

Jeffrey Tumlin, Director of Transportation

## MEMORANDUM

**DATE:** December 7, 2022

**TO:** The Civil Service Commission

**THROUGH:** Kimberly W. Ackerman *kd*  
Chief People Officer, SFMTA

**FROM:** David Garcia *DG*  
Labor Relations Manager, SFMTA

**SUBJECT:** Severed Personal Service Contract Nos. 45050-22/23; 48236-22/33; and 49342-22/23

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## BACKGROUND

The Department of Human Resources (DHR) included three SFMTA personal service contracts for approval with its Personal Services Contracts (PSCs) Approval Request for the November 21, 2022, Civil Service Commission (for regular approval). While at that time, these contracts were reviewed by DHR and posted on their website for seven (7) calendar days. No timely appeals were filed regarding PSCs contained in DHR's report and these contracts were submitted to the CSC for ratification/approval. The Commission severed these contracts (Nos. 45050, 48236, and 49342) because its authority to approve PSCs concerns the scope of work, but not contractor selections.

The commission explained its authority is limited to approving the scope of work, and because the SFMTA included contractor names in the scope of work, approving these contracts would appear as though the Commission was approving contractors when it is not.

Approving contractors associated with PSCs exceeds the authority of the commission. Therefore, the commission postponed its decision regarding these contracts and asked that SFMTA amend its request for approval to exclude contractor names from the scope of work (work descriptions). SFMTA made those amendments and returns seeking the Commission's approval on personal services contract numbers 45050, 48236, and 49342.

## ISSUES

1. Is there an existing civil service class that can perform the work required?
2. Is it feasible or practical for civil service employees to perform the work?



3. Is there no current class, should one be created?

## CONTRACTS

### **45050-22/23**

This contract is hereby withdrawn because SFMTA's contract request was already approved on October 17, 2022, under contract number 45928. Therefore, the Commission's review and approval is no longer requested by SFMTA.

### **48236-22/23**

Estimated Total Amount: \$500,000.00

PSC Estimated Start Date: January 1, 2023

PSC Estimated End Date: October 31, 2024

#### Scope of Work (Work Description)

Execute Central Subway unit/integration test and Market Street regression test for subway sign system changes related to the Central Subway. The Vendor travels on-site for two weeks for two engineers to support test execution for both Market and Central Subway. The vendor will conduct remote analysis of test results.

Software development to address bug fixes and mitigation of issues with Automated Train Control System data feed for Central Subway. Software installation and cut-over support for any required updates.

Design and software development to support changes to transit service in Central Subway including new shuttle lines and enhanced passenger information at Chinatown station.

As consequence of denial, incorrect passenger information will not be displayed in SFMTA facilities.

### **49342-22/23**

Estimated Total Amount: \$3,000,000.00

PSC Estimated Start Date: January 1, 2023

PSC Estimated End Date: October 31, 2026



### Scope of Work (Work Description)

1. Intelligent Transportation System support
2. IT Network Infrastructure support
3. Data and Analytics Infrastructure support
4. SharePoint Administration and Migration Support
5. Java/Middleware Engineer support
6. Software Development and Administrative Support

This work is qualified for contracting out because the request is for “as needed technology consulting services and to provide specialized support to the technology short term projects and enhancement tasks from the division.” Additionally, this service was previously provided through an As-needed Technical Support contract, approved by the CSC on PSC 49064 18/19. Denial of this request will impact deliverable and operational efficiency of the Agency due to a lack of technical skill and resource constraints.

### **CONCLUSION**

The SFMTA withdrew its request that the Commission approve contract number 45050. The Agency also updated the scope of work associated with contract numbers 48236 and 49342 to exclude contractor names. Therefore, the SFMTA requests that the commission review and approve its request for personal services contract numbers 48236 and 49342.

### **RECOMMENDATION**

Adopt the revised work descriptions, approve the request for proposed personal services contract numbers 49342 22/23 and 48236 22/23; and notify the Office of the Controller and the Office of Contract Administration.

## NOTIFICATIONS

David Rojas  
San Francisco Municipal Transportation Agency  
1 South Van Ness Avenue, 6<sup>th</sup> Floor  
[david.rojas@sfmta.com](mailto:david.rojas@sfmta.com)  
415-646-2595

Kelly Jiayi Zhou  
San Francisco Municipal Transportation Agency  
1 South Van Ness Avenue, 6<sup>th</sup> Floor  
[jiayi.zhou@sfmta.com](mailto:jiayi.zhou@sfmta.com)  
415.646.2390

David Garcia  
San Francisco Municipal Transportation Agency  
1 South Van Ness Avenue, 6<sup>th</sup> Floor  
[david.garcia@sfmta.com](mailto:david.garcia@sfmta.com)  
415.646.4841

Amy Nuque  
San Francisco Municipal Transportation Agency  
1 South Van Ness Avenue, 6<sup>th</sup> Floor  
[amy.nuque@sfmta.com](mailto:amy.nuque@sfmta.com)  
415.646.2802



## **Nuque, Amy**

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**From:** dhr-psscordinator@sfgov.org  
**Sent:** Wednesday, November 23, 2022 2:14 PM  
**To:** junko.laxamana@sfgov.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Nuque, Amy; Nuque, Amy  
**Subject:** Notice of Civil Service Action – PSC # Civil Service: 48236 - 22/23 -- 09/29/2022

The Commission adopted the following action at its meeting of November, 21, 2022:

Approved by Civil Service Commission of PSC# 48236 - 22/23, with no conditions with notice to the Office of the Controller and the Office of Contract Administration.  
<http://apps.sfgov.org/dhrrupal/node/19233>

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA Dept. Code: MTA

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

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

Type of Service: Penta System Services for Central Subway

Funding Source: Federal and Local PSC Duration: 2 years
PSC Amount: \$500,000 PSC Est. Start Date: 11/01/2022 PSC Est. End Date: 10/31/2024

1. Description of Work

A. Scope of Work:

Execute Central Subway unit/integration test and Market Street regression test for subway sign system changes related to Central Subway. Penta travels on-site for two weeks for two engineers to support test execution for both Market and Central Subway. Penta remote analysis of test results.

Software development to address bug fixes and mitigation of issues with Thales Automated Train Control System data feed for Central Subway. Software installation and cut-over support for any required updates.

Design and software development to support changes to transit service in Central Subway including new shuttle lines and enhanced passenger information at Chinatown station.

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

This work is required to complete the integration and test of the Central Subway and to modify the system to support new shuttle lines and enhancements to passenger information at Chinatown Station.

Denial of this service will cause incorrect passenger information to be displayed.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

These services were provided in the past by Penta Corporation as a subcontractor to a general construction contractor, Blocka Corporation. Blocka Corporation was responsible for the delivery of an integrated subway sign, including hardware and software, in 2017. Penta Corporation was a subcontractor to Blocka Corporation at that time. At that time, since the software development work was subcontracted to a construction contractor, approval by the Civil Service Commission was not relevant.

D. Will the contract(s) be renewed? No

2. Union Notification: On 09/29/2022, the Department notified the following employee organizations of this PSC/RFP request: Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48236 - 22/23

DHR Analysis/Recommendation: Commission Approval Required DHR Approved for 11/21/2022

Make changes and resubmit to Civil Service Commission.

continued - 12/19/2022

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

A. Specify required skills and/or expertise:  
Specialty programming of a vendor's sole source technology and intellectual property.

B. Which, if any, civil service class(es) normally perform(s) this work?  
1044,1043,

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

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

A. Explain why civil service classes are not applicable:  
No city resources can modify the vendor's intellectual property.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
No city resources can modify the vendor's intellectual property.

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

**YES NO**

- |   |                          |                                     |
|---|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?<br>City engineers managing integration of several systems (including this one) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?                           | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?                          | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 10/28/2022 BY:

Name: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

Address: 1 South Van Ness, 6th Floor San Francisco, CA 94103

# Corrected Copy

Changes are as follow:

- Penta --- Vendor
- Blocka Corporation --- General construction contractor
- Thales --- Automated Train Control

**This content has been modified by another user, changes cannot be saved.**

[Printer-friendly version](#)

## 48236 - 22/23

### Type of Approval and Title

PLEASE NOTE: It is recommended that you retain a copy of this information as an MS Word file. This form is not meant to be used as an editing tool and it is possible that this record could be lost.

**NOTE: Character count is now turned for every field with the exception of the title of PSC** Please enter as much information as required. The new form will print all the information.

**FOR HISTORICAL PSCs:** Certain questions that were not asked in the original PSC require a response and will be included in the Modification PSC Form 1 when submitted. The questions are marked on the form.

Type of Approval: \*

- EXPEDITED
- REGULAR
- CONTINUED
- ANNUAL
- omit posting
- I need to recreate an existing PSC

[PSC Part 1](#)

[PSC Part 2](#)

[PSC Part 3](#)

Withdraw PSC: \*

- Not withdrawn
- Withdraw

Postpone PSC: \*

- Not Postponed
- Postpone

PSC Coordinator initiated status (NOTE: Expedited PSC REQUIRE Union Notification): \*

Ready for Review by DHR

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT

Date:

09/29/2022

Automatically generates today's date but you can change this if needed

Department Name:

MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept Designation (FAMIS):

MTA

Dept Coordinator:

Amy Nuque

Type of Service:

System Services for Central Subway

Content limited to 94 characters, remaining: **60**

Category of Service:

Engineering, Public Works/Utilities ▾

Type Of Request:

Initial Request

**NOTE:** If this is a modification to an existing PSC, please [follow this link to find the original PSC request number](#). If you cannot find the original PSC, you must enter the original PSC into the system before you can submit a modification.

PSC Estimated Start Date:

11/01/2022

PSC Estimated End Date:

10/31/2024

display duration instead of start and end date

For all PSCs if the duration requested is 5 years or more, an explanation is required- historical PSC required:

If the request is for 5 years or more, please upload explanation:

No file chosen

Maximum file size: 52 MB

Allowed extensions: *txt pdf doc*

PSC Amount:

\$ 500000.00

Funding Source:

Federal and Local

Content limited to 42 characters, remaining: **25**

PSC Coordinator Address for PSC Form Line 1: \*

1 South Van Ness, 6th Floor

PSC Coordinator Address For PSC Form Line 2: \*

San Francisco, CA 94103

**Contract ID:**

This field is for the department to identify contracts. Not required and only applicable if your department wants to do its internal tracking

— **Authoring information**

[View multistep form](#)

**This content has been modified by another user, changes cannot be saved.**

[Printer-friendly version](#)

## 48236 - 22/23

### Type of Approval and Title

PLEASE NOTE: It is recommended that you retain a copy of this information as an MS Word file. This form is not meant to be used as an editing tool and it is possible that this record could be lost.

**NOTE: Character count is now turned for every field with the exception of the title of PSC** Please enter as much information as required. The new form will print all the information.

**FOR HISTORICAL PSCs:** Certain questions that were not asked in the original PSC require a response and will be included in the Modification PSC Form 1 when submitted. The questions are marked on the form.

Type of Approval: \*

- EXPEDITED
- REGULAR
- CONTINUED
- ANNUAL
- omit posting
- I need to recreate an existing PSC

[PSC Part 1](#)

[PSC Part 2](#)

[PSC Part 3](#)

### Link to Additional Document or Link to Previous Database PSC:

Title:

URL:

If you want to refer to any PSC that is already in the system, please navigate to the PSC and copy and paste the link from your browser. NOTE: the link should begin with http://

[ADD ANOTHER ITEM](#)

### Upload prior or similar approved PSC:

No file chosen

Maximum file size: 50 MB

Allowed extensions: pdf txt doc

Please be sure to change the file name on your hard drive before uploading. Use only letters and numbers and be sure the extension is correct. Using other characters such as # or & will result in page not found errors.

[ADD ANOTHER ITEM](#)

### Concise Description of Proposed Work:

Execute Central Subway unit/integration test and Market Street regression test for subway sign system changes related to Central Subway. The vendor travels on-site for two weeks for two engineers to support test execution for both Market and Central Subway. Vendor remote analysis of test results.

Software development to address bug fixes and mitigation of issues with Automated Train Control System data feed for Central Subway. Software installation and cut-over support for any required updates.

Design and software development to support changes to transit service in Central Subway

- Web page addresses and e-mail addresses turn into links automatically.

- Allowed HTML tags: <a> <em> <strong> <cite> <code> <ul> <ol> <li> <dl> <dt> <dd>
- Lines and paragraphs break automatically.

[More information about formatting options](#)

If RFP is available on the web, please enter link info

Title:

If RFP is available on the web, please enter link info URL:

If and RFP has been issued, usually these are posted the OCA contract and bids database. Please navigate to your RFP (link below) and copy and paste the location from your web browser (starts with http://) http://mission.sfgov.org/OCABidPublication/ The title for the link refers the text language for the link. Please enter such as "link to RFP"

OR Upload RFP:

No file chosen

Maximum file size: 20 MB

Allowed extensions: pdf doc

If there is no link available to the RFP, please upload (size limitations apply) Please be sure to change the file name on your hard drive before uploading. Use only letters and numbers and be sure the extension is correct. Using other characters such as # or & will result in page not found errors.

Explain why this service is necessary and the consequences of denial:

This work is required to complete the integration and test of the Central Subway and to modify the system to support new shuttle lines and enhancements to passenger information at Chinatown Station.

Denial of this service will cause incorrect passenger information to be displayed.

For an InitialRequest, the department can further explain why this service is necessary. For a Modification, the department should explain why there is a change from the original submission for the scope of work, duration, or amount of the PSC.

Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission):

These services were provided in the past by the vendor as a subcontractor to a general construction contractor. The general construction was responsible for the delivery of an integrated subway sign, including hardware and software, in 2017. The vendor was a subcontractor to a general construction contractor at that time. At that time, since the software development work was subcontracted to a construction contractor, approval by the

If a PSC for this service was previously approved by the Civil Service Commission, list its most recent PSC approval number. Upload a PDF of the last PSC form 1 of the previous PSC.

Will the contract(s) be renewed?:

No

Specify required skills and/or expertise:

Specialty programming of a vendor's sole source technology and intellectual property.



**Which, if any, civil service class normally performs this work?:**

1044

1043

PLEASE INCLUDE a zero (0) in front of the class number if it is less than 4 digits (0933 is correct). The PSC Coordinator should seek input from a department-designated staff member to ensure that all civil service classes that could potentially perform the work have been identified. The staff member that conducts the class review may be a human resources analyst or other staff member familiar with job classes used in the City. If no class exists that would perform the work please enter the word 'none'

**Select this link to look up classification numbers and specs.**

Type in the word "none" if there are no classes that perform this type of work. NOTE: typing "none" will send a notification to all unions in the system

ADD ANOTHER ITEM

What efforts has the department made to obtain these services through available resources within the City?:

None. No city resources can modify the vendor's intellectual property.

PLEASE NOTE: you may leave this field blank. If you do so, the text "Not Applicable" will added to the PSC form for this question. What efforts has the department made to obtain these services through available resources within the City, including through use of interdepartmental work orders?

Select Unions to Notify (use CTRL/click to select multiple unions):

- None -
- Architect & Engineers, Local 21
- Automotive Machinists, Local 1414
- Bldg Mtl & Constr Teamsters, L 853

Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain::

No

Explain why civil serices classes are not applicable:

No city resources can modify the vendor's intellectual property.

If there are civil service classes that can perform the work listed in Section 1A, among the compelling factors considered by the Civil Service Commission, select the department's reason(s) for contracting out.

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

No city resources can modify the vendor's intellectual property.

Name and contact information for the project manager/lead of this proposed work:

David Rojas, Technical Program Manager, Municipal Transportation Agency - MTA, Finance & Technology, 1 South Van Ness, San Francisco, CA 94103, 415 646 2595

Will the contractor directly supervise City and County employees?: \*

- yes
- no

Will the contractor train employees? If so, please explain what that will entail; if not, explain why not.: \*

- yes
- no

In your response, describe the training and indicate approximate number of hours. Indicate occupational type of City and County employee to receive training, and the approximate number of employees to be trained.

Describe Training including number of hours. Indicate occupational type of employees. If no training, please explain:

City engineers managing integration of several systems (including this one) will be providing training to SFMTA's transit operations impacted by this technology.

Is there a plan to transition this work back to the City? Please explain why or why not - historical PSC please answer:

No. No city resources can modify the vendor's intellectual property.

What support will the department provide to help build internal capacity to do this work? -historical PSC, please answer:

This work can only be performed by the sign system software designer. The city cannot modify the vendor's proprietary intellectual property.

Are there legal mandates requiring the use of contractual services?: \*

- yes
- no

Are there federal or state grant requirements regarding the use of contractual services?: \*

- yes
- no

Has a board or commission determined that contracting is the most effective way to provide this service?: \*


- yes
- no

Select "Yes" or "No." If yes, provide the Board or Commission resolution which refers to specific project and/or the scope of work listed on this PSC submission.

Will the proposed work be completed by a contractor that has a current personal services contract with your department: \*

- yes
- no

**Any Additional Documents:**

 08-15-22\_approval.pdf  
 337.21 KB  
 application/pdf

Description:

31195 21/22 approval

List

**Any Additional Documents:**

REMOVE

 09-29-22\_union\_review.pdf

111.93 KB


application/pdf

Description:

09-29-22 Union review

List

REMOVE

 10-28-22\_dhr\_review.pdf

105.61 KB

application/pdf

Description:

List

REMOVE

Please be sure to change the file name on your hard drive before uploading. Use only letters and numbers and be sure the extension is correct. Using other characters such as # or & will result in page not found errors.

ADD ANOTHER ITEM

**Authoring information**

DELETE

SAVE

CLOSE WITHOUT SAVING

[View multistep form](#)

**This content has been modified by another user, changes cannot be saved.**

[Printer-friendly version](#)

## 48236 - 22/23

### Type of Approval and Title

PLEASE NOTE: It is recommended that you retain a copy of this information as an MS Word file. This form is not meant to be used as an editing tool and it is possible that this record could be lost.

**NOTE: Character count is now turned for every field with the exception of the title of PSC** Please enter as much information as required. The new form will print all the information.

**FOR HISTORICAL PSCs:** Certain questions that were not asked in the original PSC require a response and will be included in the Modification PSC Form 1 when submitted. The questions are marked on the form.

Type of Approval: \*

- EXPEDITED
- REGULAR
- CONTINUED
- ANNUAL
- omit posting
- I need to recreate an existing PSC

[PSC Part 1](#)

[PSC Part 2](#)

[PSC Part 3](#)

### Reason for Request:

- Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations. "Transitional situations" are those instances when contracting out is needed to bridge relatively short periods of time, such as during organizational restructuring that may be mandated by law or policy, or to facilitate a department's efforts to contract in services.
- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees.
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).
- Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).
- 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).

You must explain the qualifying circumstances - please include all items checked in your explanation.:

This is a short-term project to enable the opening of Central Subway for passenger revenue service and to accommodate changes to operations.

Is there a plan to transition this work back to the City? If so, please explain. If not, explain why not:

No. No city resources can modify the vendor's intellectual property.

other

---

**Authoring information**

DELETE

SAVE

CLOSE WITHOUT SAVING

[View multistep form](#)

**MTA PSC NUMBER 49342-22/23**



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

## CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22MTA)

Applicable to Municipal Transportation Agency Service-Critical Classes

Refer to Civil Service Commission Procedure for Staff - Submission of  
Written Reports MTA for Instructions on completing and processing this Form

1. Civil Service Commission Register Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

2. For Civil Service Commission Meeting of: December 19, 2022

3. Check One:            Ratification Agenda            \_\_\_\_\_  
                                 Consent Agenda                                    \_\_\_\_\_  
                                 Regular Agenda                                           X  

4. Subject: Review of request for Approval of Proposed Personal Service Contract No.. 49342 22/23

5. Recommendation: Accept this report, approve the request for proposed personal services contract number 49342 22 and notify the Office of the Controller and the Office of Contract Administration.

6. Report prepared by: Amy Nuque Telephone number: 415-646-2802

7. Notifications: (Attach a list of the person(s) to be notified in the format described in IV.  
Commission Report Format -A

8. Reviewed and approved for Civil Service Commission Agenda:

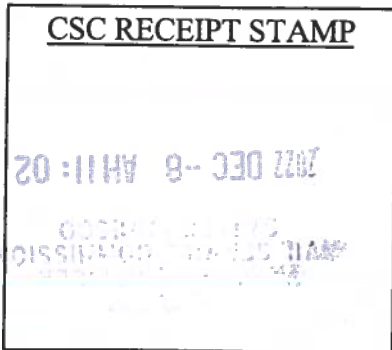
Municipal Transportation Agency Director: Kimberly Ackerman

Date: December 8, 2022

9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

**Executive Officer  
Civil Service Commission  
25 Van Ness Avenue, Suite 720  
San Francisco, CA 94102**

10. Receipt-stamp this form in the ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.



- Attachment
- Memorandum
  - Notifications
  - 07/21/22 ACTN PSCs
  - Corrected Copy



London Breed, Mayor

Gwyneth Borden, Chair  
Amanda Eaken, Vice Chair  
Cheryl Brinkman, Director  
Steve Heminger, Director

Fiona Hinze, Director  
Sharon Lai, Director  
Manny Yekutieli, Director

Jeffrey Tumlin, Director of Transportation

## MEMORANDUM

**DATE:** December 7, 2022

**TO:** The Civil Service Commission

**THROUGH:** Kimberly W. Ackerman  
Chief People Officer, SFMTA

**FROM:** David Garcia  
Labor Relations Manager, SFMTA

**SUBJECT:** Severed Personal Service Contract Nos. 45050-22/23; 48236-22/33; and 49342-22/23

---

## BACKGROUND

The Department of Human Resources (DHR) included three SFMTA personal service contracts for approval with its Personal Services Contracts (PSCs) Approval Request for the November 21, 2022, Civil Service Commission (for regular approval). While at that time, these contracts were reviewed by DHR and posted on their website for seven (7) calendar days. No timely appeals were filed regarding PSCs contained in DHR's report and these contracts were submitted to the CSC for ratification/approval. The Commission severed these contracts (Nos. 45050, 48236, and 49342) because its authority to approve PSCs concerns the scope of work, but not contractor selections.

The commission explained its authority is limited to approving the scope of work, and because the SFMTA included contractor names in the scope of work, approving these contracts would appear as though the Commission was approving contractors when it is not.

Approving contractors associated with PSCs exceeds the authority of the commission. Therefore, the commission postponed its decision regarding these contracts and asked that SFMTA amend its request for approval to exclude contractor names from the scope of work (work descriptions). SFMTA made those amendments and returns seeking the Commission's approval on personal services contract numbers 45050, 48236, and 49342.

## ISSUES

1. Is there an existing civil service class that can perform the work required?
2. Is it feasible or practical for civil service employees to perform the work?





3. Is there no current class, should one be created?

## CONTRACTS

### **45050-22/23**

This contract is hereby withdrawn because SFMTA's contract request was already approved on October 17, 2022, under contract number 45928. Therefore, the Commission's review and approval is no longer requested by SFMTA.

### **48236-22/23**

Estimated Total Amount: \$500,000.00

PSC Estimated Start Date: January 1, 2023

PSC Estimated End Date: October 31, 2024

#### Scope of Work (Work Description)

Execute Central Subway unit/integration test and Market Street regression test for subway sign system changes related to the Central Subway. The Vendor travels on-site for two weeks for two engineers to support test execution for both Market and Central Subway. The vendor will conduct remote analysis of test results.

Software development to address bug fixes and mitigation of issues with Automated Train Control System data feed for Central Subway. Software installation and cut-over support for any required updates.

Design and software development to support changes to transit service in Central Subway including new shuttle lines and enhanced passenger information at Chinatown station.

As consequence of denial, incorrect passenger information will not be displayed in SFMTA facilities.

### **49342-22/23**

Estimated Total Amount: \$3,000,000.00

PSC Estimated Start Date: January 1, 2023

PSC Estimated End Date: October 31, 2026



### Scope of Work (Work Description)

1. Intelligent Transportation System support
2. IT Network Infrastructure support
3. Data and Analytics Infrastructure support
4. SharePoint Administration and Migration Support
5. Java/Middleware Engineer support
6. Software Development and Administrative Support

This work is qualified for contracting out because the request is for “as needed technology consulting services and to provide specialized support to the technology short term projects and enhancement tasks from the division.” Additionally, this service was previously provided through an As-needed Technical Support contract, approved by the CSC on PSC 49064 18/19. Denial of this request will impact deliverable and operational efficiency of the Agency due to a lack of technical skill and resource constraints.

### **CONCLUSION**

The SFMTA withdrew its request that the Commission approve contract number 45050. The Agency also updated the scope of work associated with contract numbers 48236 and 49342 to exclude contractor names. Therefore, the SFMTA requests that the commission review and approve its request for personal services contract numbers 48236 and 49342.

### **RECOMMENDATION**

Adopt the revised work descriptions, approve the request for proposed personal services contract numbers 49342 22/23 and 48236 22/23; and notify the Office of the Controller and the Office of Contract Administration.

## NOTIFICATIONS

David Rojas  
San Francisco Municipal Transportation Agency  
1 South Van Ness Avenue, 6<sup>th</sup> Floor  
[david.rojas@sfmta.com](mailto:david.rojas@sfmta.com)  
415-646-2595

Kelly Jiayi Zhou  
San Francisco Municipal Transportation Agency  
1 South Van Ness Avenue, 6<sup>th</sup> Floor  
[jiayi.zhou@sfmta.com](mailto:jiayi.zhou@sfmta.com)  
415.646.2390

David Garcia  
San Francisco Municipal Transportation Agency  
1 South Van Ness Avenue, 6<sup>th</sup> Floor  
[david.garcia@sfmta.com](mailto:david.garcia@sfmta.com)  
415.646.4841

Amy Nuque  
San Francisco Municipal Transportation Agency  
1 South Van Ness Avenue, 6<sup>th</sup> Floor  
[amy.nuque@sfmta.com](mailto:amy.nuque@sfmta.com)  
415.646.2802

## **Nuque, Amy**

---

**From:** dhr-psscordinator@sfgov.org  
**Sent:** Wednesday, November 23, 2022 2:17 PM  
**To:** junko.laxamana@sfgov.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Nuque, Amy; Nuque, Amy  
**Subject:** Notice of Civil Service Action – PSC # Civil Service: 49342 - 22/23 -- 09/29/2022

The Commission adopted the following action at its meeting of November, 21, 2022:

Approved by Civil Service Commission of PSC# 49342 - 22/23, with no conditions with notice to the Office of the Controller and the Office of Contract Administration.  
<http://apps.sfgov.org/dhrrupal/node/19236>

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA Dept. Code: MTA

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

Type of Approval: [ ] Expedited [x] Regular [ ] Omit Posting

Type of Service: Professional Services

Funding Source: Local Funds PSC Duration: 4 years
PSC Amount: \$3,000,000 PSC Est. Start Date: 11/01/2022 PSC Est. End Date: 10/31/2026

1. Description of Work

A. Scope of Work:

- 1. Intelligent Transportation Systems Project Support
2. IT Network Infrastructure Support
3. Data and Analytics Infrastructure Support
4. SharePoint Administration and Migration Support
5. Java / Middleware Engineer Support
6. Salesforce Development and Administration Support

(see attached attached description)

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

As-needed Technology Consulting services to provide specialized support to the technology operations and projects by the division. Denial of this request will impact the delivery and operation efficiency of the section due to a lack of specialized technical skills or resource constraints.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

This service was previously provided through an As-needed Technical Support contract, approved by PSC 49604 18-19

D. Will the contract(s) be renewed? No

2. Union Notification: On 09/29/2022, the Department notified the following employee organizations of this PSC/RFP request: Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49342 - 22/23

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 11/21/2022

Make changes and resubmit to Civil Service Commission.

continued - 12/19/2022

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

A. Specify required skills and/or expertise:

1. Intelligent Transportation Systems Project Support
2. IT Network Infrastructure Support
3. Data and Analytics Infrastructure Support
4. SharePoint Administration and Migration Support
5. Java / Middleware Engineer Support

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

1052,1053,1054,1041,1042,1043,1044,1070,5502,5504,5506,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No

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

A. Explain why civil service classes are not applicable:

A civil service class is applicable but we need to obtain an approved position and fill the vacancy.

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

No, we can utilize the existing civil service class.

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

**YES NO**

- |  |                          |                                     |
|--|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?<br>No training will be provided.                      | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services?                                       | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?                  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 10/28/2022 BY:

Name: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

Address: 1 S. Van Ness, 6th Floor San Francisco, CA 94103

Corrected Copy

## CORRECTION

### BEFORE

- Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

#### B. Explain the qualifying circumstances:

Human Resources (HR) Divisional rep function for Finance and Information Technology division has been recently reassigned to the Tech Biz Ops section. Tech Biz Ops is requesting as-needed support while we go through the budget process to add the required positions to support the recruitment of various positions within the division. We anticipate the consultant to provide short-term support until vacancies are filled.

### AFTER

You must explain the qualifying circumstances - please include all items checked in your explanation.:

As-needed Technology Consulting services to provide specialized support to the technology short-term projects and enhancement tasks from the division.



[Printer-friendly version](#)

## 49342 - 22/23

### Type of Approval and Title

PLEASE NOTE: It is recommended that you retain a copy of this information as an MS Word file. This form is not meant to be used as an editing tool and it is possible that this record could be lost.

**NOTE: Character count is now turned for every field with the exception of the title of PSC** Please enter as much information as required. The new form will print all the information.

**FOR HISTORICAL PSCs:** Certain questions that were not asked in the original PSC require a response and will be included in the Modification PSC Form 1 when submitted. The questions are marked on the form.

Type of Approval: \*

- EXPEDITED
- REGULAR
- CONTINUED
- ANNUAL
- omit posting
- I need to recreate an existing PSC

[PSC Part 1](#)

[PSC Part 2](#)

[PSC Part 3](#)

Withdraw PSC: \*

- Not withdrawn
- Withdraw

Postpone PSC: \*

- Not Postponed
- Postpone

PSC Coordinator initiated status (NOTE: Expedited PSC REQUIRE Union Notification): \*

Ready for Review by DHR

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT

Date:

09/29/2022

Automatically generates today's date but you can change this if needed

Department Name:

MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept Designation (FAMIS):

MTA

Dept Coordinator:

Amy Nuque

Type of Service:

Professional Services

Content limited to 94 characters, remaining: 72

Category of Service:

Information Technology

Type Of Request:

Initial Request

**NOTE:** If this is a modification to an existing PSC, please [follow this link to find the original PSC request number](#). If you cannot find the original PSC, you must enter the original PSC into the system before you can submit a modification.

PSC Estimated Start Date:

PSC Estimated End Date:

display duration instead of start and end date

For all PSCs if the duration requested is 5 years or more, an explanation is required- historical PSC required:

If the request is for 5 years or more, please upload explanation:

No file chosen

Maximum file size: 52 MB

Allowed extensions: txt pdf doc

PSC Amount:

Funding Source:

Content limited to 42 characters, remaining: **31**

PSC Coordinator Address for PSC Form Line 1: \*

PSC Coordinator Address For PSC Form Line 2: \*

**Contract ID:**

This field is for the department to identify contracts. Not required and only applicable if your department wants to do its internal tracking

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**Authoring information**

[View multistep form](#)

[Printer-friendly version](#)

## 49342 - 22/23

### Type of Approval and Title

PLEASE NOTE: It is recommended that you retain a copy of this information as an MS Word file. This form is not meant to be used as an editing tool and it is possible that this record could be lost.

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**FOR HISTORICAL PSCs:** Certain questions that were not asked in the original PSC require a response and will be included in the Modification PSC Form 1 when submitted. The questions are marked on the form.

Type of Approval: \*

- EXPEDITED
- REGULAR
- CONTINUED
- ANNUAL
- omit posting
- I need to recreate an existing PSC

[PSC Part 1](#)

[PSC Part 2](#)

[PSC Part 3](#)

### Link to Additional Document or Link to Previous Database PSC:

Title:

URL:

If you want to refer to any PSC that is already in the system, please navigate to the PSC and copy and paste the link from your browser. NOTE: the link should begin with http://

[ADD ANOTHER ITEM](#)

### Upload prior or similar approved PSC:

No file chosen

Maximum file size: 50 MB

Allowed extensions: pdf txt doc

Please be sure to change the file name on your hard drive before uploading. Use only letters and numbers and be sure the extension is correct. Using other characters such as # or & will result in page not found errors.

[ADD ANOTHER ITEM](#)

### Concise Description of Proposed Work:

1. Intelligent Transportation Systems Project Support  
 2. IT Network Infrastructure Support  
 3. Data and Analytics Infrastructure Support  
 4. SharePoint Administration and Migration Support  
 5. Java / Middleware Engineer Support  
 6. Salesforce Development and Administration Support

(see attached description)

- Web page addresses and e-mail addresses turn into links automatically.
  - Allowed HTML tags: <a> <em> <strong> <cite> <code> <ul> <ol> <li> <dl> <dt> <dd>
- Lines and paragraphs break automatically.

[More information about formatting options](#)

If RFP is available on the web, please enter link info

Title:

If RFP is available on the web, please enter link info URL:

OR Upload RFP:

No file chosen

Maximum file size: 20 MB

Allowed extensions: pdf doc

If there is no link available to the RFP, please upload (size limitations apply) Please be sure to change the file name on your hard drive before uploading. Use only letters and numbers and be sure the extension is correct. Using other characters such as # or & will result in page not found errors.

Explain why this service is necessary and the consequences of denial:

As-needed Technology Consulting services to provide specialized support to the technology operations and projects by the division. Denial of this request will impact the delivery and operation efficiency of the section due to a lack of specialized technical skills or resource constraints.

Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission):

This service was previously provided through an As-needed Technical Support contract, approved by PSC 49604 18-19

Will the contract(s) be renewed?:

No

Specify required skills and/or expertise:

1. Intelligent Transportation Systems Project Support
2. IT Network Infrastructure Support
3. Data and Analytics Infrastructure Support
4. SharePoint Administration and Migration Support
5. Java / Middleware Engineer Support
6. Salesforce Development and Administration

Which, if any, civil service class normally performs this work?:

<input type="text" value="1052"/>	<input type="checkbox"/>
<input type="text" value="1053"/>	<input type="checkbox"/>
<input type="text" value="1054"/>	<input type="checkbox"/>
<input type="text" value="1041"/>	<input type="checkbox"/>
<input type="text" value="1042"/>	<input type="checkbox"/>
<input type="text" value="1043"/>	<input type="checkbox"/>
<input type="text" value="1044"/>	<input type="checkbox"/>
<input type="text" value="1070"/>	<input type="checkbox"/>
<input type="text" value="5502"/>	<input type="checkbox"/>

**Which, if any, civil service class normally performs this work?:**

5504

5506

PLEASE INCLUDE a zero (0) in front of the class number if it is less than 4 digits (0933 is correct). The PSC Coordinator should seek input from a department-designated staff member to ensure that all civil service classes that could potentially perform the work have been identified. The staff member that conducts the class review may be a human resources analyst or other staff member familiar with job classes used in the City. If no class exists that would perform the work please enter the word 'none'

**Select this link to look up classification numbers and specs.**

Type in the word "none" if there are no classes that perform this type of work. NOTE: typing "none" will send a notification to all unions in the system

ADD ANOTHER ITEM

**What efforts has the department made to obtain these services through available resources within the City?:**

The division will actively recruit positions to support functions that are long-term and utilize consultants on short-term assignments and temporary support.

**Select Unions to Notify (use CTRL/click to select multiple unions):**

- None -
- Architect & Engineers, Local 21
- Automotive Machinists, Local 1414
- Bldg Mtl & Constr Teamsters, L 853

**Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain::**

No

**Explain why civil services classes are not applicable:**

A civil service class is applicable but we need to obtain an approved position and fill the vacancy.

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

No, we can utilize the existing civil service class.

**Name and contact information for the project manager/lead of this proposed work:**

Kelly Zhou, Technology Business Operations Manager, Municipal Transportation Agency - MTA, Technology, 1 South Van Ness, 3rd Floor, 1 South Van Ness, 3rd Floor, 415-646-2390, Kelly.zhou@sfmta.com

**Will the contractor directly supervise City and County employees?: \***

- yes
- no

Will the contractor train employees? If so, please explain what that will entail; if not, explain why not.: \*

- yes
- no

Describe Training including number of hours. Indicate occupational type of employees. If no training, please explain:

No training will be provided.

Is there a plan to transition this work back to the City? Please explain why or why not - historical PSC please answer.:

Yes, through the city recruitment process.

What support will the department provide to help build internal capacity to do this work? -historical PSC, please answer:

Requesting position in the budget process for long term support needs.

Are there legal mandates requiring the use of contractual services?: \*

- yes
- no

Are there federal or state grant requirements regarding the use of contractual services?: \*

- yes
- no


Has a board or commission determined that contracting is the most effective way to provide this service?: \*

- yes
- no

Will the proposed work be completed by a contractor that has a current personal services contract with your department: \*

- yes
- no


**Any Additional Documents:**

 49604-1819\_mta\_08272019\_mod\_1.pdf  
 106.65 KB  
 application/pdf

Description:  
49604 18/19 mod 1 approval

List

REMOVE

 concise\_description\_of\_proposed\_work.pdf  
 98.95 KB  
 application/pdf

**Any Additional Documents:**

Description:

Concise description of Proposed Work

List

REMOVE

 tddc\_msa\_exhibits\_a-d.pdf

299 KB

application/pdf

Description:

TDDC MSA Exhibits A-D

List

REMOVE

 09-29-22\_union\_review.pdf

111.18 KB

application/pdf

Description:

09-29-22 Union Review

List

REMOVE

 10-28-22\_dhr\_review.pdf

106.11 KB

application/pdf

Description:

10-28-22 DHR Review

List

REMOVE

Please be sure to change the file name on your hard drive before uploading. Use only letters and numbers and be sure the extension is correct. Using other characters such as # or & will result in page not found errors.

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## 49342 - 22/23

### Type of Approval and Title

PLEASE NOTE: It is recommended that you retain a copy of this information as an MS Word file. This form is not meant to be used as an editing tool and it is possible that this record could be lost.

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Type of Approval: \*

- EXPEDITED
- REGULAR
- CONTINUED
- ANNUAL
- omit posting
- I need to recreate an existing PSC

[PSC Part 1](#)

[PSC Part 2](#)

[PSC Part 3](#)

### Link to Additional Document or Link to Previous Database PSC:

Title:

URL:

If you want to refer to any PSC that is already in the system, please navigate to the PSC and copy and paste the link from your browser. NOTE: the link should begin with http://

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### Upload prior or similar approved PSC:

No file chosen

Maximum file size: 50 MB

Allowed extensions: pdf txt doc

Please be sure to change the file name on your hard drive before uploading. Use only letters and numbers and be sure the extension is correct. Using other characters such as # or & will result in page not found errors.

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### Concise Description of Proposed Work:

1. Intelligent Transportation Systems Project Support  
 2. IT Network Infrastructure Support  
 3. Data and Analytics Infrastructure Support  
 4. SharePoint Administration and Migration Support  
 5. Java / Middleware Engineer Support  
 6. Salesforce Development and Administration Support

(see attached description)

- Web page addresses and e-mail addresses turn into links automatically.
  - Allowed HTML tags: <a> <em> <strong> <cite> <code> <ul> <ol> <li> <dl> <dt> <dd>
- Lines and paragraphs break automatically.

[More information about formatting options](#)



If RFP is available on the web, please enter link info

Title:

If RFP is available on the web, please enter link info URL:

OR Upload RFP:

No file chosen

Maximum file size: 20 MB

Allowed extensions: pdf doc

If there is no link available to the RFP, please upload (size limitations apply) Please be sure to change the file name on your hard drive before uploading. Use only letters and numbers and be sure the extension is correct. Using other characters such as # or & will result in page not found errors.

Explain why this service is necessary and the consequences of denial:

As-needed Technology Consulting services to provide specialized support to the technology operations and projects by the division. Denial of this request will impact the delivery and operation efficiency of the section due to a lack of specialized technical skills or resource constraints.

Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission):

This service was previously provided through an As-needed Technical Support contract, approved by PSC 49604 18-19

Will the contract(s) be renewed?:

No

Specify required skills and/or expertise:

1. Intelligent Transportation Systems Project Support
2. IT Network Infrastructure Support
3. Data and Analytics Infrastructure Support
4. SharePoint Administration and Migration Support
5. Java / Middleware Engineer Support
6. Salesforce Development and Administration

Which, if any, civil service class normally performs this work?:

<input type="text" value="1052"/>	<input type="checkbox"/>
<input type="text" value="1053"/>	<input type="checkbox"/>
<input type="text" value="1054"/>	<input type="checkbox"/>
<input type="text" value="1041"/>	<input type="checkbox"/>
<input type="text" value="1042"/>	<input type="checkbox"/>
<input type="text" value="1043"/>	<input type="checkbox"/>
<input type="text" value="1044"/>	<input type="checkbox"/>
<input type="text" value="1070"/>	<input type="checkbox"/>
<input type="text" value="5502"/>	<input type="checkbox"/>

**Which, if any, civil service class normally performs this work?:**

5504

5506

PLEASE INCLUDE a zero (0) in front of the class number if it is less than 4 digits (0933 is correct). The PSC Coordinator should seek input from a department-designated staff member to ensure that all civil service classes that could potentially perform the work have been identified. The staff member that conducts the class review may be a human resources analyst or other staff member familiar with job classes used in the City. If no class exists that would perform the work please enter the word 'none'

**Select this link to look up classification numbers and specs.**

Type in the word "none" if there are no classes that perform this type of work. NOTE: typing "none" will send a notification to all unions in the system

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**What efforts has the department made to obtain these services through available resources within the City?:**

The division will actively recruit positions to support functions that are long-term and utilize consultants on short-term assignments and temporary support.

**Select Unions to Notify (use CTRL/click to select multiple unions):**

- None -
- Architect & Engineers, Local 21
- Automotive Machinists, Local 1414
- Bldg Mtl & Constr Teamsters, L 853

**Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain::**

No

**Explain why civil services classes are not applicable:**

A civil service class is applicable but we need to obtain an approved position and fill the vacancy.

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

No, we can utilize the existing civil service class.

**Name and contact information for the project manager/lead of this proposed work:**

Kelly Zhou, Technology Business Operations Manager, Municipal Transportation Agency - MTA, Technology, 1 South Van Ness, 3rd Floor, 1 South Van Ness, 3rd Floor, 415-646-2390, Kelly.zhou@sfmta.com

**Will the contractor directly supervise City and County employees?: \***

- yes
- no

Will the contractor train employees? If so, please explain what that will entail; if not, explain why not.: \*

- yes
- no

Describe Training including number of hours. Indicate occupational type of employees. If no training, please explain:

No training will be provided.

Is there a plan to transition this work back to the City? Please explain why or why not - historical PSC please answer.:

Yes, through the city recruitment process.

What support will the department provide to help build internal capacity to do this work? -historical PSC, please answer:

Requesting position in the budget process for long term support needs.

Are there legal mandates requiring the use of contractual services?: \*

- yes
- no

Are there federal or state grant requirements regarding the use of contractual services?: \*

- yes
- no


Has a board or commission determined that contracting is the most effective way to provide this service?: \*

- yes
- no

Will the proposed work be completed by a contractor that has a current personal services contract with your department: \*

- yes
- no


**Any Additional Documents:**

 [49604-1819\\_mta\\_08272019\\_mod\\_1.pdf](#)  
 106.65 KB  
 application/pdf

Description:  
49604 18/19 mod 1 approval

List

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 [concise\\_description\\_of\\_proposed\\_work.pdf](#)  
 98.95 KB  
 application/pdf

**Any Additional Documents:**

Description:

Concise description of Proposed Work

List

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 tddc\_msa\_exhibits\_a-d.pdf

299 KB

application/pdf

Description:

TDDC MSA Exhibits A-D

List

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 09-29-22\_union\_review.pdf

111.18 KB

application/pdf

Description:

09-29-22 Union Review

List

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 10-28-22\_dhr\_review.pdf

106.11 KB

application/pdf

Description:

10-28-22 DHR Review

List

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Reason for Request:

- Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations. "Transitional situations" are those instances when contracting out is needed to bridge relatively short periods of time, such as during organizational restructuring that may be mandated by law or policy, or to facilitate a department's efforts to contract in services.
- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees.
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).
- Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).
- 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).

You must explain the qualifying circumstances - please include all items checked in your explanation.:

As-needed Technology Consulting services to provide specialized support to the technology short-term projects and enhancement tasks from the division.

Is there a plan to transition this work back to the City? If so, please explain. If not, explain why not:

Yes, pending position approval and vacancies to be filled.

other

— **Authoring information**

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