



**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 41879-22/23; 41452-22/23; 42484-22/23; 47060-22/23; 42585-22/23; 44431-22/23; 49824-22/23; 40710-22/23; 47576-22/23; 42540-21/22; 42186-21/22; 44360-16/17; 43237-16/17; AND 42060-17/18.

The above matter will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) in Room 400, City Hall, 1 Dr. Goodlett Place, San Francisco, California 94102 and through Cisco WebEx to be held on **December 19, 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 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

Attachments

Cc: Cynthia Avakian, Airport
Elisa Baeza, Juvenile Probation
Alexander Burns, Public Works
Johanna Gendelman, Human Services Agency
Shawndrea Hale, Public Utilities Commission
Daniel Kwon, Public Utilities Commission
Vincent Lee, Police Department
Amy Nuque, Municipal Transportation Agency
Elaine Walters, Fire Department
Esperanza Zapien, Human Services Agency
Commission File
Commissioners' Binder
Chron

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (628) 652-1100. The fax number is (628) 652-1109. The email address is civilservice@sfgov.org 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: December 2, 2022

To: The Honorable Civil Service Commission

Through: Carol Isen
Human Resources Director

From: Cynthia Avakian, AIR
Esperanza Zapien / Johanna Gendelman, HSA
Elisa Baeza, JUV
Shawndrea Hale / Daniel Kwon, PUC
Alexander Burns, DPW
Elaine Walters, FIR
Amy Nuque, MTA
Vincent Lee, POL

Subject: **Personal Services Contracts Approval Request**

This report contains fourteen (14) 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
\$32,780,150	\$133,799,453	\$1,253,412,331

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POSTING FOR

December 19, 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>41879 - 22/23</u>	AIRPORT COMMISSION	\$7,000,000.00	<p>Project management support services are needed at the San Francisco International Airport (Airport) for the Airport Infrastructure Modernization Program (IMP). The Airport-wide services are for all underground infrastructure (water, sewer, storm, industrial waste, electrical, tele-communications, gas, and fuel piping) and include assessment and surveys of existing utilities, data input into the geographical information system (GIS) base-map, utilities computer modeling, and implementation planning. These services will consolidate the previously approved Utilities Infrastructure Master Plan (PSC 49399-15/16) which focused on data collection and engineering analysis to develop scoping documents, with all utility recommendation reports, planned resiliency and adaptation goals, and develop a holistic approach to scoping projects with schedules and budgets that align with Airport capital improvement goals.</p>	January 1, 2023	June 30, 2027	REGULAR
<u>41452 - 22/23</u>	HUMAN SERVICES	\$2,500,000.00	<p>Panoramic will provide maintenance services, user support, analysis, research and procedure development, banking activities, and test applications for the use of PA Pro, PG Pro, RP</p>	July 1, 2023	June 30, 2028	REGULAR

PSC No Dept Designation PSC Amount Description of Work PSC Estimated Start Date PSC Estimated End Date Type of Approval

			<p>Pro, and Vet Pro by the Department of Aging and Adult Services (DAAS). PA Pro, PG Pro, RP Pro, and Vet Pro are web-based client-tracking database that supports the staff in case management and fiscal accounting.</p> <p>Contractor previously granted the City a non-exclusive and non-transferable perpetual license to use the PA Pro, PG Pro, RP Pro, and Vet Pro software.</p> <p>For Public Administrator/Public Guardian and Rep Payees (PA/PG/RP): Electronic development and support services to include database management. Contractor will provide outstanding customer service and support, being readily available for all types of Support Requests. Contractor will ensure the functionality of Reporting Tools, which enables DAAS to keep clients eligible for Medi-Cal, saving the city money in health care costs.</p> <p>For County Veterans Service Office (CVOS): Electronic development and support services to include database management to State and County Veterans Service Office who utilize the CDVA mandated Vet Pro software. Contractor will provide outstanding customer service support, being readily available via various media types with geographically targeted design based on office locale and regional demographics. Contractor will manage quality control and alerts for the Annual Audit performed by the state in order to properly account for Medi-Cal Cost Avoidance. Contractor will ensure CVSO's ability to</p>			
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<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			submit electronic reports mandated by CDVA, a requirement which enables CVSO to receive Subvention, Medi-Cal Cost Avoidance, and License Plate monies. Contractor will design, test, and deploy a Referral Add-On enhancement module into the SFPG application as desired.			
			The purpose is to reduce the risk of eviction of Adult Protective Services (APS) clients who are in violation of San Francisco health or building codes as a result of conditions of hoarding, clutter, and/or squalor. This service will promote stable housing for vulnerable older adults and adults with disabilities by providing heavy cleaning and/or necessary unit preparation for pest management services for those clients who are living in hazardous conditions when client is unable to afford private services. Contractor shall: 1. • recommend and provide heavy cleaning and pest abatement preparation services and essential laundry 2. perform heavy cleaning and/or the coordination of pest management services as specified and coordinated by APS (Adult Protective Services). 3 provide one-time pest treatment preparation services. Pests include: bedbugs, lice, roaches, fleas, rodents and/or other pests	July 1, 2023	June 30, 2028	REGULAR
<u>42484 - 22/23</u>	HUMAN SERVICES	\$3,200,000.00				
<u>47060 - 22/23</u>	JUVENILE PROBATION	\$500,000.00	The Juvenile Probation Department (JPD) seeks to contract consultants to create a conceptual design for and assess design	January 1, 2023	December 31, 2026	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>feasibility of the replacement of the Juvenile Justice Center (Juvenile Hall), so that the City can begin the process of moving forward toward a new place of detention that is youth-centered, rehabilitative, and trauma-informed, with expanded community alternatives. To inform the conceptual design, a community and stakeholder input process should be conducted. Contractor resulting from this PSC will facilitate this process.</p> <p>The Program will provide cost-effective energy efficiency through retrofits and direct installation of equipment for businesses and organizations in the food service sector. CleanPowerSF will solicit and contract for this work from an Energy Service Company (ESCO).</p> <p>The ESCO will provide turnkey professional services including: customer acquisition and conducting customer pre-qualification and securing customer consent energy audits and site visits (that may be virtual) of the customer's facility to assess energy savings opportunities, execution of a contract between the ESCO and the customer, and subcontracting the installation of energy efficiency measures identified in the energy audit. The ESCO will conduct installation via its pool of pre-qualified and vetted installation contractors. Each installation contractor will work with the customer to schedule and install the measures selected. The ESCO will also conduct commissioning and training as needed.</p>	October 17, 2022	October 17, 2026	REGULAR
<u>42585 - 22/23</u>	PUBLIC UTILITIES COMMISSION	\$3,800,000.00				

<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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The San Francisco Public Utilities Commission (SFPUC) is launching a Pilot Residential Green Infrastructure Grant Program and seeks to retain the services of a qualified Program Administrator to assist the SFPUC with the implementation of the Program. This new pilot Program will test new technologies on residential properties, encourage residential property owners to manage stormwater on-site, improve sewer collection system performance during wet weather, and educate San Franciscans on the collection system and stormwater management. This professional services contract will be used to fund a short-term, pilot-scale program to test a new grant administration structure and deliver a limited number of projects. The lessons learned from the results of this contract will contribute to future budgeting and staffing for the Residential Green Infrastructure Grant Program.

The Program Administrator will be responsible for program administration, financial management, property owner outreach and coordination, project management, and reporting for the installation of green stormwater infrastructure facilities on residential properties in San Francisco. The Program Administrator will conduct outreach to interested homeowners and recruit them to participate in the Program through workshops, outreach collateral, and site visits. The Program Administrator will assess residential properties and support homeowners in developing applications for grant funding. The Program

PUBLIC UTILITIES COMMISSION

\$300,000.00

November 1, 2022
January 31, 2024

REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>Administrator will issue payments to homeowners for the cost of design and construction services to build green stormwater infrastructure projects on their properties. The Program Administrator will also provide customer service, collect and manage data, and submit monthly reports on Program performance to the SFPUC.</p> <p>The San Francisco Public Utilities Commission (SFPUC) is seeking specialized technical consultant support to (1) identify new and existing small, local businesses to receive technical assistance and business consulting at the Contractors Assistance Center to better compete for City-funded contracting opportunities; (2) consult with, advise, and support small, local contractors and consultants to improve and reinforce beneficial administrative and business practices and the development, accuracy, and competency of their technical work product, including, but not limited to estimates, quotes, bids, proposals, project schedules, health and safety plans, business operations plans and negotiation strategies; and (3) develop national best practices and tools to reduce barriers to contracting for small, local businesses to increase the participation of Local Business Enterprises (LBEs), including women-owned and minority-owned businesses, on the SFPUC’s mission-critical projects.</p> <p>Additionally, the SFPUC is seeking short-term consultant support and staff augmentation</p>	June 2, 2023	April 1, 2028	REGULAR
<u>49824 - 22/23</u>	PUBLIC UTILITIES COMMISSION	\$1,500,000.00				

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<u>40710 - 22/23</u>	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$1,600,000.00	Provide specialized services in Historic Preservation to support Public Works' design staff on an as-needed basis. This contract will provide weed and vegetation removal services for San Francisco Public Works (SFPW) on an as-needed basis on various hillsides, including those with steep slopes, within San Francisco geographical limits.	December 19, 2022	December 31, 2029	REGULAR
<u>47576 - 22/23</u>	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$500,000.00	The Contractor will perform hillside weed abatement, which includes but is not limited to, removal of weeds and vegetation, managing grasses and brush/small trees, pruning and removal of woody vegetation, raking and hauling away of cleared vegetation. Manual methods include hand-pulling and trimming with clippers and other hand tools. Mechanical methods include use of string trimmers and weed whackers.	December 1, 2022	November 30, 2027	REGULAR
		TOTAL AMOUNT \$20,900,000				

POSTING FOR

December 19, 2022

PROPOSED PERSONAL SERVICES CONTRACTS – MODIFICATION

<u>PSC Number</u>	<u>Commission Hearing Date</u>	<u>Department</u>	<u>Additional Amount</u>	<u>Cumulative Total</u>	<u>Description</u>	<u>Start Date</u>	<u>End Date</u>	<u>Approval Type</u>
<u>42540 - 21/22 - MODIFICATIONS</u>	December 19, 2022	FIRE DEPARTMENT -- FIR	\$2,350,000	\$3,600,000	The San Francisco Fire Department (SFFD) has approximately 50 emergency generators located at its Fire Stations and other critical facilities. Repair, maintenance, and testing of the San Francisco Fire Department Emergency Generators is an integral part of maintaining optimal operational readiness in the event of an emergency. When these generators are inoperable due to mechanical issues or needing repairs or	11/17/2022	10/31/2029	REGULAR

<u>PSC Number</u>	<u>Commission Hearing Date</u>	<u>Department</u>	<u>Additional Amount</u>	<u>Cumulative Total</u>	<u>Description</u>	<u>Start Date</u>	<u>End Date</u>	<u>Approval Type</u>
					basic maintenance, our mission is compromised. A draft scope of work is attached.			
					To provide an online resource directory (ORD) to help connect San Francisco older adults and adults with disabilities to services, resources, and providers citywide. The ORD will serve as a searchable repository of resources spanning a wide range of service domains, including healthcare, housing, caregiving assistance, public benefits, and social and recreational spaces.	12/01/2022	06/30/2025	REGULAR
<u>42186 - 21/22 - MODIFICATIONS</u>	December 19, 2022	HUMAN SERVICES -- DSS	\$3,230,150	\$4,137,650				
<u>44360 - 16/17 - MODIFICATIONS</u>	December 19, 2022	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$0	\$3,000,000	Contractor to conduct comprehensive environmental review (EIR) and	01/17/2021	04/17/2024	REGULAR

PSC Number	<u>Commission Hearing Date</u>	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					transportation impact study of the SFMTA's Facilities Framework (Framework), the guiding document for capital improvements to SFMTA operations, maintenance, and support facilities for meeting transit fleet growth and support functions through 2040. Contractor to prepare and publish findings as required by the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).			
43237 - 16/17 - MODIFICATIONS	December 19, 2022	POLICE -- POL	\$300,000	\$575,000	Contractors will provide veterinary care for City service dogs primarily with the San Francisco Police Department (SFPD) and possibly other City departments, such	07/01/2023	06/30/2026	REGULAR

PSC Number	<u>Commission Hearing Date</u>	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					<p>as the San Francisco District Attorney's Office (SFDA). Currently the SFPD has 12 service dogs and the SFDA has 2 therapy dogs. Services required will include, but will not be limited to, 24 hour emergency care, routine care, medical consultation, surgery and surgery-related care, dental care, injections, vaccinations, prescription medicine and food, radiology and laboratory work.</p> <p>The proposed work is to provide As-Needed Construction Management Services to augment City construction management staff as necessary. These</p>			
42060 - 17/18 - MODIFICATIONS	December 19, 2022	PUBLIC UTILITIES COMMISSION - PUC	\$6,000,000	\$18,000,000		09/13/2022	01/02/2024	REGULAR

PSC Number	<u>Commission</u> <u>Hearing</u> <u>Date</u>	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					services may include, but are not limited to, construction contract management, construction inspection, project controls, environmental inspection, environmental monitoring, supplier quality surveillance, special laboratory testing, start-up & testing assistance, commissioning, surveying, construction safety inspection and document control.			

TOTAL AMOUNT \$11,880,150

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Infrastructure Modernization Program - Project Management Support Services

Funding Source: Airport Capital Funds

PSC Amount: \$7,000,000

PSC Est. Start Date: 01/01/2023

PSC Est. End Date
06/30/2027

1. Description of Work

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

Project management support services are needed at the San Francisco International Airport (Airport) for the Airport Infrastructure Modernization Program (IMP). The Airport-wide services are for all underground infrastructure (water, sewer, storm, industrial waste, electrical, tele-communications, gas, and fuel piping) and include assessment and surveys of existing utilities, data input into the geographical information system (GIS) base-map, utilities computer modeling, and implementation planning. These services will consolidate the previously approved Utilities Infrastructure Master Plan (PSC 49399-15/16) which focused on data collection and engineering analysis to develop scoping documents, with all utility recommendation reports, planned resiliency and adaptation goals, and develop a holistic approach to scoping projects with schedules and budgets that align with Airport capital improvement goals.

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

Services are necessary to develop Airport-wide IMP capital projects to support the existing and upcoming Airport facilities development including terminals and support facilities. The Airport's existing underground infrastructure is deteriorating and at risk of continued failures. Denial of this service would result in utilities failure, system outages, and lost revenue for the Airport.

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 previous scope of work, approved under PSC 49399-15/16, focused on data collection and engineering analysis to develop scoping documents. This PSC is intended to support the IMP which will refine that developed scope by incorporating recommendations from recent infrastructure studies and planned resiliency and adaptation goals set forth by the Airport.

D. Will the contract(s) be renewed?

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

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This scope is short-term in nature and will result in the actionable projects for design and construction. There isn't a long-term need for the City to maintain these services as they will no longer be needed once the capital improvement program is completed.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Required skills included special expertise in utility assessments and surveys, computer modeling, GIS data input and validation, infrastructure resiliency and adaptation, and program level estimating, scheduling, and technical planning services as required for the IMP.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1044, IS Engineer-Principal; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer; 5310, Survey Assistant I; 5312, Survey Assistant II; 5314, Survey Associate;
- 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?

A Notice of Intent (NOI) was sent May 31, 2022 to the following departments: Public Utilities Commission, Department of Public Works, Port of San Francisco, and the San Francisco Municipal Transportation Agency. The requested response deadline for the NOI was June 14, 2022. No responses were received.

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

- A. Explain why civil service classes are not applicable.
Civil service classes do not possess the specialized expertise and experience in large-scale program development as required by the IMP. The IMP is in its infancy and requires an array of planning services to identify appropriate scopes, schedules, and budgets.
- 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, these services will not continue beyond the implementation of the IMP.

6. Additional Information

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

- 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 10/14/2022, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41879 - 22/23

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 12/19/2022

Civil Service Commission Action:

Receipt of Union Notification(s)

Ricardo Valle (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfso.com
Sent: Friday, October 14, 2022 12:42 PM
To: Cynthia Avakian (AIR); Laxamana, Junko (DBI); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; l21pscreview@ifpte21.org; Ricardo Valle (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41879 - 22/23

RECEIPT for Union Notification for PSC 41879 - 22/23 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 41879 - 22/23 for \$7,000,000 for Initial Request services for the period 01/01/2023 – 06/30/2027. Notification of 30 days (60 days for SEIU) is required.

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

<https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F18967&data=05%7C01%7Cricardo.e.valle%40flysfso.com%7Cdfc4ea45783647f1f54e08daae1cfc1d%7C22d5c2cfce3e443d9a7fdfcc0231f73f%7C0%7C0%7C638013736757527528%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&reserved=0> 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: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Project Management Support Services- Utilities Infrastructure Master Plan

Funding Source: General Airport Revenue Bonds

PSC Amount: \$10,000,000

PSC Est. Start Date: 09/01/2016

PSC Est. End Date
06/30/2021

1. Description of Work

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

Project management consultant services are required at the San Francisco International Airport ("Airport" or "SFO") for the Airport-wide underground utilities infrastructure master plan (UIMP). Services include assessment of existing utilities, field surveys of underground utilities, data input into the geographical information system (GIS) base-map, analysis of utility load, utilities computer modeling, and analysis of life cycle costs.

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

Services are necessary to develop Airport-wide underground utilities capital projects to support the existing and upcoming Airport facilities development including terminals, hotel, consolidated administration campus, and support facilities. The majority of the Airport's existing underground utilities are decaying, nearing end of life, and at risk of failure. Denial of this service would result in utilities failure, system outages, and lost revenue for the Airport.

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

This is a new service.

D. Will the contract(s) be renewed?

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

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Short-term expertise is required for the Utilities Infrastructure Master Plan (UIMP) for upcoming Airport facilities development.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Required skills include special expertise in utilities assessments, capacity studies, computer modeling, and GIS.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer; 5310, Survey Assistant I; 5312, Survey Assistant II; 5314, Survey Associate;
- 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?

A Notice of Intent (NOI) for these services was issued on June 7, 2016 to the following City departments: Public Utilities Commission, Port, Department of Public Works, and Municipal Transportation Agency. The requested response deadline for the NOI is June 22, 2016. To date, no responses have been received.

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

- A. Explain why civil service classes are not applicable.
Civil service classes do not possess the special expertise in utilities assessment and capacity studies required for the Utilities Infrastructure Master Plan (UIMP).
- 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 these services will not continue beyond the development of the UIMP.

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 anticipated as the services will not be required beyond the development of the UIMP.
- 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 06/20/2016, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21

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

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

Address: PO Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49399 - 15/16

DHR Analysis/Recommendation:

action date: 08/15/2016

Commission Approval Required

Approved by Civil Service Commission

08/15/2016 DHR Approved for 08/15/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS

Dept. Code: DSS

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

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

Type of Service: IT licensing and maintenance

Funding Source: State, Federal and local funds

PSC Amount: \$2,500,000

PSC Est. Start Date: 07/01/2023

PSC Est. End Date
06/30/2028

1. Description of Work

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

Panoramic will provide maintenance services, user support, analysis, research and procedure development, banking activities, and test applications for the use of PA Pro, PG Pro, RP Pro, and Vet Pro by the Department of Aging and Adult Services (DAAS). PA Pro, PG Pro, RP Pro, and Vet Pro are web-based client-tracking database that supports the staff in case management and fiscal accounting.

Contractor previously granted the City a non-exclusive and non-transferable perpetual license to use the PA Pro, PG Pro, RP Pro, and Vet Pro software.

For Public Administrator/Public Guardian and Rep Payees (PA/PG/RP): Electronic development and support services to include database management. Contractor will provide outstanding customer service and support, being readily available for all types of Support Requests. Contractor will ensure the functionality of Reporting Tools, which enables DAAS to keep clients eligible for Medi-Cal, saving the city money in health care costs.

For County Veterans Service Office (CVOS): Electronic development and support services to include database management to State and County Veterans Service Office who utilize the CDVA mandated Vet Pro software. Contractor will provide outstanding customer service support, being readily available via various media types with geographically targeted design based on office locale and regional demographics. Contractor will manage quality control and alerts for the Annual Audit performed by the state in order to properly account for Medi-Cal Cost Avoidance. Contractor will ensure CVSO's ability to submit electronic reports mandated by CDVA, a requirement which enables CVSO to receive Subvention, Medi-Cal Cost Avoidance, and License Plate monies.

Contractor will design, test, and deploy a Referral Add-On enhancement module into the SFPG application as desired.

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

This service is required to process and manage client and court mandated information, and are necessary for the daily operations of the Agency. Without these services, DAS operations would be severely disrupted and the Agency could not fulfill welfare and institutions code compliance

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 by 2 previous PSC: 43367-17/18 and PSC 2006-08/09

D. Will the contract(s) be renewed?

Yes

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
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 lacks proprietary software designed to provide web-based client-tracking that supports HSA staff in case management and fiscal accounting.

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

A. Specify required skills and/or expertise: Panoramic Software, Inc, is a sole source provider with proprietary rights to the Software-as-a-Solution (SaaS) by providing software licenses for use by the department. It is very specialized in programming to integrate, manage and support client data. This requires specialized knowledge, both in IT and program to ensure compliance mandates

B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1063, IS Programmer Analyst-Senior;

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

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

This service is highly specialized and proprietary with the expertise to integrate, manage and support the City systems involved with critical compliance mandates.

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 proprietary business solution that are used by multiple agencies across many states and counties that use inter-county data reporting, sharing and system wide compliance at all levels. Creating IT-based support systems for the Agency is a very specialized service.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, as the work needed would need to span and coordinate with multiple municipalities. This work is highly specialized and would best be performed by an independent organization that has specific expertise with similar projects and systems.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

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

Yes. Training may be necessary for the end users of the product. These will probably be on-line and in-application training. End users are Agency staff and others who work with the system.

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 09/20/2022, the Department notified the following employee organizations of this PSC/RFP request:

; Management & Superv Local 21; 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: johanna_gendelman Phone: 415-557-5507 Email: johanna.gendelman@sfgov.org

Address: 1650 Mission Street Suite 500 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41452 - 22/23

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 12/19/2022

Civil Service Commission Action:

Receipt of Union Notification(s)

Gendelman, Johanna (HSA)

From: dhr-psccordinator@sfgov.org on behalf of johanna.gendelman@sfgov.org
Sent: Tuesday, September 20, 2022 2:40 PM
To: Gendelman, Johanna (HSA); max.porter@seiu1021.org; Jason Klumb; sarah.wilson@seiu1021.org; Thomas Vitale; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Wendy Frigillana; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; 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; Gendelman, Johanna (HSA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41452 - 22/23

RECEIPT for Union Notification for PSC 41452 - 22/23 more than \$100k

The HUMAN SERVICES --DSS has submitted a request for a Personal Services Contract (PSC) 41452 - 22/23 for \$2,500,000 for Initial Request services for the period 07/01/2023 – 06/30/2028. 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/19186> 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: HUMAN SERVICESDept. Code: DSSType of Request: Initial Modification of an existing PSC (PSC # 43367 - 17/18)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Information Technology System SolutionsFunding Source: County, State, FederalPSC Original Approved Amount: \$26,000,000PSC Original Approved Duration: 07/01/18 - 06/30/23 (5 years)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 07/01/18-06/30/24 (1 year 1 day)PSC Cumulative Amount Proposed: \$26,000,000PSC Cumulative Duration Proposed: 6 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Services are for the design, access, and support of information technology system solutions for the Human Services Agency. Information technology system solutions are defined as technology based systems that assist the HSA staff and clients by providing Database Applications; Client Management Software; Management Information Systems; Client Assessment Systems; Program Evaluation Systems; Program Assessment Systems ; IT System Consulting; Cloud Services;Transportation Management/Scheduling Software; Website Creation & Content Development Applications; and other ancillary services including training, technical support, installations, and upgrades of HSA's information technology system solutions.

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

These services are required to process and manage client and court mandated information, and are necessary for the day to day operation of the Agency. Without these services, operations would be interrupted and the Agency could not fulfill welfare and institutions code compliance.

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 43367 - 17/18

D. Will the contract(s) be renewed?

Yes, based upon funding, performance and procurement.

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:

Generally, the HSA issues solicitations and contracts for an initial 3 year period with an option to renew for an additional 2 years depending on performance, need, and fund availability.

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

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

Other (be specific and attach any relevant supporting documents):

REASON FOR CHECKING OTHER:

This PSC is being created to divide the HSA's previous grouped supportive services PSC in to a more definitive IT system services PSC. We are narrowing the focus of existing PSCs for existing contracts.

Explain the qualifying circumstances:

These are generally for large scale IT projects that require both technological knowledge as well as knowledge on a particular field of social services. Examples might include developing a database to track service openings in child care or data analytical systems off of a state wide database.

B. Reason for the request for modification:

To extend the PSC for one additional year.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Creating IT based supportive systems is a very specialized service in programming and the expertise to integrate, manage, and support these systems requires specialized knowledge of the contracted system and compliance mandates. These tend to be proprietary business solutions that have been previously developed and are used by multiple agencies across many states and counties.

B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1063, IS Programmer Analyst-Senior;

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.

These services are mostly proprietary business solutions that are used by multiple agencies across many states and counties in packages that utilize inter-county data reporting, sharing, and system-wide compliance updates at all levels. Creating IT based supportive systems for the HSA is a very specialized service and the expertise to integrate, manage, and support these systems requires specialized knowledge of the system.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No as the work needed would need to span and coordinate with multiple municipalities and/or the project is highly specialized and would best to be performed by an independent organization that has specific expertise with similar projects.

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.
Training is on the use of the final product for end-users. These are mostly online or in-application but can be intermittently on-site a few times per year as needed. End-users are HSA staff and others who work directly with HSA clients to through contracted services and programs.
- 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 09/08/21, the Department notified the following employee organizations of this PSC/RFP request:
SEIU Local 1021; Professional & Tech Engrs, SFAPP; Professional & Tech Engrs, Local 21; 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: Phone: 557-5657 Email: esperanza.zapien@sfgov.org

Address: 1650 Mission St #300, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43367 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 10/12/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS

Dept. Code: DSS

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

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

Type of Service: APS Heavy Cleaning and Pest Control Preparation

Funding Source: 70% state and 30% county

PSC Amount: \$3,200,000

PSC Est. Start Date: 07/01/2023

PSC Est. End Date
06/30/2028

1. Description of Work

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

The purpose is to reduce the risk of eviction of Adult Protective Services (APS) clients who are in violation of San Francisco health or building codes as a result of conditions of hoarding, clutter, and/or squalor. This service will promote stable housing for vulnerable older adults and adults with disabilities by providing heavy cleaning and/or necessary unit preparation for pest management services for those clients who are living in hazardous conditions when client is unable to afford private services. Contractor shall:

1. • recommend and provide heavy cleaning and pest abatement preparation services and essential laundry
2. perform heavy cleaning and/or the coordination of pest management services as specified and coordinated by APS (Adult Protective Services).
- 3 provide one-time pest treatment preparation services. Pests include: bedbugs, lice, roaches, fleas, rodents and/or other pests

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

The purpose of the service is reduce the risk of eviction for Adult Protective Services (APS) clients who are in violation of SF Health & Safety Codes. These violations are typically brought about by conditions of severe hoarding and/or filth within the client's residence, which may be compounded by infestations of bedbugs, lice, roaches, fleas, rodents and/or other pests. The program's clients are elderly or dependent adults that are incapable of self-care and self-protection due to physical or mental limitations, incompetence or poor health. This service is essential in assisting the most vulnerable clients of APS to maintain their housing and care in the community. If denied, many of these clients would be evicted and enter into homelessness.

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.

Service was provided in the past under PSC 49961-18/19

D. Will the contract(s) be renewed?

Yes, probably

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Services are as needed; City does not have pest control equipment or hauling trucks, conflict of interest with client in violation of SF health and safety codes

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The vendor will perform heavy cleaning, removal of debris and pest control preparation and treatment, according to Integrated Pest Management (IPM) best practices. Vendor will follow industry safety precautions and standards, and use only industry approved safety equipment in the performance of all duties. These are very specialized fields that requires the necessary industry knowledge and skills in order to perform effectively.
- B. Which, if any, civil service class(es) normally perform(s) this work? 3424, Integrated Pest Mgmt Specialist; 3425, Senior Integrated Pest Mgmt Sp;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide the equipment related to pest control such as Hazmat protective gear, dumping containers and hauling truck.

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

HSA has not made efforts to obtain these services through civil service positions. The removal of certain pests such as bedbugs, lice, roaches, fleas and rodents and heavy cleaning and laundry, packaging of personal effects prior to pest control treatment is not a city staff responsibility. Further, these services are required on an as-needed basis. 3424 & 3425 classifications are defined for pest management and inspections of trees, shrubs, grass, right of ways (road, flood control channels, transportation corridors, lots, landscaping and easements. However, 3424 and 3425 do not cover private residential premises

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

- A. Explain why civil service classes are not applicable.
these services are required on an as-needed basis. 3424 & 3425 classifications are defined for pest management and inspections of trees, shrubs, grass, right of ways (road, flood control channels, transportation corridors, lots, landscaping and easements. However, 3424 and 3425 do not cover private residential premises. there would also be a conflict of interest as the clients are facing probable eviction due to the City Health and Building Code violations.

- 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, services are as needed and there is also a conflict of interest

6. Additional Information

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

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

7. Union Notification: On 09/16/2022, the Department notified the following employee organizations of this PSC/RFP request:
Laborers, Local 261

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

Name: johanna.gendelman Phone: 415-557-5507 Email: johanna.gendelman@sfgov.org

Address: 1650 Mission Street Suite 500 San Francisco, CA 94102

PSC# 42484 - 22/23

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 12/19/2022

Civil Service Commission Action:

Receipt of Union Notification(s)

Gendelman, Johanna (HSA)

From: Theresa Foglio <laborers261@gmail.com>
Sent: Tuesday, November 22, 2022 3:23 PM
To: Gendelman, Johanna (HSA)
Cc: DHR-PSCCoordinator, DHR (HRD)
Subject: Re: Receipt of Notice for new PCS over \$100K PSC # 42484 - 22/23

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

Greetings,

Thank you so much for meeting with the union answering questions and clarifying the scope of PSC 42484 - 22/23, we do not object to the personal service contract going forward.

Happy Holidays!

On Fri, Sep 16, 2022 at 1:58 PM <johanna.gendelman@sfgov.org> wrote:
RECEIPT for Union Notification for PSC 42484 - 22/23 more than \$100k

The HUMAN SERVICES -- DSS has submitted a request for a Personal Services Contract (PSC) 42484 - 22/23 for \$3,200,000 for Initial Request services for the period 07/01/2023 – 06/30/2028. 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/19177> 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

CCSF-HSA - All outbound HSA email is automatically scanned for PII and PHI by Zix Email Encryption

--
Be Well and Stay Safe!

Theresa Foglio-Ramirez
Public Sector Business Agent

LiUNA!, Local 261
3271 18th Street
San Francisco, CA 94110
(415) 823-7566 cell
(415) 826-4550 office
(415) 826-1948 fax
<http://twitter.com/theresafoglio>

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSSDept. Code: DSSType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: APS Heavy Cleaning and Pest Control PreparationFunding Source: 70% State and 30% CountyPSC Amount: \$911,625PSC Est. Start Date: 07/01/2018PSC Est. End Date: 06/30/2023**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will respond to case referrals from Adult Protective Services (APS) representative to inspect the CLIENT RESIDENCE and provide a written assessment detailing the evaluations of environment, a service plan, and a cost estimate of the Service(s).

The services required for this contract include, but are not limited to:

- 1). Heavy cleaning- which may include removal of debris and clutter, cleaning/washing of walls and surfaces if necessary;
- 2). Property preparation- which may include laundry, packaging of personal effects prior to pest control treatment;
- 3). Coordination of pest control treatment for bedbugs, lice, roaches, fleas, rodents, and/or other pests as specified and coordinated by APS representative.

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

The purpose of this contract is to reduce the risk of eviction of Adult Protective Services (APS) clients who are in violation of San Francisco Health or Building Codes. These violations are typically brought about by conditions of severe hoarding and/or filth within the client's residence, which may be compounded by infestations of bedbugs, lice, roaches, fleas, rodents, and/or other pests. The program's clients are elder or dependent adults that are incapable of self-care and self-protection due to physical or mental limitations, incompetence or poor health. This contract is essential in assisting the most vulnerable clients of an APS Program to maintain their housing and care in the community. If denied the services of this contract, many of the clients would be homeless.

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 32049 - 17/18

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.
Human Services Agency conducts solicitations for 5 year terms

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 services are required on an as-needed basis. The contractor will provide the equipment related to pest control such as Hazmat protective gear, dumping container, and hauling truck. These are very specialized fields that requires the necessary industry knowledge and skills in order to perform effectively.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The contractor (and approved subcontractors where applicable) will perform heavy cleaning, removal of debris and pest control preparation and treatment, according to Integrated Pest Management (IPM) best practices. Contractor will also need to follow industry safety precautions and standards, and use only industry approved safety equipment in the performance of all duties. These are very specialized fields that requires the necessary industry knowledge and skills in order to perform effectively.
- B. Which, if any, civil service class(es) normally perform(s) this work? 3424, Integrated Pest Mgmt Specialist; 3425, Senior Integrated Pest Mgmt Sp;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
Yes. The contractor will provide the equipment related to pest control such as Hazmat protective gear, dumping container, and hauling truck.

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

HSA has not made efforts to obtain these services through civil service positions. The removal of certain pests such as bedbugs, lice, roaches, fleas, rodents and heavy cleaning and laundry, packaging of personal effects prior to pest control treatment is not a city staff responsibility. Further, these services are required on an as-needed basis. 3424 & 3425 classifications are defined for pest management and inspection of trees, shrubs, grass, rights of way (roads, flood control channels, transportation corridors, lots, landscaping and easements. However, 3424 & 3425 classifications do not cover private residential premises.

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

A. Explain why civil service classes are not applicable.

The services performed for this contract are on clients' private residences, which are not owned or operated by the City. There would also be a conflict of interests as the clients are facing eviction due to the City Health and Building code violations.

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. This contract provides services on an as needed basis. In order to perform the work, it requires a team of specialized workers trained in Integrated Pest Management and environmentally responsible hauling and dumping of debris. It would be impractical for the City to adopt a new civil service class that averages 4-6 cases per month, at an annual budget of \$165,750 (Term of 5 years, with 10% contingency NTE \$911,625).

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. APS representative will authorize and coordinate the contractor to provide pest control preparation and treatment for bedbugs, lice, roaches, fleas, rodents, and/or other pests.

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

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

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

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

7. Union Notification: On 07/17/2018, the Department notified the following employee organizations of this PSC/RFP request:
Laborers, Local 261

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

Name: John Tsutakawa Phone: 415-557-6299 Email: john.tsutakawa@sfgov.org

Address: 1650 Mission St., Suite 300 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49961 - 18/19

DHR Analysis/Recommendation:

action date: 09/17/2018

Commission Approval Required
09/17/2018 DHR Approved for 09/17/2018

Approved by Civil Service Commission

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: JUVENILE PROBATION -- JUV

Dept. Code: JUV

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

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

Type of Service: Facilitation services for architectural design & design feasibility for Juv Hall Reimaging

Funding Source: General Fund

PSC Amount: \$500,000

PSC Est. Start Date: 01/01/2023

PSC Est. End Date

12/31/2026

1. Description of Work

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

The Juvenile Probation Department (JPD) seeks to contract consultants to create a conceptual design for and assess design feasibility of the replacement of the Juvenile Justice Center (Juvenile Hall), so that the City can begin the process of moving forward toward a new place of detention that is youth-centered, rehabilitative, and trauma-informed, with expanded community alternatives. To inform the conceptual design, a community and stakeholder input process should be conducted. Contractor resulting from this PSC will facilitate this process.

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

The services in need are informed by the Board of Supervisor's Close Juvenile Hall Work Group (CJHWG), and the support from City leadership for a reimaged secured setting for youth. JPD has received City funds to engage in this work and must deliver on the recommendations of the CJHWG.

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

This service has not been provided at SFJPD in the past.

D. Will the contract(s) be renewed?

Unknown.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The services that SFJPD seeks are highly specialized, unique, and short-term.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The service provider must possess skills in participatory design & architectural design processes and design feasibility studies that involve the community, and who works within the constraints of the law (i.e., (ex: CA Penal Code, Judicial Court, Board of State and Community Corrections). The service provider must also be knowledgeable of juvenile state and federal rules and regulations, knowledge of building requirements, and costs for youth detention facilities. The services that SFJPD seeks are highly specialized, unique, and short-term. SJPD seeks an expert that is experienced in facilitating community-informed design with crucial stakeholders that leads to inform the creation of spaces for young people that meet state standards, and that align with SFJPD's vision of reimagining the Juvenile Justice Center in San Francisco. This expert must also work independently of city government but be knowledgeable of the rules and regulations governing the juvenile justice systems.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5212, Engineer/Architect Principal; 5268, Architect;
- 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 – While there are positions within the City that conduct architectural services, the services that SFJPD seeks are highly specialized, unique, and short-term. SJPD seeks an expert that is experienced in facilitating community-informed architectural design and design feasibility with crucial stakeholders that leads to inform the creation of spaces for young people that meet state standards, and that align with SFJPD's vision of reimagining the Juvenile Justice Center in San Francisco. This expert must also work independently of city government but be knowledgeable of the rules and regulations governing the juvenile justice systems.

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

- A. Explain why civil service classes are not applicable.
Not applicable - While there are positions within the City that conduct architectural services, the services that SFJPD seeks are highly specialized, unique, and short-term. SJPD seeks an expert that is experienced in facilitating community-informed architectural design and design feasibility with crucial stakeholders in juvenile justice that leads to inform the creation of spaces for young people that meet state standards, and that align with SFJPD's vision of reimagining the Juvenile Justice Center in San Francisco. This expert must also work independently of city government but be knowledgeable of the rules and regulations governing the juvenile justice systems.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, as the services sought are specific, highly specialized, and short-term.

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. Employee training is not required and thus not included in the scope.
- 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 10/18/2022, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21

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

Name: Elisa Baeza Phone: 4157537526 Email: elisa.baeza@sfgov.org

Address: 375 Woodside Ave San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47060 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/19/2022

Receipt of Union Notification(s)