

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: Online Resource Directory for Department of Disability and Aging Services (DAS)

Funding Source: State, Local, Fed

PSC Amount: \$605,000

PSC Est. Start Date: 05/01/2022

PSC Est. End Date
04/30/2025

1. Description of Work

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

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.

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

There is a clear and evident gap in the San Francisco community of a singular and easy to use tool to both find and utilize local resources to address social needs. In 2018, the Department of Disability and Aging Services (DAS) completed a comprehensive needs assessment of the services offered to older adults and people with disabilities. During the data collection process, community stakeholders described the challenges of finding information regarding local services and supports. Several stakeholders expressed the need for an Online Resource Directory (ORD), including Community-Based Organizations (CBOs), health care providers, clinicians, staff, service providers and the community at large. Consequences of denial for this service would mean relying on a paper-only copy of the online resource directory which may be outdated, limited, or with incorrect information causing DAS clients, staff, and the public to miss out on available resources.

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

This service has not been provided in the past. The resource list is currently a paper directory.

D. Will the contract(s) be renewed?

Yes. Depending on funding, need, and performance.

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 does not currently own a software solution for an online resource directory.

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?

These services are highly specialized and 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 contracted system.

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 contract? If so, please explain what that will entail; if not, explain why not.

Yes. 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 02/17/2022, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; 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: johanna.gendelman Phone: 415-557-5507 Email: johanna.gendelman@sfgov.org

Address: 1650 Mission Street, 5th Floor San Francisco, CA 0 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42186 - 21/22

DHR Analysis/Recommendation:

action date: 04/18/2022

Commission Approval Required

Approved by Civil Service Commission

04/18/2022 DHR Approved for 04/18/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request: Initial Modification of an existing PSC (PSC # 44360 - 16/17)

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

Type of Service: Environmental Impact Review and Supporting Technical Reports

Funding Source: Operating funds (local)

PSC Original Approved Amount: \$3,000,000 PSC Original Approved Duration: 05/02/17 - 05/01/21 (4 years)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 01/17/18-01/16/21 (0 sec)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 01/17/21-04/17/24 (3 years 13 weeks)

PSC Cumulative Amount Proposed: \$3,000,000 PSC Cumulative Duration Proposed: 6 years 50 weeks

1. Description of Work

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

Contractor to conduct comprehensive environmental review (EIR) and 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).

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

Under CEQA and NEPA, an EIR is required before the SFMTA can begin Framework implementation. Denial of the request would indefinitely delay the Framework's implementation, resulting in failure of the SFMTA to complete required capital improvements in time to meet new fleet deliveries. This would have severe, adverse impacts on services throughout the transportation system.

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

Yes 44360 16/17 approved

D. Will the contract(s) be renewed?

No, this is a one-time project.

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

this is add additional time

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

State and federal law mandates environmental review to uncover and disclose potential adverse effects to the environment as a result of development. As stated, the services required are complex, intensive, and

finite.

B. Reason for the request for modification:

This modification is for an extension of time only. The environmental review will take longer than anticipated, including in the event that additional community outreach is needed beyond the initial term. The options would be exercisable only by the SFMTA, not the Consultant.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor must possess environmental analysis expertise, including in greenhouse gas emissions and complex transit system components; transportation impact analysis expertise, including on transit facility expansion; expertise in analysis of multiple-land uses on a single development site; and environmental studies and report publications experience. Prior experience with San Francisco-specific environmental and transportation impact studies is desirable.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5288, Transportation Planner II; 5289, Transportation Planner III; 5290, Transportation Planner IV; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review;
- 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.
Existing City staff cannot perform this work in a timely fashion with existing workloads, and may not have the required expertise (knowledge and specialization) in certain topic areas, particularly with respect to NEPA. Additionally, the Planning Department lacks infrastructure to produce voluminous documents such as environmental impact reviews and studies.
- 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 work is not anticipated to be ongoing, and it is best delivered when provided by various specialized staff working in close coordination and on an as-needed basis. If individuals were hired fulltime to perform this work, they would not be productive the majority of the time due to the specific skillsets required and the sporadic nature of this work.

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 training. The SF Planning Department is responsible for environmental review. The SFMTA, as Facilities Framework sponsor must comply with environmental review requirements to the satisfaction of the Planning Department, the Planning Commission, and if necessary, the San Francisco Board of Supervisors. The SFMTA employee individuals in the 5288, 5289, 5290, 5299 classifications pursue environmental clearance for small and mid-range projects. The Planning Department maintains a list of pre-qualified environmental consultants to serve large projects such as the Facilities Framework, for which projects neither SFMTA nor Planning Department has sufficient capacity in their civil service classifications.
- 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 10/28/22, the Department notified the following employee organizations of this PSC/RFP request:

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

Address: 1 S. Van Ness Avenue 6th Floor (6132), San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44360 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/19/2022

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Friday, October 28, 2022 5:40 PM
To: Nuque, Amy; junko.laxamana@sfgov.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; rod.goree@sfmta.com; dhr-psccordinator@sfgov.org
Subject: Receipt of Modification Request to PSC # 44360 - 16/17 - MODIFICATIONS

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

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period January 17, 2021 – April 17, 2024. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/10453>

Email sent to the following addresses: L21PSCReview@ifpte21.org amakayan@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com junko.laxamana@sfgov.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCYDept. Code: MTAType of Request: Initial Modification of an existing PSC (PSC # 44360 - 16/17)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Environmental Impact Review and Supporting Technical ReportsFunding Source: Operating funds (local)PSC Original Approved Amount: \$3,000,000 PSC Original Approved Duration: 05/02/17 - 05/01/21 (4 years)PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 01/17/18-01/16/21 (0 sec)PSC Cumulative Amount Proposed: \$3,000,000 PSC Cumulative Duration Proposed: 3 years 37 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor to conduct comprehensive environmental review (EIR) and 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).

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

Under CEQA and NEPA, an EIR is required before the SFMTA can begin Framework implementation. Denial of the request would indefinitely delay the Framework's implementation, resulting in failure of the SFMTA to complete required capital improvements in time to meet new fleet deliveries. This would have severe, adverse impacts on services throughout the transportation system.

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 44360 - 16/17

D. Will the contract(s) be renewed?

No, this is a one-time project.

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

Not applicable

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

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. Include a copy of the applicable requirement or mandate.

Explain the qualifying circumstances:

State and federal law mandates environmental review to uncover and disclose potential adverse effects to the environment as a result of development. As stated, the services required are complex, intensive, and finite.

B. Reason for the request for modification:

The reason for the modification is to enable extension options, which may be necessary in the event that the environmental review takes longer than anticipated, or in the event that additional community outreach is needed beyond the initial term. The options would be exercisable only by the SFMTA, not the Consultant.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor must possess environmental analysis expertise, including in greenhouse gas emissions and complex transit system components; transportation impact analysis expertise, including on transit facility expansion; expertise in analysis of multiple-land uses on a single development site; and environmental studies and report publications experience. Prior experience with San Francisco-specific environmental and transportation impact studies is desirable.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5288, Transportation Planner II; 5289, Transportation Planner III; 5290, Transportation Planner IV; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review;
- 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.
Existing City staff cannot perform this work in a timely fashion with existing workloads, and may not have the required expertise (knowledge and specialization) in certain topic areas, particularly with respect to NEPA. Additionally, the Planning Department lacks infrastructure to produce voluminous documents such as environmental impact reviews and studies.
- 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 work is not anticipated to be ongoing, and it is best delivered when provided by various specialized staff working in close coordination and on an as-needed basis. If individuals were hired fulltime to perform this work, they would not be productive the majority of the time due to the specific skillsets required and the sporadic nature of this work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
None
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 12/26/17, the Department notified the following employee organizations of this PSC/RFP request:
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: Rod Goree Phone: 415-646-2553 Email: rod.goree@sfmta.com

Address: 1 S. Van Ness Avenue 6th Floor (6132), San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44360 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 01/10/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Environmental Impact Review and Supporting Technical Reports

Funding Source: Operating funds (local)

PSC Amount: \$3,000,000

PSC Est. Start Date: 05/02/2017

PSC Est. End Date
05/01/2021

1. Description of Work

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

Contractor to conduct comprehensive environmental review (EIR) and 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).

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

Under CEQA and NEPA, an EIR is required before the SFMTA can begin Framework implementation. Denial of the request would indefinitely delay the Framework's implementation, resulting in failure of the SFMTA to complete required capital improvements in time to meet new fleet deliveries. This would have severe, adverse impacts on services throughout the transportation system.

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.

Typically, environmental reviews of complex projects have been provided by outside consultants with expertise in CEQA and NEPA environmental and transportation impact analyses.

D. Will the contract(s) be renewed?

No, this is a one-time project.

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).

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

B. Explain the qualifying circumstances:

State and federal law mandates environmental review to uncover and disclose potential adverse effects to the environment as a result of development. As stated, the services required are complex, intensive, and finite.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor must possess environmental analysis expertise, including in greenhouse gas emissions and complex transit system components; transportation impact analysis expertise, including on transit facility expansion; expertise in analysis of multiple-land uses on a single development site; and environmental studies and report publications experience. Prior experience with San Francisco-specific environmental and transportation impact studies is desirable.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5288, Transportation Planner II; 5289, Transportation Planner III; 5290, Transportation Planner IV; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review;
- 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.
Existing City staff cannot perform this work in a timely fashion with existing workloads, and may not have the required expertise (knowledge and specialization) in certain topic areas, particularly with respect to NEPA. Additionally, the Planning Department lacks infrastructure to produce voluminous documents such as environmental impact reviews and studies.
- 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 work is not anticipated to be ongoing, and it is best delivered when provided by various specialized staff working in close coordination and on an as-needed basis. If individuals were hired fulltime to perform this work, they would not be productive the majority of the time due to the specific skillsets required and the sporadic nature of this work.

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. The SF Planning Department is responsible for environmental review. The SFMTA, as Facilities Framework sponsor must comply with environmental review requirements to the satisfaction of the Planning Department, the Planning Commission, and, if necessary, the San Francisco Board of Supervisors. The SFMTA employees individuals in the 5288-Transportation Planner II, 5289-III, and 5290-IV classifications to pursue environmental clearance for small and mid-range projects. The Planning Department maintains a list of pre-qualified environmental consultants to serve large projects such as the Facilities Framework, for which projects neither the SFMTA nor Planning Department has sufficient capacity in their civil service classifications.

- C. Are there legal mandates requiring the use of contractual services?

No.

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

No.

- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

No.

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

No.

7. Union Notification: On 03/03/2017, the Department notified the following employee organizations of this PSC/RFP request:

Prof & Tech Eng, Local 21; 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: Rod Goree Phone: 415-646-2553 Email: rod.goree@sfmta.com

Address: 1 S. Van Ness Avenue 6th Floor (6132) San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44360 - 16/17

DHR Analysis/Recommendation:

action date: 05/01/2017

Commission Approval Required

Approved by Civil Service Commission

05/01/2017 DHR Approved for 05/01/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE

Dept. Code: POL

Type of Request: Initial Modification of an existing PSC (PSC # 43237 - 16/17)

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

Type of Service: Veterinarian Medical and Dental Services for Service Dogs

Funding Source: General Fund

PSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 07/01/17 - 06/30/20 (3 years)

PSC Mod#1 Amount: \$175,000 PSC Mod#1 Duration: 07/01/20-06/30/23 (3 years)

PSC Mod#2 Amount: \$300,000 PSC Mod#2 Duration: 07/01/23-06/30/26 (3 years 1 day)

PSC Cumulative Amount Proposed: \$575,000 PSC Cumulative Duration Proposed: 9 years 1 day

1. Description of Work

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

Contractors will provide veterinary care for City service dogs primarily with the San Francisco Police Department (SFPD) and possibly other City departments, such 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.

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

Service dogs require medical care to ensure that they remain in good health, and when ill or injured, receive the treatment necessary to return to good health. Without treatment, the dogs' medical conditions may deteriorate and possibly result in death.

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

Services have been provided in the past through earlier PSC request. See 43237 - 16/17

D. Will the contract(s) be renewed?

The contracts will likely need to be renewed.

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

The SFPD needs to renew contract with existing veterinarian hospital for another three years.

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

Services are as needed 24/7/365. San Francisco Animal Care and Control does not have capacity to care for SFPD and SFDA dogs.

- B. Reason for the request for modification:
extend PSC and add contract value

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractors must provide licensed and skilled veterinarians. At least one contractor will provide 24/7/365 emergency medical care to treat serious injuries or illnesses.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2292, Shelter Veterinarian;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractors will provide facilities, equipment, and all necessary licensed personnel and medication.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
The services are as-needed for dogs working on three different shifts (day, swing and night).
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The services are as-needed for dogs working on three different shifts (day, swing and night).

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.
Training is not needed. The SFPD is not staffed with veterinarians.
- 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.
extending contract

7. Union Notification: On 11/08/22, the Department notified the following employee organizations of this PSC/RFP request:

Physicians and Dentists - 8CC;

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

Name: Vincent Lee Phone: 4158377127 Email: vincent.lee@sfgov.org

Address: 1245-3rd Street, 6th Floor, San Francisco, CA 94158

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43237 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/19/2022

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of vincent.lee@sfgov.org
To: [Lee, Vincent \(POL\)](#); [Pierre King - UAPD](#); tjenkins@uapd.com; jduritz@uapd.com; [Wong, Genie \(POL\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Modification Request to PSC # 43237 - 16/17 - MODIFICATIONS
Date: Tuesday, November 8, 2022 9:57:48 AM

PSC RECEIPT of Modification notification sent to Unions and DHR

The POLICE -- POL has submitted a modification request for a Personal Services Contract (PSC) for \$300,000 for services for the period July 1, 2023 – June 30, 2026. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/13841>
Email sent to the following addresses: jduritz@uapd.com tjenkins@uapd.com pking@uapd.com

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE

Dept. Code: POL

Type of Request: Initial Modification of an existing PSC (PSC # 43237 - 16/17)

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

Type of Service: Veterinarian Medical and Dental Services for Service Dogs

Funding Source: General Fund

PSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 07/01/17 - 06/30/20 (3 years)

PSC Mod#1 Amount: \$175,000 PSC Mod#1 Duration: 07/01/20-06/30/23 (3 years)

PSC Cumulative Amount Proposed: \$275,000 PSC Cumulative Duration Proposed: 6 years

1. Description of Work

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

Contractors will provide veterinary care for City service dogs primarily with the San Francisco Police Department (SFPD) and possibly other City departments, such 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.

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

Service dogs require medical care to ensure that they remain in good health, and when ill or injured, receive the treatment necessary to return to good health. Without treatment, the dogs' medical conditions may deteriorate and possibly result in death.

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

Services have been provided in the past through earlier PSC request. See 43237 - 16/17

D. Will the contract(s) be renewed?

The contracts will likely need to be renewed.

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

The SFPD needs to renew contract with existing veterinarian hospital for another three years.

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

Services are as needed 24/7/365. San Francisco Animal Care and Control does not have capacity to care for SFPD and SFDA dogs.

B. Reason for the request for modification:
extend PSC and add contract value

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractors must provide licensed and skilled veterinarians. At least one contractor will provide 24/7/365 emergency medical care to treat serious injuries or illnesses.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2292, Shelter Veterinarian;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
Yes. The contractors will provide facilities, equipment, and all necessary licensed personnel and medication.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
The services are as-needed for dogs working on three different shifts (day, swing and night).
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The services are as-needed for dogs working on three different shifts (day, swing and night).

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 not needed. The SFPD is not staffed with veterinarians.
- 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.
extending contract

**7. Union Notification: On 08/14/19, the Department notified the following employee organizations of this PSC/RFP request:
Physicians and Dentists - 8CC;**

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

Name: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: 1245-3rd Street, 6th Floor, San Francisco, CA 94158

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43237 - 16/17

DHR Analysis/Recommendation:

10/07/2019

Commission Approval Required

Approved by Civil Service Commission

10/07/2019 DHR Approved for 10/07/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 42060 - 17/18)

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

Type of Service: Hetchy Capital Improvement Projects As-Needed Construction Management Services(PRO.0097)

Funding Source: HH 10-Year CapPlan – Water/Power Rev Bond

PSC Original Approved Amount: \$11,000,000 PSC Original Approved Duration: 02/01/18 - 01/30/23 (4 years 52 weeks)

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

PSC Mod#2 Amount: \$6,000,000 PSC Mod#2 Duration: 09/13/22-01/02/24 (48 weeks 1 day)

PSC Cumulative Amount Proposed: \$18,000,000 PSC Cumulative Duration Proposed: 5 years 48 weeks

1. Description of Work

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

The proposed work is to provide As-Needed Construction Management Services to augment City construction management staff as necessary. These 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.

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

These services are necessary to upgrade and improve critical upcountry aging infrastructure. If this contract is not approved, necessary improvements to the City's water and power systems may be delayed or cancelled, causing the systems to be at increased risk of safety, regulatory noncompliance, as well as operations failure.

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 42060 - 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:

2. Reason(s) for the Request

A. Display all that apply

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).

Explain the qualifying circumstances:

This is a City-led program, and as such we will be using civil services classes whenever possible, including construction managers, resident engineers, construction inspectors, and other construction management staff to oversee the contractors' work. The City currently lacks available resources to manage the amount of work needed. To some degree, the current civil service classes have limited experience and knowledge in construction management support services for hydropower and high voltage facilities, such as powerhouses, dams, penstocks, reservoirs, high voltage transmission lines, substation/switchyard, and tunnels. This contract is necessary to augment staff in order to accommodate for the peak workloads during these relatively short term capital projects requiring diverse skills, experience and expertise. It would not be practical to adopt new civil services classes since these projects require resources to provide support during short limited duration capital projects, and to augment staff during peaks in workload in the short term. The additional staff will not be necessary afterwards. Nevertheless, and to the every