



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure for Staff - Submission of Written Reports
for Instructions on Completing and Processing this Form

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

2. For Civil Service Commission Meeting of: February 6, 2023

3. Check One: Ratification Agenda XX
 Consent Agenda _____
 Regular Agenda _____
 Human Resources Directors Report _____

4. Subject: Submission of Proposed Personal Services Contract Number
49532 - 22/23.

1. Recommendation: Please add proposed Personal Services Contract to Ratification Agenda at upcoming
Civil Service Commission Meeting.

2. Report prepared by: **Elissa Koestenbaum** Telephone number: **415-734-2124**

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

4. Reviewed and approved for Civil Service Commission Agenda:

Human Resources Director: *Elissa Koestenbaum*
signed by Dept PSC Coordinator

Date: 01/31/2023

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

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

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

CSC RECEIPT STAMP

Attachment

CSC-22 (11/97)

PSC 49532-22/23 NOTIFICATION DISTRIBUTION LIST

Unions	FILL IN BASED ON WHO IS LISTED ON THE EMAIL NOTIFICATION FROM THE PSC SYSTEM
CSC	sandra.eng@sfgov.org ;
DHR	dhr-psccordinator@sfgov.org Suzanne.Choi@sfgov.org
BOS	junko.laxamana@sfgov.org ;
SEIU Local 1021	jtanner940@aol.com david.canham@seiu1021.org sin.Yee.Poon@sfgov.org xjumin.li@seiu1021.org davidmkersten@gmail.com leah.berlanga@seiu1021.org ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo_seiu@sbcglobal.net Sandeep.lal@seiu1021.me Kbasconcillo@sfwater.org Ricardo.lopez@sfgov.org Thomas.vitale@seiu1021.org Sarah.wilson@seiu1021.org Jason.klumb@seiu1021.org Max.porter@seiu1021.org ablood@cirseiu.org sbabaria@cirseiu.org kcartermartinez@circseiu.org abush@cirseiu.org emathurin@cirseiu.org Jennifer.esteen@seiu1021.org snaranjo@cirseiu.org
UAPD	pking@uapd.com
SFFD	mark.corso@sfgov.org elaine.walters@sfgov.org elissa.koestenbaum@sfgov.org



SAN FRANCISCO FIRE DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO

To: Sandra Eng, Executive Officer, Civil Service Commission
From: Elissa Koestenbaum, Contracts Analyst, Finance & Planning, SF Fire Department
Date: January 31, 2023
Re: Submission of PSC #49532-22/23 for Upcoming Civil Service Commission Meeting

The Fire Department respectfully requests the attached Fire Health Checks PSC #49532-22/23 be added to an upcoming 2023 Civil Service Commission Meeting – whatever meeting date is at the earliest convenience of the Civil Service Commission.

PSC #49532-22/23 was pulled at the January 25, 2023, Civil Service Commission meeting, because the UAPD unions were not listed in the Personal Services Contract, Section 2. The UAPD President, Pierre King, was notified outside the PSC via email. Thank you very much for catching this: the PSC is now displaying all notified unions, including UAPD. Documentation is uploaded to PSC and included in this packet.

For reference, Fire Dept Occupational Health Physical Fitness Examinations PSC #43377 – 19/20 was last approved on January 8, 2020. We need a new Personal Services Contract due to the necessity of new dates and additional dollar amount. This Contract is essential because neither the SF Fire Department, nor San Francisco General Hospital, has the facilities and equipment necessary for this kind of specialized cardiovascular testing, and therefore cannot perform essential parts of the cardiac examination.

Your assistance would be very much appreciated. I thank you in advance for your consideration. Please let me know if there are any questions or if any additional information is required. I may be reached at 415-734-2124 (office) or 415-305-0665 (cell) or at elissa.koestenbaum@sfgov.org. Thank you.

PSC 49532-22/23

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: FIRE DEPARTMENT -- FIRDept. Code: FIRType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual (Omit Posting)
ContinuingType of Service: Occupational Health Physical Fitness ExaminationsFunding Source: Annual Budget

PSC

PSC Est. Start Date: 01/23/2023PSC Est. End Date 12/31/2027Amount: \$2,500,000**1. Description of Work**

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

Perform physical fitness evaluations on new hires and current uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing.

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

This service is necessary to ensure that all new hires and uniformed employees are healthy and fit so that they can safely perform the duties and responsibilities of their positions.

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

This professional services contract request has been approved by the Civil Service Commission in the past, most recently at the meeting of January 8, 2020 (PSC# 43377-19/20).

D. Will the contract(s) be renewed?

This request will represent a new, multi-year contract that will replace a recently expired contract. The term of the contract is three years, with two one-year extensions.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
not applicable**2. Reason(s) for the Request**

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

 Services 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:

This service is necessary to ensure that all uniformed employees and new hires are healthy and fit so that they can safely perform the duties and responsibilities of their positions. The Department does not have the capability and expertise to provide this service. The City will be able to meet this service once San Francisco

General Hospital establishes and staffs a dedicated or expanded medical and laboratory facilities that would be specifically assigned to this purpose.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Physician who is trained as a cardiologist and can perform and interpret resting and stress test EKGs.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2230, Physician Specialist; 2232, Senior Physician Specialist; 2233, Supervising Physician Spec; 2328, Nurse Practitioner;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Neither the Department, nor San Francisco General Hospital have the facilities and equipment necessary for this kind of specialized cardiovascular testing and therefore cannot perform essential parts of the cardiac examination.

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

The Fire Department Physician reached out to SFGH Employee Health department to inquire about providing health check examinations, and Angela Boilard, Clinic Manager, at SFGH-Zuckerberg Hospital Employee Health verified via email to the department that they do not have the capacity to perform health check examinations and 5 stress treadmill tests/day.

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

- A. Explain why civil service classes are not applicable.
The Department needs to have a Physician who is trained as a cardiologist and can perform and interpret resting and stress test EKGs.
- 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 classes exists, but the staffing, equipment, and facilities are insufficient to meet the Fire Department's needs.

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 is needed.
- 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 10/07/2022, the Department notified the following employee organizations of this PSC/RFP request:
Physicians and Dentists - 11AA; Physicians and Dentists - 8CC; SEIU Local 1021; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU, Local 1021 H-1 Fire-Rescue Paramedics

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

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

Address: 698 Second Street San Francisco, CA 94107

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49532 - 22/23

DHR Analysis/Recommendation:
 Commission Approval Required
 DHR Approved for 01/25/2023

Civil Service Commission Action:

Union Notification for PSC 49532-22/2

Koestenbaum, Elissa (FIR)

From: Koestenbaum, Elissa (FIR)
Sent: Friday, October 7, 2022 8:55 AM
To: pking@UAPD.com
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 49532 - 22/23

Follow Up Flag: Follow up
Flag Status: Flagged

Hello Pierre,

Forwarding Union Notification.

Elissa Koestenbaum (she, her, hers)
 Contracts Analyst
 Finance & Planning Division
 San Francisco Fire Department

-----Original Message-----

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of elaine.walters@sfgov.org
 Sent: Friday, October 7, 2022 8:46 AM
 To: Walters, Elaine (FIR) <elaine.walters@sfgov.org>; snaranjo@cirseiu.org; jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; kcartermartinez@cirseiu.org; ablood@cirseiu.org; max.porter@seiu1021.org; Jason Klumb <Jason.Klumb@seiu1021.org>; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; sarah.wilson@seiu1021.org; Thomas Vitale <thomas.vitale@seiu1021.org>; Ricardo.lopez@sfgov.org; Basconciello, Katherine (PUC) <kbasconciello@sfgwater.org>; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Wendy Frigillana <wendy.frigillana@seiu1021.org>; 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; Koestenbaum, Elissa (FIR) <elissa.koestenbaum@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
 Subject: Receipt of Notice for new PCS over \$100K PSC # 49532 - 22/23

RECEIPT for Union Notification for PSC 49532 - 22/23 more than \$100k

The FIRE DEPARTMENT -- FIR has submitted a request for a Personal Services Contract (PSC) 49532 - 22/23 for \$2,500,000 for Initial Request services for the period 01/23/2023 – 12/31/2027. 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:

<http://apps.sfgov.org/dhrdrupal/node/19130> 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

Koestenbaum, Elissa (FIR)

From: dhr-psscordinator@sfgov.org on behalf of elaine.walters@sfgov.org
Sent: Wednesday, August 31, 2022 3:22 PM
To: Walters, Elaine (FIR); tjenkins@uapd.com; jduritz@uapd.com; Koestenbaum, Elissa (FIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49532 - 22/23

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Koestenbaum, Elissa (FIR)

From: dhr-pescoordinator@sfgov.org on behalf of elaine.walters@sfgov.org
Sent: Friday, October 7, 2022 8:46 AM
To: Walters, Elaine (FIR); snaranjo@cirseiu.org; jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; kcartermartinez@cirseiu.org; ablood@cirseiu.org; max.porter@seiu1021.org; Jason Klumb; Laxamana, Junko (DBI); 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; Koestenbaum, Elissa (FIR); DHR-PSCCoordinator, DHR (HRD)
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