



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

LONDON N. BREED  
MAYOR

*Sent via Electronic Mail*

February 23, 2023

**NOTICE OF CIVIL SERVICE COMMISSION MEETING**

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT 42844-22/23; 45413-22/23; 45625-22/23; 46472-22/23; 46472-22/23; 48582-22/23; 49798-22/23; 43203-22/23; 40405-22/23; 41474-22/23; 47382-22/23; 41225-22/23; 42856-22/23; 49565-22/23; 40282-22/23; 41213-22/23; 44009-22/23; 41619-22/23; 43545-22/23; 44632-22/23; 44966-22/23; 45582-22/23; 43567-21/22; 41819-20/21; 42659-14/15; 42060-17/18; 43867-19/20; 11945-20/21; AND 40697-14/15.**

The above matter will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) in Room 400, City Hall, 1 Dr. Goodlett Place, San Francisco, California 94102 and through Cisco WebEx to be held on **March 6, 2023, 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: Alysabeth Alexander – Tut, Port  
Cynthia Avakian, Airport  
Elisa Baeza, Juvenile Probation  
Alexander Burns, Department of Public Works  
Mike Cotter, Department of Human Resources  
Jolie Gines, Technology  
Shawndrea Hale, Public Utilities Commission  
Kelly Hiramoto, Department of Public Health  
Lynn Khaw, Office of the City Administrator  
Joyce Kimotsuki, Controller  
Daniel Kwon, Public Utilities Commission  
Joan Lubamersky, Office of the City Administrator  
Amy Nuque, Municipal Transportation Agency  
Amanda Wentworth, Treasurer/Tax Collector  
Commission File  
Commissioners' Binder  
Chron

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

### **A. Commission Office**

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

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

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

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

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

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

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at <https://sf.gov/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 available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

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

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

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

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

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

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

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

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

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

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

Each presentation shall conform to the following:

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



London Breed  
Mayor

Carol Isen  
Human Resources Director

Date: February 17, 2023

To: The Honorable Civil Service Commission

Through: Carol Isen  
Human Resources Director

From: Joan Lubamersky / Lynn Khaw, GSA  
Joyce Kimotsuki, CON  
Mike Cotter, HRD  
Elisa Baeza, JUV  
Amy Nuque, MTA  
Kelly Hiramoto, DPH  
Shawndrea Hale / Daniel Kwon, PUC  
Alexander Burns, DPW  
Jolie Gines, TIS  
Amanda Wentworth, TTX  
Alysabeth Alexander-Tut, PRT  
Cynthia Avakian, AIR

Subject: **Personal Services Contracts Approval Request**

This report contains twenty-nine (29) 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
\$976,090,000	\$189,147,425	\$2,345,926,781

Joan Lubamersky / Lynn Khaw  
City Administrator  
1 Dr. Carlton B. Goodlett Pl., Rm. 362  
San Francisco, CA 94102  
JL: (415) 554-4859  
LK: (415) 554-6296

Joyce Kimotsuki  
Controller  
1 Dr. Carlton B. Goodlett Pl., Rm. 306  
San Francisco, CA 94102  
(415) 554-6562

Mike Cotter  
Human Resources  
1 South Van Ness Ave., 4<sup>th</sup> Floor  
San Francisco, CA 94103  
Mike.Cotter@sfgov.org

Elisa Baeza  
Juvenile Probation  
375 Woodside Ave.  
San Francisco, CA 94103  
(415) 753-7526

Amy Nuque  
Municipal Transportation Agency  
1 South Van Ness Ave., 6<sup>th</sup> Floor  
San Francisco, CA 94103  
(415) 646-2802

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

Shawndrea Hale / Daniel Kwon  
Public Utilities Commission  
525 Golden Gate Ave., 8<sup>th</sup> Floor  
San Francisco, CA 94102  
SH: (415) 551-4540  
DK: (415) 934-5722

Alexander Burns  
Public Works  
49 South Van Ness, Ste. 1600  
San Francisco, CA 94103  
(415) 554-6411

Jolie Gines  
Technology  
1 South Van Ness Ave., 2<sup>nd</sup> Fl.  
San Francisco, CA 94103  
(628) 652-5074

Amanda Wentworth  
Treasurer / Tax Collector  
1 Dr. Carlton B Goodlett Pl. Rm 244  
San Francisco, CA 94102  
(415) 554-4871

Alysabeth Alexander-Tut  
Port  
Pier 1  
San Francisco, CA 94111  
(415) 274-0558

Cynthia Avakian  
Airport Commission  
Contracts Administration Unit  
P.O. Box 8097  
San Francisco, CA 94128  
(650) 821-2014

Table of Contents  
PSC Submissions

<b>Regular PSCs</b>	<b>Department</b>	<b>Page</b>
42844 - 22/23	City Administrators	1
45413 - 22/23	City Administrators	9
45619 - 22/23	City Administrators	14
45625 - 22/23	City Administrators	25
46472 - 22/23	City Administrators	35
48582 - 22/23	City Administrators	46
49798 - 22/23	City Administrators	51
43203 - 22/23	Controller	59
40405 - 22/23	Human Resources	115
41474 - 22/23	Juvenile Probation	123
47382 - 22/23	Municipal Transportation Agency	132
41225 - 22/23	Municipal Transportation Agency	137
42856 - 22/23	Municipal Transportation Agency	150
49565 - 22/23	Public Health	225
40282 - 22/23	Public Utilities Commission	234
41213 - 22/23	Public Utilities Commission	249
44009 - 22/23	Public Utilities Commission	263
41619 - 22/23	Public Utilities Commission	269
43545 - 22/23	Public Works	279
44632 - 22/23	Technology	294
44966 - 22/23	Technology	300
45582 - 22/23	Treasurer/Tax Collector	310
<b>Modification PSCs</b>		
43567 - 21/22	Port	316
41819 - 20/21	Public Health	325
42659 - 14/15	Public Health	337
42060 - 17/18	Public Utilities Commission	347
43867 - 19/20	Public Utilities Commission	361
11945 - 20/21	City Administrators	373
40697 - 14/15	Airport	478

# POSTING FOR

March 06, 2023

## 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
---------------	------------------	------------	---------------------	--------------------------	------------------------	------------------

The Real Estate Division seeks as-needed qualified brokerage firms to assist in reviewing complex property matters involving the purchase, sale or leasing of public or private real estate. It is the intention of the Division to create a list of pre-qualified firms who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement.

GENERAL SERVICES  
 AGENCY - CITY  
 ADMIN

\$250,000.00

April 4, 2023  
 March 31, 2028  
 REGULAR

Contractors to perform various repairs and maintenance services on City-owned vehicles in cases when services cannot be done at Central Shops in a timely manner or in cases when the services can only be done by the contractor(s): required by the manufacturer to preserve warranties or due to repair complexity and necessity of proprietary tools. The proposed services also include inspection, maintenance, and repair services on the City-owned fuel stations at the Public Works Yard, Hall of Justice, and Golden Gate Park.

GENERAL SERVICES  
 AGENCY - CITY  
 ADMIN

\$6,500,000.00

December 5, 2022  
 December 4, 2027  
 REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<a href="#">45619 - 22/23</a>	GENERAL SERVICES AGENCY - CITY ADMIN	\$2,300,000.00	Contractor(s) to provide crane services to hoist materials, equipment, tools, and supplies from one location to another or to and from a roof. Services shall cover various scopes and complexity of the projects. The weight and type of the materials to be craned and the height and reach of the crane will need to be evaluated for each project. Contractors will provide cranes with certified operators that possess the required certifications based on the types of cranes and levels of expertise. The lifting capacities of cranes can range from 30 tons to 500 tons and heights from 25 feet to over 197 feet. Contract(s) will be available for all City departments where (1) departments do not have cranes and/or operators or (2) departments have a crane but do not have the right crane or certified operator or at times when the crane is out of service.	March 1, 2023	February 28, 2028	REGULAR
<a href="#">45625 - 22/23</a>	GENERAL SERVICES AGENCY - CITY ADMIN	\$500,000.00	Contractor(s) to provide laboratory drug testing analysis and services for a variety of standard drugs and specialty/esoteric drugs. Services include urine and oral fluids laboratory-based confirmation testing for standard and esoteric/specialty drugs, rapid diagnostics drug testing devices, postmortem/human performance laboratory-based testing across a variety of substances (urine, blood, vitreous, tissue), criminal court support, and	February 15, 2023	February 14, 2027	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>employment drug testing services. Categories include: 1) criminal justice &amp; treatment lab services, 2) forensic toxicology lab services, 3) NIDA 5 DOT/Employment lab services, specimen collections and TPA support, and 4) rapid diagnostics drug testing devices and related expert witness, court support services.</p> <p>Contractor to provide personnel dosimetry badge services to measure, monitor and record occupational exposure to ionized radiation through Ionized Radiation Detection Badge Services &amp; Leak Test Wipe Kits by delivering, analyzing and exchanging thermo-luminescent (TLD) or similar technology whole-body badges, extremity rings, area monitor badges, control badges, fetal monitors and leak test wipe kits to detect and monitor ionized radiation exposure for personnel who work near or around ionized radiation sources. Services include thermo-luminescent (or similar technology) dosimeter badges shipped to City, analysis and monitoring services on a monthly, bi-monthly, quarterly or on an as-exposed basis. Leak Test wipe kits are delivered to test radiation releasing probes or other lab equipment with ionizing radiation and sent back to vendor for analysis. The contractor provides dosimetry badge service maintenance, reading and interpretation services. The</p>	February 15, 2023	February 14, 2028	REGULAR
<u>46472 - 22/23</u>	GENERAL SERVICES AGENCY - CITY ADMIN	\$3,000,000.00				



<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
---------------	------------------	------------	---------------------	--------------------------	------------------------	------------------

dosimetry badge service shall also provide a robust reporting system that shall comply with all mandated reporting requirements. Personnel dosimetry badge service is an essential part of the radiation safety program to protect health and keep occupational radiation exposures as low as reasonably achievable (ALARA). Departments that use this service would include the Department of Public Health, with 16 sub-groups within Zuckerbergl San Francisco General Hospital, 4 groups within Laguna Honda Hospital, Jail Health Services, Environmental Health & Safety, Department of Public Works' Materials Testing Laboratories, Animal Care & Control, Office of the Chief Medical Examiner, emergency response or first responder departments, and any other City departments where a need for monitoring occupational radiation exposure arises.

The Office of Contract Administration (OCA) would like to establish contracts for departments to obtain short-term and intermittent security guard services for special events and locations without existing service. Uniformed security guard services will provide a visible presence to the public and City staff while monitoring the grounds/facilities; protecting the safety of persons on sites; protecting the property against fire, theft, damage, and trespass; and investigating

GENERAL SERVICES  
48582 - 22/23 AGENCY - CITY  
 ADMIN

\$6,000,000.00

September 1, August 31,  
 2023 2026

REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<u>49798 - 22/23</u>	GENERAL SERVICES AGENCY - CITY ADMIN	\$250,000.00	<p>and reporting unusual or suspicious activities. These services will be available to all City departments requiring a short turnaround and for short-term duration services. Services will not cover long-term or consistent/regular security guard services.</p> <p>The Real Estate Division is in need of qualified title insurance companies to assist in completing purchase and sale transactions and to research title issues. It is the intention of the Division to create a list of pre-qualified firm who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement. Title insurance can only be issued by a company licensed to provide such insurance.</p>	April 4, 2023	March 31, 2028	REGULAR
<u>43203 - 22/23</u>	CONTROLLER	\$27,000,000.00	<p>Perform annual financial audit services and reports on the financial statements for 12 Groups of Services such as the City's Comprehensive Annual Financial Report, the City's Single Audit, and departments/funds; perform other required compliance audits of grants, projects, and funds of other City departments; perform actuarial studies of the City's General Liability and Workers Compensation reserves; and perform additional audit procedures.</p>	April 1, 2023	June 30, 2031	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<u>40405 - 22/23</u>	HUMAN RESOURCES	\$925,000.00	Provide expert test development consultation for the Q050 Police Sergeant, Q060 Police Lieutenant, Q080 Police Captain, H20 Fire Lieutenant, H30 Fire Captain, H40 Battalion Chief, and H50 Assistant Chief, selection process and defend that selection process, and if necessary, be available to provide testimony, preparation, and consultation against legal challenges.	January 1, 2023	December 31, 2026	REGULAR
<u>41474 - 22/23</u>	JUVENILE PROBATION	\$2,500,000.00	As-needed temporary security guard services for the San Francisco Juvenile Probation Department's (JUV) Log Cabin Ranch (LCR) in La Honda, San Mateo County. Unarmed security guards are needed 24/7 to patrol the premises and watch for unusual activity and to monitor all entrances and exits of the remote property.	March 1, 2023	February 29, 2028	REGULAR
<u>47382 - 22/23</u>	MUNICIPAL TRANSPORTATION AGENCY	\$500,000.00	Design and software development to support changes to sign software to support transit service in both subways including new shuttle lines and enhanced passenger information. Troubleshooting existing issues with the sign hardware and software.	February 1, 2023	January 31, 2025	REGULAR
<u>41225 - 22/23</u>	MUNICIPAL TRANSPORTATION AGENCY	\$3,500,000.00	The San Francisco Municipal Transportation Agency (SFMTA) will be procuring a Parking Permit Management System (PPMS) that will allow for more	May 1, 2023	May 1, 2030	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			flexible, creative, and customer-friendly approaches to permit policy, issuance, and management for the Residential Parking and Contractor Permit programs, in addition to approximately eight other specialty parking permits administered by the SFMTA. The system will allow for online, by-mail, and in-person application and payment for all parking permits and will integrate with existing parking management systems such as the handheld citation issuance equipment, license plate recognition readers, California Department of Motor Vehicles registration database, and the electronic ticket information system.			
			The proposal will provide a full-service, worksite-based, Employee Assistance Program (EAP) to provide clinical supervision and administrative support of the staff of three (3) full-time paid Peers and up to eight (8) volunteer Peers in the Peer Assistance Program (PAP). The contractor will also manage the San Francisco Municipal Transportation Agency's (SFMTA) Critical Incident Services for employees involved in on-the-job incidents such as accidents that result in serious injuries and /or fatalities, or crisis support and/or counseling involving assaults and/or threats. The EAP will provide conflict resolution one to one or in a team as needed. The program is designed to assist in the			
<u>42856 - 22/23</u>	MUNICIPAL TRANSPORTATION AGENCY	\$3,998,000.00		December 1, 2023	November 30, 2030	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>identification and resolution of productivity problems associated with employees' personal concerns, including but not limited to health, family, financial, drug and alcohol substance abuse, legal, emotional, stress, or other personal concerns which may adversely affect job performance.</p> <p>Contractor will provide services to expand access to fully integrated outpatient and mental health services, such as treatment for Eating Disorders, Dialectical Behavioral Therapy (DBT), Comprehensive Psychological Assessments, plus access to new specialty clinics that provide evidence-based treatments for Developmental Disorders (Autism Spectrum Disorders), Family Therapy Treatment models, Neurodevelopmental Disorders and Co-occurring Substance Use Disorder Specialists, for San Francisco's Medi-Cal clients in the Children, Youth and Families System of Care (CYF SOC.) CYF SOC will partner with contractor to deliver training and consultation to CYF SOC behavioral health services partners on evidence-based practices.</p>	March 1, 2023	June 30, 2028	REGULAR
<u>49565 - 22/23</u>	PUBLIC HEALTH	\$10,000,000.00				
<u>40282 - 22/23</u>	PUBLIC UTILITIES COMMISSION	\$90,000,000.00	<p>The SFPUC Infrastructure Division and Wastewater Enterprise (WWE) seeks consultant services to provide specialized program management support for the</p>	September 1, 2022	August 31, 2032	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
---------------	------------------	------------	---------------------	--------------------------	------------------------	------------------

Wastewater Capital Improvement Plan. These services are required to continue a number of programmatic functions such as strategic capital planning, risk management, pre-construction technical advice, pre-construction planning and management, labor and contract relations, development and refinement of standards, preparation of programmatic schedules and budgets, analysis of alternative project delivery mechanisms and asset management.

This PSC will be made up of four (4) contracts, each at a value of \$7.5 million. Work will consist of specialized and technical as-needed services in the areas of water supply, storage, delivery, and monitoring; water treatment and waste water treatment services; power services (all systems, generation to transmission /substation /switchyard /distribution); management improvement services; workforce development and outreach; asset management services; inspections and condition assessments of all HHWP assets; land management services; security, asset control, and emergency response services; environmental and regulatory compliance; training; job inspection services; health and safety services, and customer services for the San Francisco Public Utilities

41213 - 22/23  
PUBLIC UTILITIES  
COMMISSION

\$30,000,000.00

April 15, 2023

October 15, 2028

REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			Commission (SFPUC). Each team should be able to respond to the full scope.			
<u>44009 - 22/23</u>	PUBLIC UTILITIES COMMISSION	\$10,000,000.00	O'Shaughnessy Dam is a 344 feet high concrete dam, located 140 miles east of San Francisco and 60 miles east of Sonora in Yosemite National Park, Tuolumne County. The purpose of this project is to provide a bulkhead system to be installed in the upstream inlets to twelve existing gate and valve outlets. The proposed bulkheads will be located in Hetch Hetchy Reservoir between 160 feet and 300 feet deep. The contract work will be performed using the Progressive-Design-Build (PDB) method. The scope of work includes design of bulkheads for each of the twelve outlets; development and preparation of the installation procedure; pre-construction planning; preparation of project cost; fabrication and delivery of the bulkhead; and installation of the bulkheads. Installation of the bulkhead will include underwater construction by divers to remove and clean rust and tubercles, and repair of upstream sealing surface at each inlet and initial test installation and removal of the bulkhead systems.	August 1, 2023	July 31, 2027	REGULAR
<u>41619 - 22/23</u>	PUBLIC UTILITIES COMMISSION	\$12,000,000.00	The San Francisco Public Utilities Commission (SFPUC) intends to award up to three (3) agreements at \$4 million each to provide construction management	September 30, 2023	September 30, 2028	REGULAR



<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>(CM) services on an as-needed basis to augment existing SFPUC and City CM teams working on construction projects.</p> <p>This contract will be for the sole use of the Hetchy Capital Improvement Project (HCIP) for CM services.</p> <p>These CM services include, but are not limited to, the following: construction contract management, construction inspection, project controls, environmental inspection, environmental monitoring, specialty inspection (coating, welding, etc.), supplier quality surveillance, special laboratory testing, start-up &amp; testing assistance, commissioning, surveying, construction safety inspection and document control.</p>			
			<p>Provide specialized services in audio-visual, telecom, IT, security, and acoustical design and consultation to support Department of Public Works design staff on an as-needed basis. Audio-visual, Telecom, IT, Security, and Acoustical professionals are specialized consultants who are experts in the area of audio-visual, telecom, IT, security analysis and acoustical engineering. Work may involve measuring noise and vibration levels, calculating and designing engineering noise controls, engineering architectural acoustics to achieve good speech intelligibility and or precise and</p>	March 6, 2023	December 31, 2029	REGULAR
<u>43545 - 22/23</u>	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$2,000,000.00				

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
---------------	------------------	------------	---------------------	--------------------------	------------------------	------------------

accurate sound, preparing environmental noise report, and other related services.

The Palo Alto software is proprietary so only Palo Alto engineers will provide Platinum Support, Palo Alto's high-end service offering, that will enhance the City's in-house resources with technical experts who are available to support the City's Palo Alto Networks security deployment. Platinum Support offers the optimal level of service for organizations 24/7, year round availability featuring best-in-class response times and advanced assistance.

Platinum Support provides access to:

- Feature releases and software updates: The City's accounts will stay current with the latest features and software updates.
- Subscription services updates: The City has the ability to configure devices to automatically download App-ID™ technology, URL Filtering, DNS Security, Threat Prevention, and WildFire® service updates. A
- Direct access to a dedicated team of senior engineers: The City has the ability to interact with a senior engineer trained to quickly understand and resolve the City's unique challenges.
- Platinum Support availability: Enjoy 24/7 support for issues of all severities, with Platinum senior engineers available around the clock to assist.
- Platinum Support response time: Get 15-

GENERAL SERVICES  
AGENCY -  
TECHNOLOGY

\$8,500,000.00

January 25, 2023  
December 31, 2028  
REGULAR

44632 - 22/23

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
---------------	------------------	------------	---------------------	--------------------------	------------------------	------------------

			<p>minute response times for critical issues. Platinum Support delivers an enhanced support service-level agreement as specified in table 1. “Response time” is the time between case creation and when the senior engineer begins investigating the case. The City can open cases online or by phone.</p> <ul style="list-style-type: none"> <li>• Online Customer Support Portal: A feature-rich platform provides access to product documentation, problem resolution databases, peer-to-peer interaction, and support case management.</li> <li>• Case management: Submit, update, check status, and manage support cases for all your supported Palo Alto Networks products via the online Customer Support Portal.</li> <li>• Documentation and FAQs: Access product manuals, technical guides, software release notes, and frequently asked questions (FAQs) to streamline deployments and incident resolution.</li> <li>• Security Assurance: When you detect suspicious activity in your network, Security Assurance gives you access to our security experts who will help orient initial investigations, facilitate collection of logs and IOCs, and expedite handoff to the City's preferred incident response vendor.</li> <li>• Planned event assistance: If scheduled at</li> </ul>			
--	--	--	--	--	--	--

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>least seven days in advance, Platinum senior engineers can assist with proactive maintenance, such as software upgrades or feature activation. Platinum engineers can also be on call to assist during business events.</p> <ul style="list-style-type: none"> <li>• On-site assistance for critical issues: For Severity 1 issues outside the capabilities of remote troubleshooting, a field engineer may be dispatched to the City's location at the discretion of the Palo Alto Networks Platinum Support management team.</li> <li>• Failure analysis: In the event of hardware failure, upon request, Palo Alto Networks will analyze the replaced unit and send the City the results of the investigation.</li> <li>• Next-business-day delivery for parts and hardware replacement: The City can get fast turnaround for hardware replacement. Next-Business-Day Delivery Service is subject to certain limitations. For an additional fee, hardware replacement services can be upgraded to four-hour shipment for rapid RMA turnaround.</li> </ul>			
<u>44966 - 22/23</u>	GENERAL SERVICES AGENCY - TECHNOLOGY	\$7,000,000.00	The Department of Technology intends to enter into a multi-year citywide enterprise agreement for Commvault software, software maintenance, SaaS, hardware, hardware maintenance, cloud services and professional services. Commvault software provides enterprise-grade	June 1, 2023	May 31, 2032	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>backup, protection and recovery of virtual machines, containers, databases, applications (including cloud), endpoints and files. The software allows customers to manage back-up data and workloads efficiently and securely, both on-premises and in the cloud. Commvault's portfolio also includes software as a service, where City departments access software licenses through an online application instead of downloading it onto its own servers.</p> <p>In addition to the above, Commvault offers professional services to help departments train on, implement and configure the software to specific department needs. This service will be provided on an as-needed basis, and by Commvault engineers. These services require technical expertise and knowledge of proprietary Commvault software products that City employees do not have. City employees do not have Commvault deployment rights, access from an architectural level, or access to source code which are required to perform these functions.</p> <p>The total amount of possible professional services is estimated to be 6.8% of the contract amount requested herein. The remaining 93.2% of the estimated cost will be used to purchase proprietary software licenses, software maintenance, hardware, hardware maintenance, and software-as-a-service licenses. There are</p>			

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
---------------	------------------	------------	---------------------	--------------------------	------------------------	------------------

no professional services associated with these later categories.

The Office of the Treasurer and Tax Collector (TTX) runs a unique college savings program for all San Francisco students in SFUSD, the Kindergarten to College Savings Program (K2C). In the current school year (2022-23), the inaugural cohort of K2C participants will graduate from high school and the program will disburse funds at scale for the first time. The TTX-K2C team now requires an experienced consultant to conduct a multi-phase evaluation of the K2C program to examine the impact and efficacy of the program, as well as offer a blueprint for future analysis.

45582 - 22/23  
 TREASURER/TAX COLLECTOR \$250,000.00

March 21, 2022  
 March 20, 2027  
 REGULAR

**TOTAL AMOUNT \$226,973,000**

# POSTING FOR

March 06, 2023

## PROPOSED PERSONAL SERVICES CONTRACTS -- Modifications

<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>
43567 - 21/22 - MODIFICATIONS	March 6, 2023	PORT -- PRT	\$487,000	\$987,000	This contract will be used for the services needed related to the habitat around the Heron's Head Park. The needed services include seed collection, cultivation of plants in a greenhouse, planning, and habitat stewardship in phases over a four-year period.	06/30/2026	06/29/2028	REGULAR
41819 - 20/21 - MODIFICATIONS	March 6, 2023	PUBLIC HEALTH -- DPH	\$0	\$65,000,000	Contractors will perform scheduled and as-needed maintenance and support services for a variety of equipment and systems in use at the Department of Public Health. As technology advances, equipment that is used in the day-to-day operation of an integrated health network are becoming increasingly more	01/01/2023	12/31/2030	REGULAR



**Commission**  
**Hearing**  
**Date**

**PSC Number**

**Department**

**Additional Amount**

**Cumulative Total**

**Description**

**Start Date**

**End Date**

**Approval Type**

complicated and integrated with other devices and systems. Often, in addition to proprietary characteristics of the equipment Original Equipment Manufacturers (OEMs) are turning to software solutions used in conjunction with the equipment to achieve full and greater functionality. Services performed by the contractor(s) may include, but are not limited to: standard maintenance services, preventive maintenance services, applying software/firmware upgrades, system integrations, maintenance and equipment surveys, and/or wiping of protected health information from devices. Systems which need maintenance will include radiology

<b>PSC Number</b>	<b><u>Commission</u> <u>Hearing</u> <u>Date</u></b>	<b>Department</b>	<b>Additional Amount</b>	<b>Cumulative Total</b>	<b>Description</b>	<b>Start Date</b>	<b>End Date</b>	<b>Approval Type</b>
					equipment, laboratory equipment, scientific equipment, medical equipment used in direct patient care, sterilizers, general office equipment, copiers, security systems (including CCTV), perimeter security, fire alarms, electrical infrastructure, computer hardware, and/or audio/video equipment. Services may be onsite, remote or at central depot repair service facilities.			
42659 - 14/15 - MODIFICATIONS	March 6, 2023	PUBLIC HEALTH -- DPH	\$2,500,000	\$5,000,000	Professional compliance, evaluation, assessment, and technical assistance services that support the evaluation needs of the Department's primary care and prevention programs. Services include independent contractor/professional consulting services to address local, State	07/01/2025	06/30/2030	REGULAR

PSC Number	<u>Commission</u> <u>Hearing</u> <u>Date</u>	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					and federal compliance requirements on an as-needed project basis. Contractor(s) will evaluate findings, assess and evaluate identified findings, provide technical reports and technical assistance as required to the Department. These services will provide the Department the ability to meet required compliance directives.			
					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			
42060 - 17/18 - MODIFICATIONS	March 6, 2023	PUBLIC UTILITIES COMMISSION -- PUC	\$6,000,000	\$18,000,000		09/13/2022	01/02/2024	REGULAR

<b>PSC Number</b>	<b><u>Commission</u> <u>Hearing</u> <u>Date</u></b>	<b>Department</b>	<b>Additional Amount</b>	<b>Cumulative Total</b>	<b>Description</b>	<b>Start Date</b>	<b>End Date</b>	<b>Approval Type</b>
					monitoring, supplier quality surveillance, special laboratory testing, start-up & testing assistance, commissioning, surveying, construction safety inspection and document control.			
					Maintenance and testing of existing switchgear and switchboard at various East Bay and West Bay Water Supply and Treatment Facilities.			
					This contract is for maintenance and testing of seventeen (17) switchgear and twenty-two (22) switchboards with estimated cost of \$30,000 per switchgear / switchboard or \$1,170,000 for the entire contract.			
43867 - 19/20 - MODIFICATIONS	March 6, 2023	PUBLIC UTILITIES COMMISSION -- PUC	\$130,000	\$1,300,000		01/26/2023	09/14/2024	REGULAR
11945 - 20/21 - MODIFICATIONS	March 6, 2023	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$40,000,000	\$50,000,000	The Office of Contract Administration (OCA), on behalf of all City departments, hereby requests that the Civil Service	01/30/2023	continuing	CONTINUED

**Commission**  
**Hearing**  
**Date**

**PSC Number**

**Department**

**Additional Amount**

**Cumulative Total**

**Description**

**Start Date**

**End Date**

**Approval Type**

Commission (CSC) grant Continuing Approval for three narrowly defined categories pertaining to proprietary software and equipment. These three categories are: (1) Proprietary Cloud Based Software, (2) Proprietary Software Support and (3) Proprietary Equipment Installation and maintenance. Each of these three categories is narrowly defined in the attached memorandum titled “Definitions for Continuing Approval of Prop Software and Equipment”. If a contract qualifies for one of these three categories, the department may elect to use this Continuing Approval in lieu of obtaining its own approval. In so doing, the department shall be required to report its election when submitting its contract

Commission  
Hearing  
Date

PSC Number

Department

Additional Amount

Cumulative Total

Description

Start Date

End Date

Approval Type

for OCA review. Upon reporting its election when submitting its contract, all applicable unions shall be immediately notified of said election by email. Additionally, OCA shall produce a report such elections on a quarterly basis to CSC or, upon request, on a more frequent basis. Specifically, OCA will report the Department Name, Contract ID, Supplier ID, Contract Amount, Service Type and Contract End Date. PLEASE SEE CONTINUATION OF THIS RESPONSE ON MEMORANDM ATTACHED

Project Management Support Services (PMSS) and Design-Build (DB) service teams with airport terminal design and management expertise are required to manage the design and

AIRPORT  
-- AIR

40697 - 14/15 -  
MODIFICATIONS

March 6, 2023 COMMISSION \$700,000,000 \$1,600,000,000

01/31/2023 12/31/2029 REGULAR

**Commission**  
**Hearing**  
**Date**

**PSC Number**

**Department**

**Additional Amount**

**Cumulative Total**

**Description**

**Start Date**

**End Date**

**Approval Type**

construction of the Terminal 3 West Improvements project. Services to be provided include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the project. The scope of work of this project includes renovation of the existing western half of Terminal 3, design and construction of an expansion of Terminal 3, a secure connector from Terminal 3 to the International Terminal, a new consolidated baggage handling system, and various utility and support infrastructure upgrades.

**TOTAL AMOUNT TOTAL AMOUNT \$749,117,000**



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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Real Estate Broker Services

Funding Source: General Fund

PSC Duration: 4 years 51 weeks

PSC Amount: \$250,000

**1. Description of Work**

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

The Real Estate Division seeks as-needed qualified brokerage firms to assist in reviewing complex property matters involving the purchase, sale or leasing of public or private real estate. It is the intention of the Division to create a list of pre-qualified firms who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement.

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

On Occasion, special Real Estate projects (analysis, transactions and other matters) require the expertise of brokerage firms with access to market data and background unavailable to City staff, or beyond the skills and abilities of City staff. Examples of such projects in the past five years have been several sales of City property, space utilization analyst, and development strategy for Central Shops relocation. Denial will result in the inability of the Real Estate Division to perform assignments requested of them of our client department.

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 been provided under contract by a panel of approved brokerage firms whose last creation was 5 years ago.

D. Will the contract(s) be renewed?

No. A new solicitation for qualified companies will be issued at the end of the five year term.

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.

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

B. Explain the qualifying circumstances:

The service requires specialized knowledge of broker functions. Work will only occur when there is a need for the services.

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

A. Specify required skills and/or expertise: Licensed to conduct business in the State of California; Experience in residential and commercial property development in the State of California with Brokerage License; Working offices in San Francisco; Experience with the State Lands Commission and BCDC on Public Trust or waterfront issues; Experience analyzing complex economic and real estate market dynamics and delivering forecasts.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 4143, Principal Real Property Ofc;

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?**

The nature of this work involves in-depth market knowledge and trend analysis, and requires access to data sets usually not available to City staff.

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

A. Explain why civil service classes are not applicable.

No civil service classes have the necessary knowledge and expertise.

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 infrequent nature of the work, combined with the level of expertise and in-depth market knowledge required, make it impractical to employ full time staff to provide such services.

**6. Additional Information**

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

No.

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

No. No training will be provided.

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 12/21/2022, 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: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

Address: One Carlton B. Goodlett Place Room 362 San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42844 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/06/2023

# **Receipt of Union Notification(s)**

## Lubamersky, Joan (ADM)

---

**From:** dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org  
**Sent:** Wednesday, December 21, 2022 10:52 AM  
**To:** Lubamersky, Joan (ADM); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 42844 - 22/23

RECEIPT for Union Notification for PSC 42844 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 42844 - 22/23 for \$250,000 for Initial Request services for the period 04/04/2023 – 03/31/2028. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/19580> 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: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM Dept. Code: ADM

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

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

Type of Service: Real estate brokerage property analysis

Funding Source: General fund PSC Duration: 4 years 51 weeks
PSC Amount: \$500,000 PSC Est. Start Date: 04/05/2018 PSC Est. End Date: 04/01/2023

1. Description of Work

A. Scope of Work:

The Real Estate Division is in need of qualified brokerage firms to assist in reviewing complex property matters involving the purchase, sale or leasing of public or private real estate. It is the intention of the Division to create a list of pre-qualified firms who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement.

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

On an as-needed basis, special Real Estate projects (analysis, transactions and other matters) require the expertise of brokerage firms with access to market data and background unavailable to City staff, or beyond the skills and abilities of City staff. Examples of such projects in the past five years have been several sales of City property, space utilization analysis, and development strategy for Central Shops relocation. Denial will result in the inability of the Real Estate Division to perform assignments requested of them of our client departments.

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

This service has been provided under Personal Services Contracts by a panel of approved brokerage firms created five years ago.

D. Will the contract(s) be renewed? Likely yes.

2. Union Notification: On 12/11/2017, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43268 - 17/18

DHR Analysis/Recommendation:

03/05/2018

Commission Approval Required

DHR Approved for 03/05/2018

Approved by Civil Service Commission
Page 7



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

- A. Specify required skills and/or expertise:  
Licensed to conduct business in the State of California; Experience in residential and commercial property development in the State of California with Brokerage License; Working offices in San Francisco; Experience with the State Lands Commission and Bay Conservation and Development Commission on Public Trust lands or waterfront issues; Experience analyzing complex economic and real estate market dynamics and delivering forecasts.
- B. Which, if any, civil service class(es) normally perform(s) this work?  
4143,1823,
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:  
No.

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

- A. Explain why civil service classes are not applicable:  
Civil service classifications do not have the depth of breath of knowledge required.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
No, the infrequent nature of the work, combined with the level of expertise and in-depth market knowledge required, make it impractical to employ full time staff to provide such services.

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

**YES    NO**

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 01/17/2018 BY:

Name: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

Address: One Dr. Carlton B. Goodlett Place Room 362 San Francisco, CA 94102

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: As-needed Repairs & Maintenance Services on City-Owned Vehicles/Fuel Stations

Funding Source: General Fund

PSC Duration: 5 years

PSC Amount: \$6,500,000

**1. Description of Work**

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

Contractors to perform various repairs and maintenance services on City-owned vehicles in cases when services cannot be done at Central Shops in a timely manner or in cases when the services can only be done by the contractor(s): required by the manufacturer to preserve warranties or due to repair complexity and necessity of proprietary tools. The proposed services also include inspection, maintenance, and repair services on the City-owned fuel stations at the Public Works Yard, Hall of Justice, and Golden Gate Park.

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

Central Shops maintains and repairs the vast majority of vehicles owned by various departments, including public safety departments, public works, public utilities, etc. Timely repairs and continual maintenance of these City-owned vehicles are critical for City departments to provide often essential public services without lapses and delays. Furthermore, Central Shops operates the three (3) fuel stations at the Public Works Yard, the Hall of Justice, and Golden Gate Park. Timely repairs and continual maintenance of these fuel stations are critical so that gasoline, renewable diesel, and compressed natural gas fuel are made available to vehicles used by departments to carry out City business.

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.

These services have been provided in the past through agreements with vendors via Open Market Purchase and PropQ purchasing authority.

D. Will the contract(s) be renewed?

The contracts will not be renewed, they will be for a duration of five (5) years with no extension.

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

**2. Reason(s) for the Request**

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

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

- 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:

Services are required when the Central Shops cannot perform services in a timely manner or in cases when the services can only be done by the contractor(s) either due to the complexity, necessity of proprietary tools, and/or the availability of parts.

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

- A. Specify required skills and/or expertise: Contractors shall provide relevant industry certificates such as Automobile Service Excellence (ASE) certification or Emergency Vehicle Technician (EVT) certification. Contractors shall also have experience and knowledge of the automotive repair trade, knowledge of Bureau of Automotive Repair rules and Automotive Repair Industry rules and guidelines, and the ability to work on a variety of vehicle classifications. Contractors working on fuel sites should have relevant industry certificates for fuel site maintenance.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7306, Automotive Body & Fender Wrk; 7313, Automotive Machinist; 7315, Auto Machinist Asst Sprv; 7332, Maintenance Machinist; 7381, Automotive Mechanic; 7410, Automotive Service Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, for some of the contracts the vendor will have to provide replacement parts.

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

With regards to the vehicle services, Central Shops is the entity in the City to provide such services. Central Shops has tried to hire and retain more qualified staff, but faces many challenges and does not always have qualified staff to service all vehicle types. With regards to fuel site service work, Central Shops has checked with the San Francisco Public Utilities Commission (SFPUC), but they do not have staff that have the expertise to service Central shop stations.

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

- A. Explain why civil service classes are not applicable.  
Services are required on an as-needed basis when City employees cannot perform the work.
- 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. Services are required when the Central Shops cannot perform services in a timely manner or in cases when the services can only be done by the contractor(s) either due to the complexity, necessity of proprietary tools, and/or the availability of parts.

**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. There will be no training for City employees.
- 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 11/18/2022, the Department notified the following employee organizations of this PSC/RFP request:  
Automotive Machinists, Local 1414; TWU - Automotive Service Worker; TWU Local 250A; TWU - Miscellaneous

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

Name: Lynn Khaw Phone: 4155546296 Email: lynn.khaw@sfgov.org

Address: 1 Dr Carlton B Goodlett Pl Ste 430 San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45413 - 22/23

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 03/06/2023

Civil Service Commission Action:

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [lynn.khaw@sfgov.org](mailto:lynn.khaw@sfgov.org)  
**To:** [Khaw, Lynn \(ADM\); rmittell@twusf.org; mdennis@twusf.org; roger.marenco; pwilson@twusf.org; mjayne@iam1414.org; agonzalez@iam1414.org; speedy4864@aol.com; Khaw, Lynn \(ADM\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Khaw, Lynn (ADM); rmittell@twusf.org; mdennis@twusf.org; roger.marenco; pwilson@twusf.org; mjayne@iam1414.org; agonzalez@iam1414.org; speedy4864@aol.com; Khaw, Lynn (ADM); DHR-PSCCoordinator, DHR (HRD))  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45413 - 22/23  
**Date:** Friday, November 18, 2022 4:44:55 PM

---

RECEIPT for Union Notification for PSC 45413 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 45413 - 22/23 for \$6,500,000 for Initial Request services for the period 12/05/2022 – 12/04/2027. 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/19255> 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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Laboratory Services for Drug Testing of Standard and Specialty/Esoteric Drugs

Funding Source: General Fund

PSC Duration: 4 years

PSC Amount: \$500,000

**1. Description of Work**

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

Contractor(s) to provide laboratory drug testing analysis and services for a variety of standard drugs and specialty/esoteric drugs. Services include urine and oral fluids laboratory-based confirmation testing for standard and esoteric/specialty drugs, rapid diagnostics drug testing devices, postmortem/human performance laboratory-based testing across a variety of substances (urine, blood, vitreous, tissue), criminal court support, and employment drug testing services. Categories include: 1) criminal justice & treatment lab services, 2) forensic toxicology lab services, 3) NIDA 5 DOT/Employment lab services, specimen collections and TPA support, and 4) rapid diagnostics drug testing devices and related expert witness, court support services.

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

The Drug Court and Community Justice Center managed by the Department of Public Health (DPH) utilizes laboratory drug testing analysis and services and associated rapid diagnostics devices to serve clients in the Drug Court Treatment Center (DCTC). The Adult Probation Department and Juvenile Probation Department offer drug testing services to clients for court-ordered conditions of probation which require all probationers to not use any illegal drugs or substances. Drug testing enables the Adult Probation Department to better protect public safety by monitoring and enforcing probationer compliance with court orders. Denial of the request will negatively impact the department's ability to monitor drug use among clients and will place the department out of compliance with court requirements. Similarly, other City departments may use drug testing laboratory confirmation services or other associated support services for forensics & criminal justice or other needs.

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 for the DPH drug test court program under the PO process and in the past through PSC requests from other agencies. See, attached PSC #37494-16/17 for the Adult Probation Department. The upcoming contract is a Citywide Term Contract by the Office of Contract Administration (OCA) for future services.

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 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.

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 performed on an irregular schedule and require a quick turnaround of results. The number of clients served by the Drug Court Treatment Center (DCTC) managed by DPH depends on the number of cases received and is unpredictable. The number of clients in the Adult Probation Department depends on the number of court-ordered cases, which varies over time and is unpredictable. The work would be performed by a testing laboratory with drug testing solutions and screening devices that are accredited and the City does not own such facilities. Such services are also regulated at the state and federal levels. Services must be provided by contractors who maintain and keep current licensing and accreditation for laboratories per state and federal regulations including but not limited to the following agencies or organizations: the U.S. Department of Health and Human Services (CMS/CLIA) Certificate of Compliance, the American Association of Bioanalysts (AAB) and College of American Pathologists (CAP) Urine Drug Screening & Confirmation CAP-FUDT On-Site Certificate of proficiency testing, and the State of California Department of Health Services Clinical Laboratory License.

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

A. Specify required skills and/or expertise: Contractor(s) will provide specialized technicians and the required specialized drug testing solutions to perform the work within a short turnaround time. Work shall be performed by technicians at a testing laboratory with drug testing solutions and expertise with management of bodily fluids and samples, along with expertise and experience with chain-of-custody procedures and related forensics and criminal justice workflows. Services must be provided by a contractor who maintains and keeps current licensing and accreditation for laboratories per state and federal regulations including but not limited to the following agencies or organizations: the U.S. Department of Health and Human Services (CMS/CLIA) Certificate of Compliance, the American Association of Bioanalysts (AAB) and College of American Pathologists (CAP) Urine Drug Screening & Confirmation CAP-FUDT On-Site Certificate of proficiency testing, and the State of California Department of Health Services Clinical Laboratory License.

B. Which, if any, civil service class(es) normally perform(s) this work? 2403, Forensic Laboratory Technician; 2456, Asst Forensic Toxicologist 1; 2457, Forensic Toxicologist Supervisor; 2458, Chief Forensic Toxicologist;



- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor(s) must have access to state-of-the-art drug testing products and equipment in a forensic lab environment that the City does not have. The labs must be appropriately accredited and licensed per state and federal regulations including but not limited to the following agencies or organizations: the U.S. Department of Health and Human Services (CMS/CLIA) Certificate of Compliance, the American Association of Bioanalysts (AAB) and College of American Pathologists (CAP) Urine Drug Screening & Confirmation CAP-FUDD On-Site Certificate of proficiency testing, and the State of California Department of Health Services Clinical Laboratory License.

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

These laboratory services and analysis procedures must be performed in a state-of-the-art accredited and licensed facility with technical expertise, which the City lacks. Drugs and illicit substances are constantly changing, and laboratory services must keep up with the changes in order to detect illicit drugs.

**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 are not applicable because the services are highly specialized and require the use of specialized technicians in the area of diagnostic and confirmation laboratory testing for standard and specialty drugs in a specialized, certified and accredited state-of-the-art laboratory environment. The services required are on an as-needed, intermittent, or periodic basis with quick turnaround of results, and the City does not have state-of-the-art research facilities to develop new tests to keep up with newer illicit drugs on the market.

- 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 work would be performed by a testing laboratory with drug testing solutions and screening devices that are accredited. Services are performed on an irregular schedule and require a quick turnaround of results. Procedures and laboratory tests are constantly evolving to match the newer types of illicit drugs in the market and the City does not have the technical expertise, research & development capability, or time to develop such laboratory tests and achieve approval from the appropriate regulatory bodies including the FDA for 510(k) devices, CLIA (Clinical Laboratory Improvement Amendments), and the Centers for Medicare & Medicaid Services (CMS). Such laboratory techniques and knowledge require multiple years of extensive research to identify the substances, set thresholds for positive results, and quantify the accuracy of the laboratory tests. In addition to the lab tests, specific knowledge is required for chain-of-custody and workflows to ensure that the samples are delivered safely and securely and that the test results match the correct sample. Samples are human fluids and other mediums, and therefore must be handled and disposed of properly with the appropriate protective gear.

**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 will not be provided.

- C. Are there legal mandates requiring the use of contractual services?  
Yes. When courts issue requirements to clients placed on probation supervision or in the drug court treatment program managed by DPH or for court-ordered clients at the Adult and Juvenile Probation Departments, City departments must comply with these requirements. In this case, to ensure that clients do not use drugs or illicit substances.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 12/22/2022, 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: Lynn Khaw Phone: 4155546296 Email: lynn.khaw@sfgov.org

Address: City Hall, Room 430, 1 Dr. Carlton B. Goodlett Pl. San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45625 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/06/2023

# **Receipt of Union Notification(s)**

## Choi, Suzanne (HRD)

---

**From:** dhr-psccordinator@sfgov.org on behalf of lynn.khaw@sfgov.org  
**Sent:** Thursday, December 22, 2022 3:12 PM  
**To:** Khaw, Lynn (ADM); Laxamana, Junko (DBI); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; l21pscreview@ifpte21.org; Khaw, Lynn (ADM); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45625 - 22/23

RECEIPT for Union Notification for PSC 45625 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 45625 - 22/23 for \$500,000 for Initial Request services for the period 02/15/2023 – 02/14/2027. 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/19554> 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: ADULT PROBATION -- ADP

Dept. Code: ADP

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

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

Type of Service: Drug Test Confirmation Services

Funding Source: General Fund

PSC Duration: 2 years 52 weeks

PSC Amount: \$20,000

**1. Description of Work**

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

Court ordered conditions of probation require all probationers to not use any illegal drugs or substances. The Adult Probation Department monitors this requirement by regularly testing its clients for use of drugs and other illegal substances. Some legal proceedings require positive drug tests to be confirmed/verified by a laboratory. Contractor will perform drug test confirmation services of positive tests.

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

Court ordered conditions of probation require all probationers to not use any illegal drugs. Drug Testing will enable the Adult Probation Department to better protect public safety by monitoring and enforcing probationer compliance with Court orders. Denial of request will negatively impact the Department's ability to monitor drug use among clients, and it will place the Adult Probation Department out of compliance with Court requirements.

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.

In the past the service was provided by Redwood Toxicology Laboratories, Inc. via a PSC number that has expired.

D. Will the contract(s) be renewed?

A new contract will be executed.

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:

This work would be performed by a forensic testing lab with drug testing solutions and screening devices for adult probationers. The contractor must have access to state of the art drug testing products and equipment in a forensic lab environment that the City does not have.

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

- A. Specify required skills and/or expertise: The contractor must have the ability to provide effective drug testing using high quality devices from a forensic testing lab within a short turnaround time.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor has access to state of the art drug testing products and equipment in a forensic lab environment.

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

The City does not offer these services.

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

- A. Explain why civil service classes are not applicable.  
There is no civil service class that requires the knowledge, skills, and ability to provide drug testing in a forensic lab.
- 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 would be performed by a forensic testing lab with drug testing solutions and screening devices for adult probationers.

**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. See attachment for more information. Staff does not need to master any particular skill or knowledge related to drug test confirmation services. Therefore, Contractor will not provide training to staff.
- C. Are there legal mandates requiring the use of contractual services?  
Yes. See attachment for more information. When Courts issue requirements to people placed on probation supervision, the Adult Probation Department must comply with these requirements. In this case, ensure that clients do not use drugs or illicit substances.
- 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 09/01/2016, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

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

Address: 880 Bryant Street Room 200 San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 37494 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 09/19/2016



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Ionized Radiation Personnel Dosimetry Badge Services

Funding Source: General Fund

PSC Duration: 5 years

PSC Amount: \$3,000,000

**1. Description of Work**

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

Contractor to provide personnel dosimetry badge services to measure, monitor and record occupational exposure to ionized radiation through Ionized Radiation Detection Badge Services & Leak Test Wipe Kits by delivering, analyzing and exchanging thermo-luminescent (TLD) or similar technology whole-body badges, extremity rings, area monitor badges, control badges, fetal monitors and leak test wipe kits to detect and monitor ionized radiation exposure for personnel who work near or around ionized radiation sources. Services include thermo-luminescent (or similar technology) dosimeter badges shipped to City, analysis and monitoring services on a monthly, bi-monthly, quarterly or on an as-exposed basis. Leak Test wipe kits are delivered to test radiation releasing probes or other lab equipment with ionizing radiation and sent back to vendor for analysis. The contractor provides dosimetry badge service maintenance, reading and interpretation services. The dosimetry badge service shall also provide a robust reporting system that shall comply with all mandated reporting requirements. Personnel dosimetry badge service is an essential part of the radiation safety program to protect health and keep occupational radiation exposures as low as reasonably achievable (ALARA). Departments that use this service would include the Department of Public Health, with 16 sub-groups within Zuckerberg San Francisco General Hospital, 4 groups within Laguna Honda Hospital, Jail Health Services, Environmental Health & Safety, Department of Public Works' Materials Testing Laboratories, Animal Care & Control, Office of the Chief Medical Examiner, emergency response or first responder departments, and any other City departments where a need for monitoring occupational radiation exposure arises.

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

Personnel dosimetry services are an essential component of any radiation safety program which has a goal of protecting health and minimizing harmful exposures to ionizing radiation in the workplace. Radiation safety standards and policies are set by a consensus among national and international scientific organizations, such as the Health Physics Society, the National Council on Radiation Protection (NCRP), and the International Commission on Radiological Protection (ICRP). In the United States, the Nuclear Regulatory Commission (NRC) sets regulatory dose limits for the public and occupationally exposed workers. Federal regulations, 10 CFR 20 from the NRC standards, require that monitoring of individual employees is necessary if the employee is likely to receive more than 10% of the allowable radiation limit (5 rem), which is 0.5rem. A pregnant employee must be monitored if likely to receive greater than 0.1rem during the pregnancy. Additional requirements are codified in the California Health and Safety Code, sections 114960 through 115273, 115230 and 115235 and other portions of the Code, including but not limited to the Radiation Control Law, Radiologic Technology Act and other radiation related laws in accordance to Title 17, California Code

of Regulations (17 CCR), and in particular, CCR, Title 17, Div. 1, Chapter 5, Subchapters 4 and 4.5. 17 CRR 30253 incorporates by reference the federal regulations specified in Title 10, Code of Federal Regulations (CFR), Part 20. In order to maintain all licenses, the departments must provide dosimetry badge service. If the services are denied the departments will be unable to operate any radiological services or other services where City employees are near or around ionizing radiation sources. City departments needing to use x-ray machines must have valid registrations and licenses with the State of California Public Health Department.

- 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 contracts have been provided under the purchase order/general services contract. Future contracts will be through the standard general services contract process.
- 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 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:

Personnel who work with ionized radiation emitting sources, or the analysis of personnel dosimetry badges have specific technical expertise, including specific radiation safety training and knowledge of handling exposed badges and of operating specific equipment for the analysis and safe disposal of exposed badges. The quantity of badges required fluctuates over time and is unpredictable. The contractor must be able to handle large quantities or small quantities of badge requests at any given time. It must also be able to provide measured dose, shallow dose equivalent, and deep dose equivalent data calculated from equipment that is frequently calibrated and maintained. Such calculations require technical expertise to ensure readings from the badges and rings are providing accurate information to City. Many of these calculations, algorithms, and equipment calibration and set-up methods are proprietary to specific providers.

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

A. Specify required skills and/or expertise: The contractor shall be licensed and accredited with the appropriate governing and regulating bodies related to radiation safety programs and testing laboratories and in particular the operation and technical requirements of the Laboratory Accreditation Program for Personnel Radiation Dosimetry of the National Voluntary Laboratory Accreditation Program (NVLAP.) Such dosimetry laboratories undergo proficiency testing and on-site assessments of technical capabilities by technical experts before achieving accreditation as a dosimetry processing laboratory. In addition to the technical expertise and accredited laboratory environment, the contractor shall have work procedures and staff proficient in distributing,

exchanging, reading, interpreting, and managing badge data for every badge exchange to ensure that workers have access to their historical and most recent radiation doses and exposures. It must also understand how to handle badges so that the dose readings are not altered inadvertently from other radiation sources or through transit. It must have the technical capability to analyze and account for naturally occurring radiation and other noise factors such as radiation exposure in transit between facilities by conducting a technical analysis against an area monitor badge and a control badge that travels with exposed badges. It must also be responsive, with quick turn-around to replace any lost or damaged badges, and to respond quickly to any requests for additional badges or fetal monitor badges. It must also be able to provide measured dose, shallow dose equivalent, and deep dose equivalent data calculated from equipment that is frequently calibrated and maintained. Such calculations require technical expertise to ensure readings from the badges and rings are providing accurate information to City. Many of these calculations, algorithms, and equipment calibration and set-up methods are proprietary to specific providers.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5177, Safety Officer; 0943, Manager VIII;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor shall use an NVLAP-accredited personnel dosimetry laboratory and associated laboratory procedures, and badge distribution and exchange workflows. The contractor possesses equipment for the analysis and safe handling of dosimetry badges and must follow radiation safety protocols. The City does not possess such state-of-the-art laboratory facilities. It must also be able to provide measured dose, shallow dose equivalent, and deep dose equivalent data calculated from equipment that is frequently calibrated and maintained. Such calculations require technical expertise to ensure readings from the badges and rings are providing accurate information to City. Many of these calculations, algorithms, and equipment calibration and set-up methods are proprietary to specific providers.

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

The City does not currently have the resources to develop an NVLAP-accredited personnel dosimetry laboratory service for a radiation safety program broad enough to cover all of the City's current needs for personnel dosimetry which includes more than 600 badges across 20 or more sub-groups in the City. The City does not have the technical expertise to be able to provide measured dose, shallow dose equivalent, and deep dose equivalent data calculated from equipment that is frequently calibrated and maintained. Such calculations require technical expertise to ensure readings from the badges and rings are providing accurate information to City. Many of these calculations, algorithms, and equipment calibration and set-up methods are proprietary to specific providers.

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

A. Explain why civil service classes are not applicable.

Personnel who work with ionized radiation emitting sources, or the analysis of personnel dosimetry badges have specific technical expertise, including specific radiation safety training and knowledge of handling exposed badges and of operating specific equipment for the analysis and safe disposal of exposed badges. The quantity of badges required fluctuates over time and is unpredictable. The contractor must be able to handle large quantities or small quantities of badge requests at any given time. It must also be able to provide measured dose, shallow dose equivalent, and deep dose equivalent data calculated from equipment that is frequently calibrated and maintained. Such calculations require technical expertise to ensure readings from the badges and rings are providing accurate information to City. Many of these calculations, algorithms, and equipment calibration and set-up methods are proprietary to specific providers.

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.

**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. Department radiation safety committees provide guidance on how to properly wear the badges or rings, and on where to place badges for storage.

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

No.

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

No.

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

No.

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

No.

**7. Union Notification:** On 12/22/2022, the Department notified the following employee organizations of this PSC/RFP request:

Municipal Executive Association; 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: Lynn Khaw Phone: 4155546296 Email: lynn.khaw@sfgov.org

Address: City Hall, Room 430, 1 Dr. Carlton B. Goodlett Pl. San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46472 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/06/2023

# **Receipt of Union Notification(s)**

## Choi, Suzanne (HRD)

---

**From:** dhr-psccordinator@sfgov.org on behalf of lynn.khaw@sfgov.org  
**Sent:** Thursday, December 22, 2022 3:18 PM  
**To:** Khaw, Lynn (ADM); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; l21pscreview@ifpte21.org; Laxamana, Junko (DBI); Criss@sfmea.com; camaguey@sfmea.com (contact); christina@sfmea.com; staff@sfmea.com; Khaw, Lynn (ADM); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46472 - 22/23

RECEIPT for Union Notification for PSC 46472 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 46472 - 22/23 for \$3,000,000 for Initial Request services for the period 02/15/2023 – 02/14/2028. 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/19577> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

# **Additional Attachment(s)**



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Radiation Safety Officer Services and Dosimetry Badges and Services

Funding Source: General Funds

PSC Duration: 5 years

PSC Amount: \$5,000,000

**1. Description of Work**

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

Contractor (s) shall provide the services of a Radiation Safety Officer (RSO) and shall also provide a full service dosimetry badge service for the Department of Public Health. For the services of the RSO the contractor shall prevent unnecessary exposure to ionizing radiation and when exposure is required the contractor shall ensure that necessary exposures are As Low As Reasonably Achievable (ALARA) for the given application. In addition, the RSO will be responsible for training, implementation and enforcement of all radiological rules and regulations at a given facility and will be responsible for all compliance related issues. For the dosimetry badge service, the contractor (s) shall provide the Department either through a rental / lease program or through direct purchase dosimetry badges to be used by the Department. In addition, the contractor (s) shall provide dosimetry badge service maintenance, reading, and interpretation services. The dosimetry badge service shall also provide a robust reporting system which shall comply with all mandated reporting requirements.

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

In order to maintain all licenses, the Department must provide both the RSO services as well as a dosimetry badge service. if the services are denied the Department will be unable to operate any radiological services.

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 contracts have been provided under the purchase order / general services contract process administered by the Office of Contract Administration. Future contracts will be through the standard Professional Services contract process.

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):

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

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

B. Explain the qualifying circumstances:

Short-term or capital projects requiring diverse skills, expertise and/or knowledge: The provision of radiation safety services are highly regulated and require highly experienced individuals that possess all required licenses. Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator): For the dosimetry services the contractor will provide dosimetry badges, and all of the equipment and services needed to maintain and monitor the badges.

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

- A. Specify required skills and/or expertise: For the Radiation Safety Officer individuals must meet the specifications of 10 Code of Federal Regulations (CFR) 35.50, "Training for Radiation Safety Officer and Associate Radiation Safety Officer. and must be certified by one of the approved certification board listed under 10 CFR 35.50(c)(1) (Attachment 1 to this PSC) and must meet the California requirements listed under Title 17 California Code Regulations (CCR) § 30333.07 (Attachment 2)
- B. Which, if any, civil service class(es) normally perform(s) this work? 5177, Safety Officer; 0943, Manager VIII;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes for the dosimetry services the contractor will provide dosimetry badges, and all of the equipment and services needed to maintain and monitor the badges.

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

The requested services are highly specialized and only found within organizations that have a need for radiation safety specialists. While there may be some similarities between departments with such needs there is no other department that staffs and operates Acute Care, Long-term care, and clinic based medical services with a robust radiological portfolio of medical services.

**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 are not applicable. For the dosimetry services, it would be impractical for the City to acquire, maintain and monitor its own fleet of dosimetry badges as the Department would need to acquire its own specialized equipment and licensure to do so. For the RSO services the current director of radiology services (vacant) would perform certain parts of this role if the person possesses all of the highly specialized license requirements. There is a recruitment that is ongoing, however even when the position is filled, it would be beneficial to have additional as-needed consultative support for the new director in order to respond to any emerging issues and to assist the the new RSO in data to tasks.
- 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 work is as-needed and intermittent, and highly specialized especially for the dosimetry services which contemplates the contractor provided the required equipment.

**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. There is expectation of formal training from the contractors to City staff beyond general training in the basic use of dosimeters and how to distribute and return to the vendor. City staff will have the opportunity to learn current best practices on how to operate aspects of a radiation safety program.

- 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 02/14/2022, the Department notified the following employee organizations of this PSC/RFP request:  
Municipal Executive Association; 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: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

Address: 1380 Howard Street, Room 421b San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45998 - 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: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: As-Needed Armed and Unarmed Security Guard Services

Funding Source: General Fund

PSC Duration: 3 years

PSC Amount: \$6,000,000

**1. Description of Work**

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

The Office of Contract Administration (OCA) would like to establish contracts for departments to obtain short-term and intermittent security guard services for special events and locations without existing service. Uniformed security guard services will provide a visible presence to the public and City staff while monitoring the grounds/facilities; protecting the safety of persons on sites; protecting the property against fire, theft, damage, and trespass; and investigating and reporting unusual or suspicious activities. These services will be available to all City departments requiring a short turnaround and for short-term duration services. Services will not cover long-term or consistent/regular security guard services.

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

The request for armed and unarmed security guard services is necessary for short-notice special events, locations without existing services, and intermittent needs to ensure the safety of those on site, conduct possible crowd control, and report suspicious activities. Special events may last for a short duration, take place sporadically and not be ongoing. Locations may need services immediately and for short-term durations or intermittently. Some services may include travel to City owned facilities outside of San Francisco, such as San Mateo and Alameda Counties to monitor the security needs of the facility and enforce safety regulations and policies. The consequences of denial will pose safety and security risks at sites requiring services and will be detrimental to the City's operations.

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 most recently been provided under OCA's Term Contract 86002 in which departments have obtained their own PSC or Prop J approval.

D. Will the contract(s) be renewed?

No.

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

**2. Reason(s) for the Request**

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

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

B. Explain the qualifying circumstances:

No, it would not be feasible to transition this work back to the City due to the intermittent and sporadic work. This request will not cover long-term or consistent/regular security guard services.

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

- A. Specify required skills and/or expertise: All armed and unarmed security guards assigned must possess a security guard state-certified valid Consumer Affairs guard card, have at least one year's experience as a security guard, be a minimum of twenty-one (21) years of age, possess a high school diploma or a General Equivalency Diploma ("GED") equivalent; and armed guards must be appropriately licensed to carry and sufficiently trained to use the firearms they are equipped with.
- B. Which, if any, civil service class(es) normally perform(s) this work? 8202, Security Guard; 8207, Bldg & Grounds Patrol Officer; 8211, Supv Bldg Grounds Patrol Ofcr; 8211, Supv Bldg Grounds Patrol Ofcr; 8302, Deputy Sheriff 1; 8304, Deputy Sheriff; 8306, Senior Deputy Sheriff; 8308, Sheriff's Sergeant; Q002, Police Officer; Q003, Police Officer 2; Q004, Police Officer 3; Q050, Sergeant, (Police Department);
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor will provide staff with uniforms and equipment, i.e., duty belt, radio, cell phone, flashlight, and time management device.

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

These contracts will only be used on an as-needed basis for short-term or intermittent needs with a quick turnaround.

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

- A. Explain why civil service classes are not applicable.  
Civil services classes are not applicable due to the as-needed basis, sporadic/intermittent and short-term need of these services.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical due to inconsistency in the frequency of work assignments across many different departments. This request will not cover long-term or consistent/regular security guard services.

**6. Additional Information**

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. The contractor will not train City employees.
- 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 11/14/2022, the Department notified the following employee organizations of this PSC/RFP request:  
Deputy Sheriff's Association; SEIU 1021 Miscellaneous; SF Sheriff's Managers and Supv; SFPOA - Q2-Q50

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

Name: Lynn Khaw Phone: 4155546296 Email: lynn.khaw@sfgov.org

Address: City Hall, Room 430, 1 Dr. Carlton B. Goodlett Pl. San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48582 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/06/2023

# **Receipt of Union Notification(s)**

**From:** [dhrr-psccordinator@sfgov.org](mailto:dhrr-psccordinator@sfgov.org) on behalf of [lynn.khaw@sfgov.org](mailto:lynn.khaw@sfgov.org)  
**To:** [RECEIPT for Union Notification for PSC 48582 - 22/23 more than \\$100k](mailto:Khaw.Lynn(ADM); mlobre@sfpoa.org; @sfpoa.org; tracym@sfpoa.org; sfsmsa@gmail.com; NajuwandaDaniels; Jason Klumb; Frigault, Noah (HRC); Julie.Meyers@sfgov.org; Thomas Vitale; Ricardo.lopez@sfgov.org; Kbasconcillo@swater.org; pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; david.canham@seiu1021.org; jtanner940@aol.com; president@sanfranciscodsa.com; kennethlomba@gmail.com; ecdemvoter@aol.com; Khaw.Lynn(ADM); DHR-PSCCoordinator, DHR (HRD)</a><br/><b>Subject:</b> Receipt of Notice for new PCS over $100K PSC # 48582 - 22/23<br/><b>Date:</b> Monday, November 14, 2022 7:22:09 PM</p><hr/></div><div data-bbox=)

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 48582 - 22/23 for \$6,000,000 for Initial Request services for the period 09/01/2023 – 08/31/2026. 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/19412> 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



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Real Estate Title Reports and related services

Funding Source: General Fund

PSC Duration: 4 years 51 weeks

PSC Amount: \$.250,000

**1. Description of Work**

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

The Real Estate Division is in need of qualified title insurance companies to assist in completing purchase and sale transactions and to research title issues. It is the intention of the Division to create a list of pre-qualified firm who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement. Title insurance can only be issued by a company licensed to provide such insurance.

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

Accurate and professionally produced title services are required for the successful completion of real estate transactions. Denial would result in the inability of the Real Estate Division to perform its statutory duties.

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 been provided by a panel of approved title companies. A personal services contract (PSC) was approved by the Civil Service Commission (CSC).

D. Will the contract(s) be renewed?

Yes. A new solicitation for qualified title companies will be issued at the end of the term of this contract.

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:

Title insurance services are only needed when real estate transactions require them. Title insurance companies must be licensed.

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

A. Specify required skills and/or expertise: Licensed to conduct business in the State of California. Experience in residential and commercial title and escrow services for governmental entities in the State. Working offices in San Francisco. Expertise with the State Lands Commission on Public Trust. Experience with actions under the Destroyed Lands Records Act.

B. Which, if any, civil service class(es) normally perform(s) this work? 4140, Real Property Manager; 4143, Principal Real Property Ofc;

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 not available within the City.

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

A. Explain why civil service classes are not applicable.

There are no civil service classification for title insurance providers.

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. Work is as-needed. Title insurance companies provide specialized, licensed services that are not provided by an individual, nor possible to be provided by a public sector.

**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.

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

Yes. Title insurance work is required to be performed by licensed individuals

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 12/21/2022, 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: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

Address: One Carlton B. Goodlett Place Room 362 San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49798 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/06/2023

# **Receipt of Union Notification(s)**

## Lubamersky, Joan (ADM)

---

**From:** dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org  
**Sent:** Wednesday, December 21, 2022 9:51 PM  
**To:** Lubamersky, Joan (ADM); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 49798 - 22/23

RECEIPT for Union Notification for PSC 49798 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 49798 - 22/23 for \$250,000 for Initial Request services for the period 04/04/2023 – 03/31/2028. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/19575> 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)**



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

March 5, 2008

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

ALICIA D. BECERRIL  
PRESIDENT

DONALD A. CASPER  
VICE PRESIDENT

MORGAN R. GORRONO  
COMMISSIONER

MARY Y. JUNG  
COMMISSIONER

YU-YEE WU  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4103-07/08 THROUGH 4108-07/08; 4003-07/08 AND 4067-05/06.**

At its meeting of March 3, 2008 the Civil Service Commission had for its consideration the above matter.

**PLEASE NOTE:** *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval.*

It was the decision of the Commission to adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION

ANITA SANCHEZ  
Executive Officer

### Attachment

- c: Micki Callahan, Human Resources Director
- Connie Chang, Public Utilities Commission
- Joan Lubamersky, Administrative Services
- Sheila Maxwell, Department of Telecommunications and Information Services
- Jennifer Johnston, Department of Human Resources
- Jonathan Nelly, Department of Human Resources
- Shawn Wallace, San Francisco Police Department
- Commission File
- Chron

POSTING FOR  
March 03, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
4103-07/08	38	Police	Regular	\$225,555.23	Will provide SFPD requested software enhancements to vendor's proprietary software product.	30-Sep-09
4104-07/08	40	San Francisco Public Utilities Commission	Regular	\$2,799,191.00	Will provide detailed analysis and design for the tunnel including required supplemental geotechnical characterizations; assisting in the preparation of construction contract documents including plans, specifications, and cost estimates.	31-Mar-12
4105-07/08	70	General Services Agency, Real Estate Division	Regular	\$500,000.00	Will provide commercial property appraisal services including: draft and final appraisal reports, studies, reports, surveys, etc.; expert witness testimony in condemnation trials or other proceedings, and review appraisals.	28-Feb-13
4106-07/08	70	General Services Agency, Real Estate Division	Regular	\$500,000.00	Will assist in completing purchase and sale transactions and to research title issues from time to time. It is the intention of the division to create a list of pre-qualified firms who will be engaged on an as-needed basis.	28-Feb-13
4107-07/08	70	General Services Agency, Real Estate Division	Regular	\$2,000,000.00	Will establish a pool of real estate advisors to be used in connection with various types of transactions to include strategic planning for the City's space needs; portfolio analysis and strategy recommendations.	06-Mar-13
4108-07/08	75	Telecom & Information Services	Regular	\$2,252,991.00	Will provide consulting services for the modification and customization of Customer Relationship Management (CRM) software to the City's 311 system, and the management of the City's service requests.	01-Nov-08



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER -- CON

Dept. Code: CON

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

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

Type of Service: Audit and Actuarial Services

Funding Source: General

PSC Amount: \$27,000,000

PSC Est. Start Date: 04/01/2023

PSC Est. End Date  
06/30/2031

**1. Description of Work**

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

Perform annual financial audit services and reports on the financial statements for 12 Groups of Services such as the City's Comprehensive Annual Financial Report, the City's Single Audit, and departments/funds; perform other required compliance audits of grants, projects, and funds of other City departments; perform actuarial studies of the City's General Liability and Workers Compensation reserves; and perform additional audit procedures.

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

The City is required to have annual financial and compliance audits and auditing services performed by independent public accounting firms in compliance with City Charter Sections 2.115 and 9.117, and federal Single Audit contract and grant provisions. Denial would prevent the City from complying with local and federal mandates.

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 through contracts with independent public contracting firms. Yes, the services were previously approved by the Civil Service Commission via PSC 45651-13.14 and Modifications.

D. Will the contract(s) be renewed?

Yes, the contracts may be renewed through the options to extend if the Controller's Office is satisfied with services.

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 Controller's Office requests that the PSC cover over 5 years since the resulting contracts will have options to renew depending on the departments' service needs. The Controller's Office plans to implement the services across all various City and County of San Francisco (City) departments using a multi-year approach. This multi-year approach will provide the consultants with the Citywide overview and provide cost and service efficiencies.

**2. Reason(s) for the Request**

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

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.

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:

The City is required to have annual financial and compliance audits and auditing services performed by independent public accounting firms in compliance with City Charter Sections 2.115 and 9.117.

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

A. Specify required skills and/or expertise: Selected firms must be Certified Public Accountants that have successfully provided Independent Audit Services or Actuarial Services within the last 5 years of the date of this RFP. The lead staff proposed to be assigned to the City's projects must individually have had a similar lead role on 1 of the engagements. Firms must have experience in evaluating internal controls and accounting policies and procedures, including controls and procedures relating to the administration of federal, state and local grant programs. They must have experience designing audit plans and coordinating the performance of audit procedures, and perform compliance and financial statement audits, and actuarial analyses and reports.

B. Which, if any, civil service class(es) normally perform(s) this work? 1684, Auditor II; 1686, Auditor III;

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?**

Per City Charter Sections 2.115 and 9.117, the work must be performed by independent Certified Public Accountants.

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

A. Explain why civil service classes are not applicable.

Per City Charter Sections 2.115 and 9.117, the work must be performed by independent Certified Public Accountants.

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, per City Charter Sections 2.115 and 9.117, the work must be performed by independent Certified Public Accountants.

**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. Per City Charter Sections 2.115 and 9.117, the work must be performed by independent Certified Public Accountants.
- C. Are there legal mandates requiring the use of contractual services?  
Yes. City Charter Sections 2.115 and 9.117.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Yes. Macias Gini & O'Connell LLP was the highest ranked Proposer for 2015 RFP and for this 2022 RFP for audit & actuarial services.

**7. Union Notification:** On 01/06/2023, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Management & Superv 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: Joyce Kimotsuki Phone: (415) 554-6562 Email: joyce.kimotsuki@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Rm 306 San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43203 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/06/2023

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [joyce.kimotsuki@sfgov.org](mailto:joyce.kimotsuki@sfgov.org)  
**To:** [Kimotsuki, Joyce \(CON\); Laxamana, Junko \(DBI\); amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Kimotsuki, Joyce \(CON\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Kimotsuki, Joyce (CON); Laxamana, Junko (DBI); amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Kimotsuki, Joyce (CON); DHR-PSCCoordinator, DHR (HRD)@ifpte21.org)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 43203 - 22/23  
**Date:** Friday, January 6, 2023 12:45:04 PM

---

RECEIPT for Union Notification for PSC 43203 - 22/23 more than \$100k

The CONTROLLER -- CON has submitted a request for a Personal Services Contract (PSC) 43203 - 22/23 for \$27,000,000 for Initial Request services for the period 04/01/2023 – 06/30/2031. 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/19720> 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)**

**Over 5-year PSC Justification for PSC 43203-22.23**

The Controller's Office requests that the PSC cover over 5 years since the resulting contracts will have options to renew depending on the departments' service needs. The Controller's Office plans to implement the services across all various City and County of San Francisco (City) departments using a multi-year approach. This multi-year approach will provide the consultants with the Citywide overview and provide cost and service efficiencies. The City departments and programs to be audited include but are not limited to Zuckerberg San Francisco General Hospital and Trauma Center, Laguna Honda Hospital, San Francisco Employees' Retirement System, Successor Agency to the Redevelopment Agency of the City and County of San Francisco, San Francisco Health Service System, City and County of San Francisco International Airport, Port of San Francisco, San Francisco Finance Corporation, San Francisco Public Utilities Commission, San Francisco Municipal Transportation Agency, Various State of California Project Grants, City and County of San Francisco Retiree Health Benefit Trust Fund, City's Workers' Compensation and General Liability Programs.

## **SEC. 2.115. FINANCIAL AUDIT.**

The Board of Supervisors shall select a firm or firms of independent accountants to audit and report upon the annual financial statements of the City and County.

## **SEC. 9.117. ESTABLISHMENT OF AUDIT COMMITTEE OF THE BOARD OF SUPERVISORS.**

On or before the operative date of this Charter and until this requirement is changed by the Board of Supervisors, the Board of Supervisors shall establish through its rules an Audit Committee.

The Audit Committee shall:

1. Maintain a direct and separate line of communication between the Board of Supervisors and the City and County's independent auditor;
2. Meet with the independent auditor to review the audited annual financial statement and the auditor's report on such matters as the quality and depth of management and compliance;
3. Recommend appropriate action to be taken by the Board of Supervisors to implement recommendations contained in the audit report;
4. Follow up, as necessary, to ensure that approved recommendations are promptly implemented; and
5. Perform other duties as assigned by the Board of Supervisors.



**City and County of San Francisco**  
**Sourcing Event ID 000006715**  
**CON | RFP 2022-01**  
**Request for Proposals for**  
**Citywide Audit and Actuarial Services**



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

**Solicitation Schedule\***

Request for Proposals (RFP) Issuance	3/15/2022
Contract Monitoring Division (CMD) Technical Assistance Period: Email: <a href="mailto:Regina.Chan@sfgov.org">Regina.Chan@sfgov.org</a>	3/15/2022-4/24/2022
Deadline for RFP Questions via email to <a href="mailto:CentralContracts@sfgov.org">CentralContracts@sfgov.org</a>	3/21/2022 at 5:00 pm PT
CMD Pre-Proposal Remote Conference <b>Strongly Recommended</b> - Questions and Answers (QA) limited to CMD requirements, vendor compliance, RFP process. - QA is not for Scope of Work or project questions (which must be emailed by Deadline for RFP Questions).  Microsoft Teams meeting <b>Join on your computer or mobile app</b> <a href="#">Click here to join the meeting</a> <b>Or call in (audio only)</b> +1 415-906-4659,,232625564# United States, San Francisco Phone Conference ID: 232 625 564#	3/22/2022 at 1:00 pm PT
Answers to RFP Questions Available at SF City Partner Portal	3/28/2022
Deadline for Courtesy Email for Intent to Respond via email to <a href="mailto:CentralContracts@sfgov.org">CentralContracts@sfgov.org</a>	4/15/2022
<b>Deadline for RFP Proposals</b>	<b>4/25/2022 at 11:00 am PT</b>
Short-Listing Notification for Oral Interviews for up to Top 3 Highest Ranked Proposers for each Group	6/8/2022-6/27/2022
Period for Protesting Short-Listing Notification of Oral Interviews for up to Top 3 Highest Ranked Proposers for each Group	Within three (3) business days of the City's issuance of Short-Listing Notification of Oral Interview.
Oral Interviews for up to top 3 Highest Ranked Proposers for each Group	6/13/2022-6/30/2022
Notice of Intent to Award	9/1/2022
Period for Protesting Notice of Intent to Award	Within three (3) business days of the City's issuance of a Notice of Intent to Award.
Contract Administrator	Joyce Kimotsuki Contracts Manager Office of the Controller Email: <a href="mailto:CentralContracts@sfgov.org">CentralContracts@sfgov.org</a>

For questions on CMD Forms and requirements, please immediately contact the CMD Officer:	Regina Chan Email: <a href="mailto:Regina.Chan@sfgov.org">Regina.Chan@sfgov.org</a> Website: <a href="http://www.sfgov.org/cmd">www.sfgov.org/cmd</a>
For questions on How to become a Bidder and submit Proposal using SF City Partner Portal	Job Aid: <a href="https://sfcitypartnersupport.sfgov.org/support/solutions/11000049605">https://sfcitypartnersupport.sfgov.org/support/solutions/11000049605</a>  User Support: <a href="https://sfcitypartner.sfgov.org/pages/contact.aspx">https://sfcitypartner.sfgov.org/pages/contact.aspx</a> User Support tel. (415) 944-2442 Mon-Fri 8:30am-5:00pm PT

\* These dates are tentative and subject to change. It is the responsibility of the Proposer to check for any Addenda to this Solicitation or other pertinent information posted in the City’s Supplier Portal. All times are Pacific Time (PT).

For Groups 1-11, the LBE Subcontracting Requirement for any Contract awarded pursuant to this Solicitation shall be 10% (ten percent) of the total value of the services procured. In order to be responsive, Proposers must meet the LBE requirement for Groups 1-11. See RFP Attachment 3 and 4 for more information. Please review the City’s LBE Good Faith Outreach requirements referenced in RFP Attachment 3. There are strict time-sensitive deadlines.

If you have questions regarding CMD LBE requirements, please immediately contact Regina Chan at [Regina.Chan@sfgov.org](mailto:Regina.Chan@sfgov.org).

For Group 12, there shall be no LBE Subcontracting Requirement for any Contract awarded pursuant to this Solicitation.

**Attachments**

- Attachment 1: City’s Proposed Agreement Terms
- Attachment 2: Proposer Questionnaire and References
- Attachment 3: CMD Form 3
- Attachment 4: CMD LBE Participation and Good Faith Outreach Forms
- Attachment 5: Written Proposal Template
- Attachment 6: (Reserved) Price Proposal Template
- Attachment 7: First Source Hiring Form
- Attachment 8: HCAO and MCO Declaration Forms
- Attachment 9: (Reserved) Sweatfree Ordinance Forms
- Attachment 10: Notification of Submission of Proposal (SF Ethics Commission) –Notification Purposes Only

## Table of Contents

<b>I. Introduction and Solicitation Schedule</b>	<b>1</b>
A. Introduction	1
B. Anticipated Contract Term	3
C. Anticipated Contract Not to Exceed Amount	3
D. Reserved (Indefinite Quantity, As-Needed Contract).	4
E. Cooperative Agreement	4
F. Public Disclosure	4
G. Limitation on Communications During Solicitation	4
H. Solicitation Schedule	5
I. How to Register as a City Supplier	6
J. Proposal Questions and Submissions	7
K. Proposal Selection	7
L. Contract Terms and Negotiations	8
M. Protest Procedures	8
<b>II. City's Social Policy Requirements</b>	<b>9</b>
A. Proposers Unable to do Business with the City	10
B. Reserved. (Prevailing Wage Ordinance)	10
C. Health Care Accountability Ordinance	10
D. Minimum Compensation Ordinance	11
E. First Source Hiring Program	11
F. Reserved. (Sweatfree Procurement)	11
G. Other Social Policy Provisions	11
<b>III. Local Business Enterprise (LBE) Program Requirements</b>	<b>11</b>
A. Application of LBE Bid Discounts and Rating Bonuses	11
B. LBE Subcontracting Requirements	12
<b>IV. Goods and Services Requested</b>	<b>13</b>
A. Goods and/or Services Requested	13
B. General Information	13
C. Groups	14
D. Group 1	16
E. Groups 2-10 (Various), Group 11, Group 12	18
F. Management Letters (for Groups 1-11 if applicable)	24
G. Timing of the Work	24
H. As-needed Accounting and Audit-Related and Actuarial Services	25
I. City Support and Assistance	25
J. Annual Budget for Services	26
K. Reserved. (Regulatory and Compliance Requirements Specific to the Goods/Services Solicited)	28
L. Reserved. (Articles Furnished)	28
M. Reserved. (Alternates)	28
N. Reserved. (Samples)	28
O. Reserved. (Freight on Board and Shipping Costs)	28
P. Reserved. (Green Purchasing Requirements)	28
<b>V. Selection Overview</b>	<b>28</b>
<b>VI. Evaluation Criteria</b>	<b>28</b>
<b>VII. Required Supporting Documentation</b>	<b>29</b>
<b>VIII. Minimum Qualifications Documentation (Pass/Fail)</b>	<b>30</b>

<b>IX. Written Proposal (100 Points)</b>	<b>31</b>
A. Proposer Firm Qualifications (30 Points)	31
B. Proposer Staffing (30 Points)	31
C. Approach & Cost (30 Points)	31
D. Quality of Proposal Submission (10 Points)	32
<b>X. Oral Interviews (100 Points)</b>	<b>32</b>
<b>XI. Insurance and Bonds</b>	<b>32</b>
A. Insurance	32
B. Reserved. (Performance Bond)	32
C. Reserved. (Fidelity Bond)	32
D. Failure to Provide Insurance and/or Bonds	32
<b>XII. Terms and Conditions for Receipt of Proposals</b>	<b>33</b>
A. Cybersecurity Risk Assessment	33
B. Solicitation Errors and Omissions	33
C. Objections to Solicitation Terms	33
D. Solicitation Addenda	34
E. Proposal Term	34
F. Revision to Proposal	34
G. Proposal Errors and Omissions	34
H. Financial Responsibility	34
I. Proposer’s Obligations under the Campaign Reform Ordinance	35
J. Reservations of Rights by the City	35
K. No Waiver	36
L. Other	36
M. Contractor Mandatory Trainings	36
N. Electronic Invoices	36
O. Contractor Vaccination Policy	36

# I. INTRODUCTION AND SOLICITATION SCHEDULE

## A. Introduction

### 1. General

This Request for Proposals (hereinafter “RFP” or “Solicitation”) is being issued by the Office of the Controller (hereinafter, “Controller’s Office” or “City”) on behalf of all City Departments for audit and actuarial services.

The City has approximately 65 departments, ranging from small to very large. Some departments maintain facilities located outside of the geographic limits of the City. City Departments shall order goods and/or services covered by the awarded contract(s) through the issuance of individual Purchase Orders and/or Task Orders which shall be released against the awarded contract(s) during the contract term.

#### General terms used in this RFP:

“Proposer” refers to any entity submitting a proposal to this Request for Proposals (“RFP”).

“Contractor” refers to any Proposer awarded a contract for services under this RFP.

“Contract Monitoring Division” (“CMD”) of the City and County of San Francisco implements and enforces the Chapter 12B Equal Benefits Ordinance and the Chapter 14B Local Business Enterprise Ordinance adopted by the Mayor and the Board of Supervisors to protect the public interest in equality throughout the City & County of San Francisco’s governmental contracting process

“Local Business Enterprise” (“LBE”) program of the CMD promotes the participation of certified local businesses in City Contracts by offering certain benefits that make their bids/proposals/qualifications more competitive than those submitted by non-local businesses.

The City issues an Annual Comprehensive Financial Report (“ACFR”). The ACFR is prepared according to the financial reporting requirements of the Governmental Accounting Standards Board (“GASB”), Basic Financial Statements – and Management’s Discussion and Analysis (“MD&A”) – for State and Local Governments (“GASB”).

### 2. RFP Overview

San Francisco is the fourth largest city in California and serves as a center for business, commerce and culture for the West Coast. The City and County of San Francisco (“City”) established by Charter in 1850, is a legal subdivision of the State of California with the governmental powers of both a city and a county under California law. The City’s powers are exercised through a Board of Supervisors serving as the legislative authority, and a Mayor and other independently elected officials serving as the executive authority.

The purpose of this RFP is to invite Proposals from qualified\* firms to perform annual audits of the financial statements for Groups 1 through 11 and an actuarial valuation for Group 12, as described below in RFP A., Section 2. RFP Overview. Multiple contracts may be awarded at the City’s sole and absolute discretion in accordance with San Francisco Administrative Code, Section 21.8.

**Group 1:** Annual Comprehensive Financial Report (ACFR), General City, Zuckerberg San Francisco General Hospital and Trauma Center, Laguna Honda Hospital, Single Audit, and Other Funds