

From: dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
To: [Burns, Alexander \(DPW\)](mailto:Burns,Alexander@DPW); [Laxamana, Junko \(DBI\)](mailto:Laxamana,Junko@DBI); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; [Sy, Don \(DPW\)](mailto:Sy,Don@DPW); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator,DHR@HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 43545 - 22/23
Date: Tuesday, December 20, 2022 11:48:36 AM

RECEIPT for Union Notification for PSC 43545 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 43545 - 22/23 for \$2,000,000 for Initial Request services for the period 03/06/2023 – 12/31/2029. 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/19578> 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 - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As-Needed Acoustical Engineering Consulting Services

Funding Source: Inter-Departmental work orders

PSC Amount: \$600,000

PSC Est. Start Date: 04/06/2020

PSC Est. End Date 12/31/2026

1. Description of Work

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

Consultants will perform highly specialized acoustical engineering services, such as measuring noise and vibration levels, calculating and designing engineering noise controls, engineering architectural acoustics to achieve good speech intelligibility and or precise and accurate sound, preparing environmental noise report, and other related services to support Public Works Building Design and Construction design staff on an as-needed basis.

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

The as-needed specialized services contracts will only be utilized to provide support to our design team in areas of expertise that Public Works Building Design and Construction staff do not provide or staff are not available due to full capacity. Public Works will only use these highly specialized consultants to meet the needs of client departments and or to meet project schedules.

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.

Previous contracts for As-Needed Acoustical Engineering Consulting Services were awarded to: Shen Milsom & Wilke, LLC, and Wilson, Ihrig & Associates, Inc. under PSC#43857-14/15 approved on February 2, 2015.

D. Will the contract(s) be renewed?

No. New RFQ will be advertised.

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 additional time in the PSC Duration is to allow for any delays in processing and awarding the contracts. All contracts will have 5 year term.

2. Reason(s) for the Request

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

Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

B. Explain the qualifying circumstances:

This service will only be utilized on an as-needed basis.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Education/Degree in Acoustics, Physics, Mathematics, Mechanical Engineering, Architecture, or related field. Experience and expertise in architectural acoustical engineering, noise measurement and control, using sound and vibration test equipment and monitoring systems.

Experience and expertise in developing engineering controls to achieve good speech intelligibility, precise and accurate sound, and to reduce undesirable noises, writing environmental noise reports, and other related tasks.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5120, Architectural Administrator; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. They will provide specialized equipment, trained personnel, and monitoring or testing equipment, which is not cost effective for the City to purchase and maintain.

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

The City does not have resources available to perform all required work. The Department has recruited and hired more people for above civil service classes. As-needed contract services will only be utilized when and if the work cannot be prudently performed by internal staff.

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

- A. Explain why civil service classes are not applicable.
These are as-needed contract services only. They will only be utilized when the following conditions exist:
•The Division is working at full capacity and postponement of pending projects would be contrary to the public interest, or •Specialized services are required that are not available internally and a third party consultant is necessary to ensure that a high quality project is achieved.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The services are only going to be utilized on an as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

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. Since these highly specialized services are only going to be utilized on an as-needed basis, there is no need to provide training to existing staff.
- 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 02/19/2020, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 1155 Market St. 4th floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45115 - 19/20

DHR Analysis/Recommendation:

action date: 05/18/2020

Commission Approval Required

Approved by Civil Service Commission

05/18/2020 DHR Approved for 05/18/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As Needed Audio/Visual, Telecom, and IT Specialty Services

Funding Source: Departmental Work Orders

PSC Amount: \$1,000,000

PSC Est. Start Date: 06/01/2017

PSC Est. End Date 11/30/2023

1. Description of Work

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

Provide specialized services in audio/visual, telecom, and Information Technology (IT) to support San Francisco Public Works' (Public Works) design staff on an as-needed basis. Audio-visual, Telecom, and IT engineers are specialized consultants who are experts in the area of audio-visual, telecom, and IT analysis and engineering.

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

Audio-visual, telecom, & IT engineering consultation is a specialized professional service that is out of Public Works' Building Design & Construction's (BDC) area of expertise. This consultant would have a strong working knowledge of audio/visual, telecom, and IT systems design, operation and installation, and develop system design drawings including, but not limited to, audio/visual, telecom, IT system diagrams and schematic drawings. Having the ability to work with our own consultants directly will save the City money and allow us to execute these contracts more efficiently. If these services are denied, Public Works will need to rely more on subcontractors from our "As-Needed" prime contracts, which will result in additional administrative fees (i.e. subcontracting markup) and delays to reach project timelines.

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.

Audio/visual, telecom, and IT consulting services for building projects have been provided through subconsultants under the as-needed Architectural contracts on PSC 4095-09/10 approved March 15, 2010. This proposed contract will allow BDC to have a dedicated prime consultant to provide audio/visual, telecom, and IT engineering services.

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.

PSC duration exceeds 5 years to account for time needed to advertise and award contracts. The contracts will have a duration of no more than 5 years.

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:

This specialty service will only be necessary, on an as-needed basis, for projects that require audio-visual, telecom, & IT engineering consultation.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Consultants must have a strong working knowledge of Audio/Visual, Telecom, and IT systems design, operation and installation. This consultant must have experience in developing system design drawings including, but not limited, to audiovisual system diagrams and schematic drawings.
- 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: No.

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

There are no available resources with this specialty expertise.

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

- A. Explain why civil service classes are not applicable.
These are as-needed contract services only. They will only be utilized when audio/visual, telecom, and IT expertise is needed on a project.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The services are only going to be utilized on an as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

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. Audio-visual, telecom, & IT engineering consultation is a specialized professional service that is out of Public Works' Building Design & Construction's (BDC) area of expertise. This kind of expertise requires up-to-date knowledge of current technologies and cannot be taught in a training class.
- 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 05/01/2017, 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: David Bui Phone: 415-554-6417 Email: david.bui@sfdpw.org

Address: 1155 Market Street, 4th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42298 - 16/17

DHR Analysis/Recommendation:

action date: 06/05/2017

Commission Approval Required

Approved by Civil Service Commission

06/05/2017 DHR Approved for 06/05/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As-Needed Acoustical Services

Funding Source: Inter-Departmental Work Orders

PSC Amount: \$500,000

PSC Est. Start Date: 12/08/2014

PSC Est. End Date 06/30/2018

1. Description of Work

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

Provide specialized services in Acoustical engineering to support DPW design staff on an as-needed basis. The City intends to award two (2) contracts for \$250,000 each, and contract duration of two (2) years each.

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

Acoustical engineering is a specialized professional service that is out of the Building, Design & Construction's (BDC) area of expertise. Acoustical engineers are specialized consultants who are experts in the area of acoustical analysis and engineering. This is a specialty which cannot be done in-house and must be outsourced. Having the ability to work with our own acoustical engineering consultants directly will save the city money and allow us to execute these contracts more efficiently... (please see attachment for full response)

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.

Acoustical engineering services for building projects have been provided through subconsultants under the as-needed Architectural contracts. This proposed contract will allow BDC to have a dedicated prime consultant to provide acoustical engineering services. The most recent approved PSC for as-needed architectural... (please see attachment for full response)

D. Will the contract(s) be renewed?

No, there are currently no plans to renew the contract at this time.

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.

N/A - PSC duration does not exceed 5 years.

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:

These services are only required when needed by the projects and when staff are not available due to high workload.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Acoustical engineers are specialized consultants who are experts in the area of acoustical analysis and engineering. Consultant must have been in business for a minimum of 5 years performing acoustical engineering, and must provide a minimum of 5 sample projects involving acoustical engineering in the last 5 years.

- 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: No, the contractor will not be providing facilities and/or equipment.

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

We currently don't have professional Acoustical Engineers available in our departments. When a project requires this specialized field, we have had to seek qualified professionals through our As-Needed Architectural Services contracts.

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

- A. Explain why civil service classes are not applicable.
These are as-needed contract services only. They will only be utilized when the following conditions exist: • Project requires specialized acoustical engineering 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. The services are only going to be utilized on an as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

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. (please see attachment for full response)
- 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 12/08/2014, 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: Sung Kim Phone: 650-821-2026 Email: sung.kim@flysfo.com

Address: 1155 Market Street, 4th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43857 - 14/15

DHR Analysis/Recommendation:

action date: 02/02/2015

Commission Approval Required

Approved by Civil Service Commission

02/02/2015 DHR Approved for 02/02/2015

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS

Dept. Code: TIS

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

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

Type of Service: Palo Alto Subscription Renewal, Maintenance and Services

Funding Source: General Funds

PSC Amount: \$8,500,000

PSC Est. Start Date: 01/25/2023

PSC Est. End Date
12/31/2028

1. Description of Work

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

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-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.

- Online Customer Support Portal: A feature-rich platform provides access to product documentation, problem resolution databases, peer-to-peer interaction, and support case management.

- Case management: Submit, update, check status, and manage support cases for all your supported Palo Alto Networks

products via the online Customer Support Portal.

- Documentation and FAQs: Access product manuals, technical guides, software release notes, and frequently asked

questions (FAQs) to streamline deployments and incident resolution.

- 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.

- Planned event assistance: If scheduled at 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.

- 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.

- 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.

- 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.

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

The Palo Alto equipment make up the City's firewall. If this request is denied, the City's network security will be greatly compromised and vulnerable to hacking.

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 service has been procured annually through the City's Technology Marketplace.

D. Will the contract(s) be renewed?

Yes, if the City continues to use the Palo Alto firewall, however, if the City finds another firewall solution, the City will still need this agreement to transition from it to the new platform.

- 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 City wishes to leverage the best pricing for an Enterprise Agreement that is available to all City Departments for more than five years and to also leverage the National Association of State Procurement Officials (NASPO).

2. Reason(s) for the Request

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

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

- B. Explain the qualifying circumstances:

The software is proprietary and accessible only to Palo Alto the manufacturer and its qualified engineers.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The Palo Alto Engineer is expected to have the skill level to access the proprietary software codes and the following: Experience with Intrusion detection systems (IDS) and intrusion prevention systems (IPS) solutions and technologies Experience leading security solutions in large environments Deep understanding of different security threats, internet protocols, and applications Detailed technical experience in the installation, configuration, and operation of high-end firewall appliances, ideally of Palo Alto products Strong Transmission Control Protocol/Internet Protocol networking skills Extensive background in internetworking, LAN, and WAN technologies required

B. Which, if any, civil service class(es) normally perform(s) this work? 1044, IS Engineer-Principal;

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?

While the equipment is critical for daily operations, the City does not have sufficient infrastructure to justify a full time FTE for this work.

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 City employees who have the source codes to the proprietary software.

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 software is proprietary and accessible only to Palo Alto the manufacturer and its qualified engineers.

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. Manufacturer's Resident Engineer will provide up to 200 hours of training to the City's Network Engineer 104X classification series to provide transfer of knowledge so that City Engineers can complete low level maintenance of the equipment.
- 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 12/15/2022, 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: Jolie Gines Phone: 628 652 5074 Email: jolie.gines@sfgov.org

Address: One South Van Ness Ave, 2nd Flr. San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44632 - 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 on behalf of jolie.gines@sfgov.org
To: [Gines, Jolie \(TIS\)](mailto:Gines, Jolie (TIS)); [Laxamana, Junko \(DBI\)](mailto:Laxamana, Junko (DBI)); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; l21pscreview@ifpte21.org; [Gines, Jolie \(TIS\)](mailto:Gines, Jolie (TIS)); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator, DHR (HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 44632 - 22/23
Date: Thursday, December 15, 2022 4:01:43 PM

RECEIPT for Union Notification for PSC 44632 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a request for a Personal Services Contract (PSC) 44632 - 22/23 for \$8,500,000 for Initial Request services for the period 01/25/2023 – 12/31/2028. 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/dhrrupal/node/19484> 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 - TECHNOLOGY -- TIS

Dept. Code: TIS

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

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

Type of Service: Citywide EA - Commvault Software, Maintenance, SaaS, Cloud and Professional Services

Funding Source: Department Funds

PSC Amount: \$7,000,000

PSC Est. Start Date: 06/01/2023

PSC Est. End Date
05/31/2032

1. Description of Work

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

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 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.

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.

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 no professional services associated with these later categories.

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

The professional services will be utilized by City departments on an as-needed basis only. If departments require assistance implementing and configuring the software, or training City workers on the software's functionality, such services can only be provided by Commvault employees familiar

with the product and have access to source code. The consequences of denying such services may result in improper use of the software tools leading to data loss for departments.

- 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 professional services component was previously approved by the CSC through PSC#33637-14/15. The professional services available under this new EA is anticipated to be 6.8% of the total contract value, as a maximum. Said professional services will be on an as-needed basis, and only if departments need assistance implementing the software. The software maintenance, hardware maintenance and SaaS portions are new, and are now being included at the direction of the CSC. There is no labor associated with these later categories.

- D. Will the contract(s) be renewed?

Yes, this contract will be renewed provided City departments continue to use this software as their backup and recovery tool. Currently, there are 7 City departments utilizing the Commvault software.

- 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 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. A multi-year approach will afford City departments the lowest pricing options for their procurements. The CSC previously approved PSC#33637-14/15 for the professional services portion of the current citywide EA. In addition to the professional services component of a new agreement, this PSC request is being submitted to include software maintenance, hardware maintenance and SaaS components, as now required by the CSC.

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:

City employees do not have the proprietary technical knowledge, expertise or access to the Commvault source code in order to provide the services described herein.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Knowledge of proprietary Commvault products and implementation. Ownership access, source code access, and deployment rights to troubleshoot high level system malfunctions and failures.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior;

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

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

DT has determined City resources do not have the required proprietary knowledge and/or access to the Commvault products necessary to perform these services.

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

- A. Explain why civil service classes are not applicable.
Incident resolution, training, deployment and implementation services require extensive technical knowledge, expertise and access to proprietary Commvault software, including source code. City employees do not have any of these skills.

- 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, because the services require technical knowledge and expertise with proprietary Commvault software.

6. Additional Information

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Yes. On an as-needed basis, Commvault employees will train department engineers on the software's functionality. Training will entail functionality of the software, and include solutions and techniques for protecting, backing up and recovering physical server and virtual server files, applications, system images and remote offices and endpoint devices.

- 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:
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: Jolie Gines Phone: 628 652 5074 Email: jolie.gines@sfgov.org

Address: One South Van Ness Ave, 2nd Flr. San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44966 - 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 jolie.gines@sfgov.org
Sent: Thursday, December 22, 2022 1:29 PM
To: Gines, Jolie (TIS); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Dere, Wilfred (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 44966 - 22/23

RECEIPT for Union Notification for PSC 44966 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a request for a Personal Services Contract (PSC) 44966 - 22/23 for \$7,000,000 for Initial Request services for the period 06/01/2023 – 05/31/2032. 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/19428> 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 - TECHNOLOGY

Dept. Code: TIS

Type of Request: Initial Modification of an existing PSC (PSC # 33637 - 14/15)

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

Type of Service: End user Training for Commvault Software and Equipment

Funding Source: General Fund

PSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 06/20/14 - 06/19/15 (52 weeks)

PSC Mod#1 Amount: \$750,000 PSC Mod#1 Duration: 06/20/14-05/31/18 (2 years 49 weeks)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 06/01/18-05/31/19 (1 year)

PSC Mod#3 Amount: no amount added PSC Mod#3 Duration: 06/01/19-05/31/23 (4 years 1 day)

PSC Cumulative Amount Proposed: \$850,000 PSC Cumulative Duration Proposed: 8 years 49 weeks

1. Description of Work

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

Training for solutions and techniques for protecting, backing up and recovering physical server and virtual server files, applications, system images and remote offices and endpoint devices. These backup products provide features such as traditional backup to tape, backup to conventional disk or virtual tape library (VTL), data reduction, snapshot, heterogeneous replication, and continuous data protection (CDP). These solutions may be provided as software only, or as an integrated appliance that contains all or substantial components of the backup application, such as backup management server or a media server.

Scope Change

There is no change to the initial entry.

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

This request is technical support services and training for City end users to back up the DT servers that support the mainframe and all data that is currently virtualized. If this training and service is not provided, the data on the mainframe is jeopardized and would not fully support the City's daily function that would impact the following departments to include, but not limited to the Controller's Office, Department of Emergency, 311, the Board of Supervisors, and DHR.

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

Yes by PSC 33637-14/15

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:

This request is for technical support services and training for City end users to back up their servers that support the mainframe and all data that is currently virtualized. If this training and service is not provided, the data on the mainframe is jeopardized and would not fully support the City's daily function that would impact the following departments to include, but not limited to the Controller's Office, Department of Emergency, 311, the Board of Supervisors, and DHR.

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:
no response from department

B. Reason for the request for modification:
This modification is to extend the term to 2023.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Subject matter expert on the Commvault Equipment and Software and certified to provide training to end users.

B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The City has no employees who are subject matter expert and certified to provide technical support and provide training on this product. The training required is for end user training for back up and restore of data on the servers. No employee has the required certification to be able to train other City employees on how to complete this task.

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 Civil Service employee classification exist, but the work would not justify a full time position.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Training for solutions and techniques for protecting, backing up and recovering physical server and virtual server files, applications, system images and remote offices and endpoint devices. These backup products provide features such as traditional backup to tape, backup to conventional disk or virtual tape library (VTL), data reduction, snapshot, heterogeneous replication, and continuous data protection (CDP). These solutions may be provided as software only, or as an integrated appliance that contains all or substantial components of the backup application, such as backup management server or a media server.

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.
Yes Commvault has existing PSC see below

7. Union Notification: On 02/19/19, 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: Jolie Gines Phone: 628 652 5074 Email: jolie.gines@sfgov.org

Address: One South Van Ness Ave., 2nd Floor, SF, CA 94103, San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 33637 - 14/15

DHR Analysis/Recommendation:

04/01/2019

Commission Approval Required

Approved by Civil Service Commission

04/01/2019 DHR Approved for 04/01/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR -- TTX

Dept. Code: TTX

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

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

Type of Service: K2C Program Evaluator

Funding Source: Grant Funded

PSC Duration: 5 years

PSC Amount: \$250,000

1. Description of Work

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

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.

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

This service is short-term and one-time in nature. Our Kindergarten to College Program has reached a one-time program milestone, during which we are engaging the support of a third party evaluator to review the efficacy of the program's impact and operations, to provide insights for future enhancements for the program. To provide meaningful work, we have engaged an evaluator with a strong quantitative and qualitative research skillset that does not exist on our staff team.

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.

N/A

D. Will the contract(s) be renewed?

No, the program evaluation is one-time in nature. The contract may be extended, but only if the initial timeline for the program evaluation is not met.

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.

Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

B. Explain the qualifying circumstances:

We are performing a grant-funded program evaluation that is one-time in nature and requires highly specialized skillsets to successfully complete qualitative and quantitative research techniques. The program evaluation is a short-term project without sustained funding, so hiring for this particular skillset within our team will not be a feasible strategy to complete the work.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The skillset required for successful completion of this scope of work is rigorous quantitative research and analysis to prove statistically significant findings on program impact, while securely managing sensitive student data. In addition, skillsets for conducting qualitative research via interviews and focus groups are also essential for completion of the work. A combination of both of these skillsets is vital for success, along with a proven track record for successful work in this research field in the past.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1825, Prnpl Admin Analyst II;
- 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?

We have conferred with the Research, Planning, and Assessment Department of our partner agency at SFUSD to understand if they are able to complete this evaluation in-house. They do not have the capacity to perform the complete evaluation in-house.

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

- A. Explain why civil service classes are not applicable.
Services are short-term, non-repetitive, and the specialized skillset is not available on our in-house staff team.
- 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. It would not be practical to adopt a new civil service class to perform this work because it is highly specialized for the nature of our Kindergarten to College program and we do not have enough program evaluation work to sustain a full time position over the long term.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. N/A. There will be no training as evaluation work will be completed by the consultant and is short term in nature.
- 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 12/19/2022, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21

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

Name: Amanda Wentworth Phone: 14155544871 Email: amanda.wentworth@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 140 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45582 - 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 on behalf of amanda.wentworth@sfgov.org
To: [Wentworth, Amanda \(TTX\)](mailto:Wentworth, Amanda (TTX)); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; l21pscreview@ifpte21.org; [Wentworth, Amanda \(TTX\)](mailto:Wentworth, Amanda (TTX)); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator, DHR (HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 45582 - 22/23
Date: Monday, December 19, 2022 3:36:24 PM

RECEIPT for Union Notification for PSC 45582 - 22/23 more than \$100k

The TREASURER/TAX COLLECTOR -- TTX has submitted a request for a Personal Services Contract (PSC) 45582 - 22/23 for \$250,000 for Initial Request services for the period 03/21/2022 – 03/20/2027. 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/19567> 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

Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT

Dept. Code: PRT

Type of Request: Initial Modification of an existing PSC (PSC # 43567 - 21/22)

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

Type of Service: Professional Services - Native Shore Restoration

Funding Source: State and Federal Grants

PSC Original Approved Amount: \$500,000 PSC Original Approved Duration: 07/01/22 - 06/30/26 (4 years)

PSC Mod#1 Amount: \$487,000 PSC Mod#1 Duration: 06/30/26-06/29/28 (2 years)

PSC Cumulative Amount Proposed: \$987,000 PSC Cumulative Duration Proposed: 6 years

1. Description of Work

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

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.

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

The work is part of a habitat restoration project that requires custom-growing plants of specified species and number, including one endangered plant species, from seed or propagules. The subject plants are not commercially available at the required scale. The work will be funded by grants from State and Federal programs for which the proposed sole-source contractor's nursery and workforce location in an economically disadvantaged community was an important basis for decision to award grant funds. If a contractor without the specified expertise and/or not located in the specified community were proposed to provide the service, the grant award would be reconsidered and at significant risk of being rescinded. Failure to approve this PSC will result in an inability of the Port to complete the grant and the plants will not be restored, resulting in erosion and degradation of the Heron's Head Park and ecosystem.

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

Services have been provided in the past through earlier PSC request. See 43567 - 21/22

D. Will the contract(s) be renewed?

This is not anticipated.

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 funding source is for 5 years.

2. Reason(s) for the Request

A. Display all that apply

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

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

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

Explain the qualifying circumstances:

Diverse Skills: The services are required to implement a discrete Capital Project and require expertise in cultivating and planting native salt marsh species. The work is not expected to continue beyond grant period. Intermittent: Seed collection, planting, and monitoring must be conducted at specified seasons; there is considerable “down time” between tasks. Services City Lack: The City does not have a native plant nursery and/or skilled habitat restoration workforce, let alone either or both of those assets located in an economically disadvantaged community.

B. Reason for the request for modification:

To extend the dates and dollar amount to match grant funding source.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The required plants must be grown from locally adapted seed/propagule source and produced in a nursery that meets strict standards for preventing introduction of infectious fungus into the nursery or planted environment.
- B. Which, if any, civil service class(es) normally perform(s) this work? 3417, Gardener;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
City employees in the Gardner class maintain parks, including plants that are mostly non-native, ornamental, and not intended to serve primarily as native coastal plant community for ecological function. The City does not own or operate a native plant nursery designed to serve habitat restoration purpose, nor do existing City staff have the unique expertise required to provide the subject 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. The City does not do enough habitat restoration itself to need or sustain permanent employees with the required expertise or nursery facilities meeting applicable technical standards.

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.
Proposed work will be done entirely independent of City staff so no training of City staff is warranted.
- 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.
Port Commission 12/13/2022

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 01/25/23, the Department notified the following employee organizations of this PSC/RFP request:
Laborers, Local 261; Carpet, Linoleum & Soft Tile;

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

Name: Alysabeth Alexander-Tut Phone: 415-274-0558 Email: alysabeth.alexander-tut@sfport.com

Address: Pier 1, San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43567 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/06/2023

Receipt of Union Notification(s)

Receipt of Modification Request to PSC # 43567 - 21/22 - MODIFICATIONS

dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org>

on behalf of

alysabeth.alexander-tut@sfport.com <alysabeth.alexander-tut@sfport.com>

Wed 1/25/2023 9:51 AM

To: Alexander Tut, Alysabeth (PRT) <alysabeth.alexander-tut@sfport.com>; laborers261@gmail.com <laborers261@gmail.com>; anthony@dc16.us <anthony@dc16.us>; tony@dc16.us <tony@dc16.us>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

PSC RECEIPT of Modification notification sent to Unions and DHR

The PORT -- PRT has submitted a modification request for a Personal Services Contract (PSC) for \$487,000 for services for the period June 30, 2026 – June 29, 2028. For all Modification requests, there is a 7-Day notice to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/19571>

Email sent to the following addresses: tony@dc16.us anthony@dc16.us laborers261@gmail.com

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT -- PRT

Dept. Code: PRT

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

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

Type of Service: Professional Services - Native Shore Restoration

Funding Source: State and Federal Grants

PSC Amount: \$500,000

PSC Est. Start Date: 07/01/2022

PSC Est. End Date
06/30/2026

1. Description of Work

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

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.

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

The work is part of a habitat restoration project that requires custom-growing plants of specified species and number, including one endangered plant species, from seed or propagules. The subject plants are not commercially available at the required scale. The work will be funded by grants from State and Federal programs for which the proposed sole-source contractor's nursery and workforce location in an economically disadvantaged community was an important basis for decision to award grant funds. If a contractor without the specified expertise and/or not located in the specified community were proposed to provide the service, the grant award would be reconsidered and at significant risk of being rescinded. Failure to approve this PSC will result in an inability of the Port to complete the grant and the plants will not be restored, resulting in erosion and degradation of the Heron's Head Park and ecosystem.

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 growing and planting services were previously provided in an approved PSC 47672 - 19/20.

D. Will the contract(s) be renewed?

This is not anticipated.

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).

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

B. Explain the qualifying circumstances:

Diverse Skills: The services are required to implement a discrete Capital Project and require expertise in cultivating and planting native salt marsh species. The work is not expected to continue beyond grant period. Intermittent: Seed collection, planting, and monitoring must be conducted at specified seasons; there is considerable “down time” between tasks. Services City Lack: The City does not have a native plant nursery and/or skilled habitat restoration workforce, let alone either or both of those assets located in an economically disadvantaged community.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The required plants must be grown from locally adapted seed/propagule source and produced in a nursery that meets strict standards for preventing introduction of infectious fungus into the nursery or planted environment.

B. Which, if any, civil service class(es) normally perform(s) this work? 3417, Gardener;

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 City does not have resources that meet the project purpose. City employees in the Gardner class maintain parks, including plants that are mostly non-native, ornamental, and not intended to serve primarily as native coastal plant community for ecological function. The City does not own or operate a native plant nursery designed to serve habitat restoration purpose, nor do existing City staff have the unique expertise required to provide the subject services

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

A. Explain why civil service classes are not applicable.

City employees in the Gardner class maintain parks, including plants that are mostly non-native, ornamental, and not intended to serve primarily as native coastal plant community for ecological function. The City does not own or operate a native plant nursery designed to serve habitat restoration purpose, nor do existing City staff have the unique expertise required to provide the subject 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. The City does not do enough habitat restoration itself to need or sustain permanent employees with the required expertise or nursery facilities meeting applicable technical standards.

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. Proposed work will be done entirely independent of City staff so no training of City staff is warranted.
- 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 04/21/2022, the Department notified the following employee organizations of this PSC/RFP request:
Carpet, Linoleum & Soft Tile; Laborers, Local 261

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

Name: Stephanie Tang Phone: 415-274-0483 Email: stephanie.tang@sfport.com

Address: Pier 1 San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43567 - 21/22

DHR Analysis/Recommendation:

action date: 07/18/2022

Commission Approval Required

Approved by Civil Service Commission

07/18/2022 DHR Approved for 07/18/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 41819 - 20/21)

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

Type of Service: Equipment Maintenance and Support Services

Funding Source: General Fund, Federal, State, funds

PSC Original Approved Amount: \$65,000,000 PSC Original Approved Duration: 04/01/21 - 12/31/26 (5 years 39 weeks)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 01/01/23-12/31/30 (4 years 1 day)

PSC Cumulative Amount Proposed: \$65,000,000 PSC Cumulative Duration Proposed: 9 years 39 weeks

1. Description of Work

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

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 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 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.

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

This service is necessary in order to maintain owned and leased equipment in use at the Department of Public Health. This will prolong the life of the equipment, and ensure that it functions properly and at published manufacturer standards in order to maintain all warranties, performance specifications and tolerances. Denial will result in equipment that does not work and would put the lives of patients at risk. In addition, the Department would not be able to operate and provide for the daily function of 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.

Services have been provided in the past through earlier PSC request. See 41819 - 20/21

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:

The PSC is in excess of five years, because there will be an ongoing need to maintain various types of equipment in use at the Department of Public Health and to procure customized support services. The equipment is needed to effectively run a modern health network and the City does not have the resources to maintain this equipment.

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

Equipment must be maintained on a scheduled basis. Preventive maintenance or as-needed repairs for each equipment occur on an infrequent schedule, and given the wide variety of equipment in use it would be impractical to staff multiple positions with expertise on multiple types of equipment on a full time basis. Contractors will supply the personnel, and repair facilities, which may include depot repair facilities, all tools, software, parts and other proprietary equipment used to service, upgrade and repair equipment in order to maintain and keep equipment in good working order.

B. Reason for the request for modification:

This request is to add additional years to the original approval in order to execute new contracts for continued maintenance and support services. There is no additional funding being added.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The Contractors must be trained or authorized to repair the equipment in question. In addition, the contractors in many cases are or must be the Original Equipment Manufacturer (OEM).
- B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1091, IT Operations Support Admin I; 1092, IT Operations Support Admin II; 1093, IT Operations Support Admin III; 1094, IT Operations Support Admin IV; 1095, IT Operations Support Admin V; 2390, Central Processing & Dist Tech; 2392, Sr Cent Proc & Dist Tech; 2402, Laboratory Technician I; 2416, Laboratory Technician II; 5215, Fire Protection Engineer; 7213, Plumber Supervisor 1; 7239, Plumber Supervisor 2; 7287, Sprv Electronic Main Tech; 7318, Electronic Maintenance Tech; 7329, Electr Maint Tech Asst Sprv; 7368, Senior Comm Systems Technican; 7430, Asst Electronic Main Tech; 1091, IT Operations Support Administrator I; 1092, IT Operations Support Administrator II; 1093, IT Operations Support Administrator III ; 1094, IT Operations Support Administrator IV ; 1094, IT Operations Support Administrator IV ; 1095, IT Operations Support Administrator V;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractors will supply personnel and repair facilities, which may include depot repair facilities, all tools, software, parts and other proprietary equipment used to service, upgrade and repair equipment in order to maintain and keep equipment in good working order.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Civil service classes are not applicable because of the wide range of equipment and systems that need repair, support or integration services. The City would need specialized staff to repair individual pieces of equipment that may only be needed for a specific task or purpose.
- 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. Due to the broad scope of equipment in use by the Department it would be impractical to hire additional staff to service each piece of equipment based on manufacturer standards. City resources do work with manufacturers and may have opportunities to receive training and educational opportunities from manufacturer.

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.
City workers may receive as-needed trainings and certifications by the Original Equipment Manufacturers. Due to the wide range of equipment and multiple Original Equipment Manufacturers involved it is not possible at this time to provide a training plan with much specificity.
- 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 11/17/22, the Department notified the following employee organizations of this PSC/RFP request: SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Plumbers, Local 38; Electrical Workers, Local 6;

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# 41819 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/06/2023

Receipt of Union Notification(s)

Receipt of Modification Request to PSC # 41819 - 20/21 - MODIFICATIONS

dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org>

on behalf of

kelly.hiramoto@sfdph.org <kelly.hiramoto@sfdph.org>

Tue 11/8/2022 4:01 PM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>;Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>;amakayan@ifpte21.org <amakayan@ifpte21.org>;ecassidy@ifpte21.com <ecassidy@ifpte21.com>;WendyWong26@yahoo.com <WendyWong26@yahoo.com>;WendyWong26@yahoo.com <WendyWong26@yahoo.com>;tmathews@ifpte21.org <tmathews@ifpte21.org>;kschumacher@ifpte21.org <kschumacher@ifpte21.org>;kpage@ifpte21.org <kpage@ifpte21.org>;eerbach@ifpte21.org <eerbach@ifpte21.org>;l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>;Longhitano, Robert (DPH) <robert.longhitano@sfdph.org>;DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period January 1, 2023

–
December 31, 2030. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrrupal/node/19407>

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

RE: Receipt of Modification Request to PSC # 41819 - 20/21 - MODIFICATIONS

Larry Mazzola Jr. <larryjr@ualocal38.org>

Mon 11/21/2022 2:48 PM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>

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

Thank you, couldn't access the other

From: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>

Sent: Monday, November 21, 2022 2:29 PM

To: Larry Mazzola Jr. <larryjr@ualocal38.org>

Subject: Re: Receipt of Modification Request to PSC # 41819 - 20/21 - MODIFICATIONS

Hi Mr. Mazzola,

Please find attached a copy of the proposed Modification in case you cannot access the PSC database.

Thank you.

Kelly

Kelly Hiramoto, LCSW

Acting PSC Coordinator

SF Department of Public Health Business Office

Special Projects Manager

SF Department of Public Health

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From: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>

Sent: Monday, November 21, 2022 8:25 AM

To: larryjr@ualocal38.org <larryjr@ualocal38.org>

Subject: Fw: Receipt of Modification Request to PSC # 41819 - 20/21 - MODIFICATIONS

Dear Mr. Mazzola,

Please see Union Notification for PSC #41819 - 20/21 MODIFICATIONS below.

After logging into the system please select link below:

<http://apps.sfgov.org/dhrcrupal/node/1940Z>

thank you.

Kelly

Kelly Hiramoto, LCSW
Acting PSC Coordinator
SF Department of Public Health Business Office
Special Projects Manager
SF Department of Public Health

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From: dhr-psccoordinator@sfgov.org <dhr-psccoordinator@sfgov.org> on behalf of kelly.hiramoto@sfdph.org <kelly.hiramoto@sfdph.org>

Sent: Thursday, November 17, 2022 3:38 PM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; Najuwanda Daniels <najuwanda.daniels@seiu1021.org>; Jason Klumb <jason.klumb@seiu1021.org>; Frigault, Noah (HRC) <noah.frigault@sfgov.org>; Julie.Meyers@sfgov.org <Julie.Meyers@sfgov.org>; Thomas Vitale <thomas.vitale@seiu1021.org>; Ricardo.lopez@sfgov.org <Ricardo.lopez@sfgov.org>; Kbasconcillo@sfgov.org <Kbasconcillo@sfgov.org>; pcamarillo_seiu@sbcglobal.net <pcamarillo_seiu@sbcglobal.net>; Wendy.Frigillana@seiu1021.org <Wendy.Frigillana@seiu1021.org>; pscreview@seiu1021.org <pscreview@seiu1021.org>; ted.zarzecki@seiu1021.net <ted.zarzecki@seiu1021.net>; davidmkersten@gmail.com <davidmkersten@gmail.com>; xiumin.li@seiu1021.org <xiumin.li@seiu1021.org>; Sin.Yee.Poon@sfgov.org <Sin.Yee.Poon@sfgov.org>; david.canham@seiu1021.org <david.canham@seiu1021.org>; jtanner940@aol.com <jtanner940@aol.com>; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; wendywong26@yahoo.com <wendywong26@yahoo.com>; tmathews@ifpte21.org <tmathews@ifpte21.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; i21pscreview@ifpte21.org <i21pscreview@ifpte21.org>; oashworth@ibew6.org <oashworth@ibew6.org>; khughes@ibew6.org <khughes@ibew6.org>; Longhitano, Robert (DPH) <robert.longhitano@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccoordinator@sfgov.org>

Subject: Receipt of Modification Request to PSC # 41819 - 20/21 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period January 1, 2023

December 31, 2030. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrrupal/node/19407>

Email sent to the following addresses: khughes@ibew6.org oashworth@ibew6.org L21PSCReview@ifpte21.org amakayan@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com junko.laxamana@sfgov.org jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo_seiu@sbcglobal.net Kbasconcillo@sfgov.org Ricardo.lopez@sfgov.org

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: Equipment Maintenance and Support Services

Funding Source: General Fund, Federal, State, funds

PSC Duration: 5 years 39 weeks

PSC Amount: \$65,000,000

1. Description of Work

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

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 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 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.

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

This service is necessary in order to maintain owned and leased equipment in use at the Department of Public Health. This will prolong the life of the equipment, and ensure that it functions properly and at published manufacturer standards in order to maintain all warranties, performance specifications and tolerances. Denial will result in equipment that does not work and would put the lives of patients at risk. In addition, the Department would not be able to operate and provide for the daily function of 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.

The services have been provided under standard maintenance contracts, and through the purchase order process. In addition, historically the standard City maintenance contract did not require Commission approval for such 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.
The PSC is in excess of five years, because there will be an ongoing need to maintain various types of equipment in use at the Department of Public Health and to procure customized support services. The equipment is needed to effectively run a modern health network and the City does not have the resources to main this equipment.

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:

Equipment must be maintained on a scheduled basis. Preventive maintenance or as-needed repairs for each equipment occur on an infrequent schedule, and given the wide variety of equipment in use it would be impractical to staff multiple positions with expertise on multiple types of equipment on a full time basis. Contractors will supply the personnel, and repair facilities, which may include depot repair facilities, all tools, software, parts and other proprietary equipment used to service, upgrade and repair equipment in order to maintain and keep equipment in good working order.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The Contractors must be trained or authorized to repair the equipment in question. In addition, the contractors in many cases are or must be the Original Equipment Manufacturer (OEM).
- B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1091, IT Operations Support Admin I; 1092, IT Operations Support Admin II; 1093, IT Operations Support Admn III; 1094, IT Operations Support Admin IV; 1095, IT Operations Support Admin V; 2390, Central Processing & Dist Tech; 2392, Sr Cent Proc & Dist Tech; 2402, Laboratory Technician I; 2416, Laboratory Technician II; 5215, Fire Protection Engineer; 7213, Plumber Supervisor 1; 7239, Plumber Supervisor 2; 7287, Sprv Electronic Main Tech; 7318, Electronic Maintenance Tech; 7329, Electr Maint Tech Asst Sprv; 7368, Senior Comm Systems Technican; 7430, Asst Electronic Main Tech; 1091, IT Operations Support Administrator I; 1092, IT Operations Support Administrator II; 1093, IT Operations Support Administrator III ; 1094, IT Operations Support Administrator IV ; 1094, IT Operations Support Administrator IV ; 1095, IT Operations Support Administrator V;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractors will supply personnel and repair facilities, which may include depot repair facilities, all tools, software, parts and other proprietary equipment used to service, upgrade and repair equipment in order to maintain and keep equipment in good working order.

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

When applicable, there are City resources which can repair equipment, however, for the great majority of medical, scientific and priority systems in use by the Department, it would be impractical to have City resources maintain all equipment.

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 of the wide range of equipment and systems that need repair, support or integration services. The City would need specialized staff to repair individual pieces of equipment that may only be needed for a specific task or purpose.

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. Due to the broad scope of equipment in use by the Department it would be impractical to hire additional staff to service each piece of equipment based on manufacturer standards. City resources do work with manufacturers and may have opportunities to receive training and educational opportunities from manufacturer.

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. City workers may receive as-needed trainings and certifications by the Original Equipment Manufacturers. Due to the wide range of equipment and multiple Original Equipment Manufacturers involved it is not possible at this time to provide a training plan with much specificity.

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 04/24/2021, the Department notified the following employee organizations of this PSC/RFP request:

Electrical Workers, Local 6; Plumbers, Local 38; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous

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

Name: Arlene Lee Phone: 415-554-2938 Email: arlene.lee@sfdph.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41819 - 20/21

DHR Analysis/Recommendation:

action date: 10/18/2021

Commission Approval Required
conditions

Approved by Civil Service Commission with

10/18/2021 DHR Approved for 10/18/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 42659 - 14/15)

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

Type of Service: Professional Compliance, Evaluation, Assessment, and Technical Assistance Services

Funding Source: General Fund, Grants

PSC Original Approved Amount: \$750,000 PSC Original Approved Duration: 07/01/15 - 06/30/20 (5 years 1 day)

PSC Mod#1 Amount: \$1,750,000 PSC Mod#1 Duration: 07/01/20-06/30/25 (5 years 1 day)

PSC Mod#2 Amount: \$2,500,000 PSC Mod#2 Duration: 07/01/25-06/30/30 (5 years 1 day)

PSC Cumulative Amount Proposed: \$5,000,000 PSC Cumulative Duration Proposed: 15 years 3 days

1. Description of Work

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

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 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.

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

In the event that the Department is audited by local, State and/or federal agencies, the use of an independent contractor and/or professional consultation firm to provide evaluation services are highly beneficial and for some audits, may be a requirement in some cases. If this request is denied, critical public health services and programs could be ordered by regulators to stop services and significant financial penalties might be imposed.

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

Services have been provided in the past through earlier PSC request. See 42659 - 14/15

D. Will the contract(s) be renewed?

Yes, if needed and funding is available.

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

This is a request to continue professional compliance, assessment and technical assistance services that support the evaluation needs of the Department's Primary Care and Prevention Programs.

2. Reason(s) for the Request

A. Display all that apply

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

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

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).