

Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

Explain the qualifying circumstances:

In the ever-increasingly regulated field of public health care, maximum compliance with the myriad of local, State and federal regulations and funding requirements (e.g. for Medi-Cal, MediCare, mental health/substance abuse/HIV funding, etc.) is critical. The consulting firm(s) planned to be hired under this PSC will provide project-based, as-needed, intermittent services to DPH executive and senior level staff, including assessment and targeted recommendations on how to maximize compliance for various needs and funders, and must possess the specific expertise to do so effectively and in a timely manner, with objectivity and an independent point of view.

B. Reason for the request for modification:

Modification to extend the term and increase the amount.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor must be an independent, professional consulting firm with specialty in public health planning, Affordable Care Act evaluation, behavioral health and substance abuse services, HIV services, primary care, MediCal planning, and other critical public health programs and issues.

B. Which, if any, civil service class(es) normally perform(s) this work? 0943, Manager VIII;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Physical facilities and equipment are expected to be provided only to the extent they are required for the consultant's normal business operations. Specific expertise, objectivity and independent perspective not available from civil service staff are expected to be provided.

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.

Services are intermittent and intended to provide short-term, expert consultation in order to assist the Department in assessing, achieving, and maintaining ongoing compliance with regulatory requirements and as a support to upper level senior and executive staff in creating and implementing long term civil service programs. The consultant(s) will have both individual and team expertise not available through existing civil service staff, who generally have a similar level of expertise in only specific Department of Public Health (DPH) programs.

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 Department already has senior staff serving as ongoing compliance officers. The consulting firm will enhance the work of existing Department staff and improve specific programs at the Department, reporting directly to the Director of Health and Deputy Directors on an intermittent, and project-focused basis.

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.
Please refer to attachment.

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 01/10/23, the Department notified the following employee organizations of this PSC/RFP request:
Municipal Executive Association;

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: 101 Grove Street, Room 307, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42659 - 14/15

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 # 42659 - 14/15 - MODIFICATIONS

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

on behalf of

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

Tue 1/10/2023 2:25 PM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; Criss@sfmea.com <Criss@sfmea.com>; camaguey@sfmea.com (contact) <camaguey@sfmea.com>; christina@sfmea.com <christina@sfmea.com>; staff@sfmea.com <staff@sfmea.com>; Carmona, Irene (DPH) <Irene.Carmona@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 \$2,500,000 for services for the period July 1, 2025

– June 30, 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/dhrdrupal/node/10144>

Email sent to the following addresses: staff@sfmea.com Christina@sfmea.com Camaguey@sfmea.com Criss@SFMEA.com junko.laxamana@sfgov.org

Additional Attachment(s)

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

(cont.)

The consultant also is able to provide independent analysis and recommendations to executive staff with a degree of objectivity and avoidance of potential conflict of interest not available from civil service staff.

5. Additional Information (if “yes”, attach explanation)

B. Will the contractor train City and County employee?

Describe Training including number of hours. Indicate occupational type of employees. If no training, please explain:

(cont.)

Knowledge transfer will be accomplished during the course of the consultant's work as appropriate, as part of the consultant's services will be to provide information to executive and senior staff. The consultant will also provide training as needed to civil service staff to prepare for implementation of new ICD-10 billing codes. (ICD-10 refers to the tenth revision of the International Statistical Classification of Diseases and Related Health Problems, a medical classification list established by the World Health Organization of diseases, symptoms, findings, etc. for medical billing purposes.)

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 Cumulative Amount Proposed: \$2,500,000 PSC Cumulative Duration Proposed: 10 years 2 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.
Yes, PSC 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).

Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

Explain the qualifying circumstances:

In the ever-increasingly regulated field of public health care, maximum compliance with the myriad of local, State and federal regulations and funding requirements (e.g. for Medi-Cal, Medicare, mental health/substance abuse/HIV funding, etc.) is critical. The consulting firm(s) planned to be hired under this PSC will provide project-based, as-needed, intermittent services to DPH executive and senior level staff, including assessment and targeted recommendations on how to maximize compliance for various needs and funders, and must possess the specific expertise to do so effectively and in a timely manner, with objectivity and an independent point of view.

B. Reason for the request for modification:

Modification to extend the term and increase the amount.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor must be an independent, professional consulting firm with specialty in public health planning, Affordable Care Act evaluation, behavioral health and substance abuse services, HIV services, primary care, MediCal planning, and other critical public health programs and issues.

B. Which, if any, civil service class(es) normally perform(s) this work? 0943, Manager VIII;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Physical facilities and equipment are expected to be provided only to the extent they are required for the consultant's normal business operations. Specific expertise, objectivity and independent perspective not available from civil service staff are expected to be provided.

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.

Services are intermittent and intended to provide short-term, expert consultation in order to assist the Department in assessing, achieving, and maintaining ongoing compliance with regulatory requirements and as a support to upper level senior and executive staff in creating and implementing long term civil service programs. The consultant(s) will have both individual and team expertise not available through existing civil service staff, who generally have a similar level of expertise in only specific Department of Public Health (DPH) programs.

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 Department already has senior staff serving as ongoing compliance officers. The consulting firm will enhance the work of existing Department staff and improve specific programs at the Department, reporting directly to the Director of Health and Deputy Directors on an intermittent, and project-focused basis.

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.

Please refer to attachment.

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

No.

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

No.

- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 09/26/17, the Department notified the following employee organizations of this PSC/RFP request:
Municipal Executive Association;

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

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove Street, Room 307, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42659 - 14/15

DHR Analysis/Recommendation:

11/06/2017

Commission Approval Required

Approved by Civil Service Commission

11/06/2017 DHR Approved for 11/06/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

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

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

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

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

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

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

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

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

1. Description of Work

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

The proposed work is to provide As-Needed Construction Management Services to augment City construction management staff as necessary. These services may include, but are not limited to, construction contract management, construction inspection, project controls, environmental inspection, environmental monitoring, supplier quality surveillance, special laboratory testing, start-up & testing assistance, commissioning, surveying, construction safety inspection and document control.

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

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

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

Services have been provided in the past through earlier PSC request. See 42060 - 17/18

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

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

extent possible, City staff, such as construction manager, resident engineers, construction inspectors, and construction management staff, will be utilized.

B. Reason for the request for modification:

The reason for the modification is that the Construction Management Bureau group in Moccasin the provided quality assurance on all the capital improvement construction projects for Hetchy Hetchy Water & Power is made up of only a handful of City personnel and therefore there is a high need to supplement with consultant personnel to fill various construction management services positions (Resident Engineers, Officer Engineers, Construction Inspectors, Administrative Document Control Specialists) over many capital projects. The HCIP construction projects have long time durations, are very technical, and evolve around system operations shutdowns. These three items lead to high cost contract task orders to have consultant personnel provide construction services that have depleted the original contract budgets at a faster rate than expected.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: This contract requires specialized expertise to assist SFPUC Construction Management Bureau to provide construction management services for approximately \$300 Million capital improvement projects in 10 years. The work includes highly specialized work in power houses, dams, penstocks, reservoirs, high voltage transmission lines, substations/switchyards, large diameter pipelines and tunnels.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1446, Secretary 2; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 5602, Utility Specialist; 6318, Construction Inspector; 6319, Senior Const Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor's construction management staff will require personal protective equipment (PPE), specialized inspection equipment and vehicles.

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

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. An estimate of 100 man-hours in safety, environmental and specialized training will be provided to 5-10 Engineers & Construction Inspectors.
- C. Are there legal mandates requiring the use of contractual services?
No.

- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 09/21/22, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; 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: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfwater.org

Address: 525 Golden Gate Avenue, 8th Floor, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42060 - 17/18

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 shale@sfwater.org
To: [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); max.porter@seiu1021.org; sarah.wilson@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; jason.klumb@seiu1021.org; noah.frigault@sfgov.org; Julie.Meyers@sfgov.org; thomas.vitale@seiu1021.org; Ricardo.lopez@sfgov.org; [Basconcillo, Kathy](mailto:Basconcillo,Kathy); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; david.canham@seiu1021.org; jtanner940@aol.com; junko.laxamana@sfgov.org; amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; [Jackson, Shamica](mailto:Jackson,Shamica); dhrr-psccordinator@sfgov.org
Subject: Receipt of Modification Request to PSC # 42060 - 17/18 - MODIFICATIONS
Date: Wednesday, September 21, 2022 2:57:17 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$6,000,000 for services for the period September 13, 2022 – January 2, 2024. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrrupal/node/10650>

Email sent to the following addresses: L21PSCReview@ifpte21.org
pkim@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
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@sfwater.org
Ricardo.lopez@sfgov.org
thomas.vitale@seiu1021.org Julie.Meyers@sfgov.org noah.frigault@sfgov.org
jason.klumb@seiu1021.org leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me
sarah.wilson@seiu1021.org max.porter@seiu1021.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # 42060 - 17/18)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Hetchy Capital Improvement Projects As-Needed Construction Management Services (PRO.0097)Funding Source: HH 10-Year CapPlan – Water/Power Rev BondPSC Original Approved Amount: \$11,000,000PSC Original Approved Duration: 02/01/18 - 01/30/23 (4 years 52 weeks)PSC Mod#1 Amount: \$1,000,000PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$12,000,000PSC Cumulative Duration Proposed: 4 years 52 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The proposed work is to provide As-Needed Construction Management Services to augment City construction management staff as necessary. These services may include, but are not limited to, construction contract management, construction inspection, project controls, environmental inspection, environmental monitoring, supplier quality surveillance, special laboratory testing, start-up & testing assistance, commissioning, surveying, construction safety inspection and document control.

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

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

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

This ser will be provided via PSC No. 42060-17/18

D. Will the contract(s) be renewed?

No.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:**2. Reason(s) for the Request****A. Display all that apply**

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

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

Explain the qualifying circumstances:

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

B. Reason for the request for modification:

To align the PSC amount with the contract amount.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: This contract requires specialized expertise to assist SFPUC Construction Management Bureau to provide construction management services for approximately \$300 Million capital improvement projects in 10 years. The work includes highly specialized work in power houses, dams, penstocks, reservoirs, high voltage transmission lines, substations/switchyards, large diameter pipelines and tunnels.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1446, Secretary 2; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 5602, Utility Specialist; 6318, Construction Inspector; 6319, Senior Const Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor's construction management staff will required personal protective equipment (PPE), specialized inspection equipment and vehicles.

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.

This is a City-led program, and as such we will be using civil services classes whenever possible, including construction managers, resident engineers, construction inspectors, and other construction management staff to oversee the contractors' work. The City currently lacks available resources to manage the amount of work needed. To some degree, the current civil service classes have limited experience and knowledge in construction management support services for hydropower and high voltage facilities, such as powerhouses, dams, penstocks, reservoirs, high voltage transmission lines, substation/switchyard, and tunnels. This contract is necessary to

augment staff in order to accommodate for the peak workloads during these relatively short term capital projects requiring diverse skills, experience and expertise.

- 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 new civil services classes since these projects require resources to provide support during short limited duration capital projects, and to augment staff during peaks in workload in the short term. The additional staff will not be necessary afterwards. Nevertheless, and to the every extent possible, City staff, such as construction manager, resident engineers, construction inspectors, and construction management staff, will be utilized.

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. An estimate of 100 man-hours in safety, environmental and specialized training will be provided to 5-10 Engineers & Construction Inspectors.
- 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 01/31/18, the Department notified the following employee organizations of this PSC/RFP request:
SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; 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: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfwater.org

Address: 525 Golden Gate Avenue, 8th Floor, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42060 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 04/12/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

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

Funding Source: HH 10-Year CapPlan – Water/Power Rev Bond PSC Duration: 4 years 52 weeks

PSC Amount: \$11,000,000

1. Description of Work

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

The proposed work is to provide As-Needed Construction Management Services to augment City construction management staff as necessary. These services may include, but are not limited to, construction contract management, construction inspection, project controls, environmental inspection, environmental monitoring, supplier quality surveillance, special laboratory testing, start-up & testing assistance, commissioning, surveying, construction safety inspection and document control.

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

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

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

These services have been provided previously through CS-141 (PSC 4072-10/11) Construction Inspection of HHWP and CS-296 (PSC 4099-12/13) HSIP Professional and Engineering Support Services. CS-141 had expired and was closed. CS-296 is on-going but will expire on June 30, 2018.

D. Will the contract(s) be renewed?

No.

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

not applicable

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

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

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: This contract requires specialized expertise to assist SFPUC Construction Management Bureau to provide construction management services for approximately \$300 Million capital improvement projects in 10 years. The work includes highly specialized work in power houses, dams, penstocks, reservoirs, high voltage transmission lines, substations/switchyards, large diameter pipelines and tunnels.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1446, Secretary 2; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 5602, Utility Specialist; 6318, Construction Inspector; 6319, Senior Const Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor's construction management staff will required personal protective equipment (PPE), specialized inspection equipment and vehicles.

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

SFPUC Construction Management Bureau has reviewed staffing plan and confirmed that the current resources are insufficient to fulfill all the necessary construction management positions to meet the anticipated workload. In addition, there is lack of resources to provide specialized construction inspection for work in powerhouses, dams, penstocks, reservoirs, high voltage transmission lines, substations/switchyards, large diameter pipelines and tunnels.

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

- A. Explain why civil service classes are not applicable.
- This is a City-led program, and as such we will be using civil services classes whenever possible, including construction managers, resident engineers, construction inspectors, and other construction management staff

to oversee the contractors' work. The City currently lacks available resources to manage the amount of work needed. To some degree, the current civil service classes have limited experience and knowledge in construction management support services for hydropower and high voltage facilities, such as powerhouses, dams, penstocks, reservoirs, high voltage transmission lines, substation/switchyard, and tunnels. This contract is necessary to augment staff in order to accommodate for the peak workloads during these relatively short term capital projects requiring diverse skills, experience and expertise.

- 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 new civil services classes since these projects require resources to provide support during short limited duration capital projects, and to augment staff during peaks in workload in the short term. The additional staff will not be necessary afterwards. Nevertheless, and to the every extent possible, City staff, such as construction manager, resident engineers, construction inspectors, and construction management staff, will be utilized.

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. Yes. An estimate of 100 man-hours in safety, environmental and specialized training will be provided to 5-10 Engineers & Construction Inspectors.
- 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. Potentially yes. The PSC will be solicited through an open competitive bid process which allows the contractors who have current personal service contracts with the SFPUC to bid on the RFP. The evaluation will be based on the proposers' technical qualifications, experience, and cost. The lowest responsive and responsible bids will be selected for award of the contracts.

- 7. Union Notification:** On 09/21/2017, 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; SEIU 1021

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

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

Address: 525 Golden Gate Avenue, 8th Floor San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42060 - 17/18

DHR Analysis/Recommendation:

action date: 12/18/2017

Commission Approval Required

Approved by Civil Service Commission

12/18/2017 DHR Approved for 12/18/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 43867 - 19/20)

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

Type of Service: Switchgear and Switchboard Maintenance and Testing(10027759)

Funding Source: Water Supply and Treatment Operating Budget

PSC Original Approved Amount: \$1,170,000 PSC Original Approved Duration: 03/02/20 - 03/02/22 (2 years)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 03/02/20-03/02/23 (1 year)

PSC Mod#2 Amount: \$130,000 PSC Mod#2 Duration: 01/26/23-09/14/24 (1 year 28 weeks)

PSC Cumulative Amount Proposed: \$1,300,000 PSC Cumulative Duration Proposed: 4 years 28 weeks

1. Description of Work

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

Maintenance and testing of existing switchgear and switchboard at various East Bay and West Bay Water Supply and Treatment Facilities. This contract is for maintenance and testing of seventeen (17) switchgear and twenty-two (22) switchboards with estimated cost of \$30,000 per switchgear / switchboard or \$1,170,000 for the entire contract.

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

This service is necessary to ensure the existing switchgear and switchboard are properly maintained and operational through the equipment's life cycle. Denial of this service will cause the existing switchgear and switchboard to fail faster and purchase replacement equipment earlier than what the electrical equipment was designed for.

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 43867 - 19/20

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

A. Display all that apply

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

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

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

Explain the qualifying circumstances:

The need for this work is sporadic and can occur years apart. Most of the time, there would be no work to do for this specific service. This work is highly specialized based on maintenance testing requirements of

switchgear and switchboard.

B. Reason for the request for modification:

WST would like to add \$130,000 (change order to provide maintenance and testing for the Crystal Springs Substation) and extension for 6 months. The modification to add maintenance and testing for the Crystal Springs Substation – one additional site - is the same work as other East Bay and West Bay Water Supply and Treatment (WST) Facilities.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Bidder shall be an InterNational Electrical Testing Association (NETA) or National Institute for Certification in Engineering Technologies (NICET), accredited electrical maintenance company following Maintenance Testing Specifications (MTS) standards and have sufficient technical knowledge and a minimum of five (5) years of experience performing maintenance, inspection, service, troubleshooting, cleaning, and testing of switchgears / switchboards.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Switchgear testing equipment is highly specialized. The rarity of need for such testing makes owning the equipment by the City to be uneconomic.

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.
Switchgear and switchboard maintenance and testing typically requires expertise from an InterNational Electrical Testing Association (NETA) or National Institute for Certification in Engineering Technologies (NICET), accredited electrical maintenance company following Maintenance Testing Specifications (MTS) standards, which civil service staff cannot provide.
- 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 need for this work is sporadic and can occur years apart. Most of the time, on average 99 percent or greater, there would be no work to do for City employees to perform this specific service.

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.
Switchgear and switchboard testing is highly specialized, and requires either an InterNational Electrical Testing Association (NETA) or National Institute for Certification in Engineering Technologies (NICET) accredited electrical maintenance company following Maintenance Testing Specifications (MTS) standards, which the City does not have.
- 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 01/26/23, 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: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfgwater.org

Address: 525 Golden Gate Avenue 8th Floor, San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43867 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/06/2023

Receipt of Union Notification(s)

From: dhr-psccoordinator@sfgov.org on behalf of shale@sfwater.org
To: [CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.](mailto:Hale,Shawndrea.M.;plangrooferlocal40@gmail.com;rooferslocal40@gmail.com;seichenberger@local39.org;dtuttle@oe3.org;dtubble@oe3.org;pkim@ifpte21.org;najuawanda.daniels@seiu1021.org;pkim@uapd.com;president@sanfranciscodsa.com;max.porter@seiu1021.org;kennethlomba@gmail.com;snaranjo@cirseiu.org;mdennis@twusf.org;rmarenco@twusf.org;pwilson@twusf.org;cmover@nccrc.org;noah.frigault@sfgov.org;sfdpoa@icloud.com;Mjayne@iam1414.org;Emanuel,Rachel(DEM);laborers261@gmail.com;junko.laxamana@sfgov.org;jennifer.esteen@seiu1021.org;emathurin@cirseiu.org;abush@cirseiu.org;sbabaria@cirseiu.org;anthony@dc16.us;mlobre@sfpoa.org;tracym@sfpoa.org;mleach@ibt856.org;rooferslocal40@gmail.com;sal@local16.org;Criss@sfmea.com;Julie.Meyers@sfgov.org;seichenberger@local39.org;jason.klumb@seiu1021.org;Camaquey@sfmea.com;ablood@cirseiu.org;kcartermartinez@cirseiu.org;ecassidy@ifpte21.com;WendyWong26@yahoo.com;wendywong26@yahoo.com;sarah.wilson@seiu1021.org;kschumacher@ifpte21.org;kpage@ifpte21.org;tjenkins@uapd.com;eerbach@ifpte21.org;tmathews@ifpte21.org;amakayan@ifpte21.org;jb@local16.org;Ricardo.Lopez@sfgov.org;Basconillo,Kathy;Sandeep.lal@seiu1021.me;pcamarillo_seiu@sbcglobal.net;MRainsford@local39.org;Wendy.Frigillana@seiu1021.org;pscreview@seiu1021.org;pkim@ifpte21.org;agonzalez@iam1414.org;ted.zarzecki@seiu1021.net;leah.berlanga@seiu1021.org;gail@sfflocal798.org;cityworker@sfcwu.org;davidmkersten@gmail.com;djohnson@opcmialocal300.org;ramonliuna261@gmail.com;ablood@cirseiu.org;pkarinen@nccrc.org;tony@dc16.us;stevek@bac3-ca.org;xiumin.li@seiu1021.org;Sin.Yee.Poon@sfgov.org;smcgarry@nccrc.org;rmitchell@twusf.org;grojo@local39.org;jduritz@uapd.com;staff@sfmea.com;mike@dc16.us;khughes@ibew6.org;L21PSCReview@ifpte21.org;sfsmsa@gmail.com;bart@dc16.us;david.canham@seiu1021.org;jtanner940@aol.com;oashworth@ibew6.org;L21PSCReview@ifpte21.org;laborers261@gmail.com;local200twu@sbcglobal.net;speedy4864@aol.com;Christina@sfmea.com;ecdemvoter@aol.com;thomas.vitale@seiu1021.org;Irwin,William;dhr-psccoordinator@sfgov.org
Subject: Receipt of Modification Request to PSC # 43867 - 19/20 - MODIFICATIONS
Date: Thursday, January 26, 2023 11:14:33 AM</p><hr/></div><div data-bbox=)

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

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$130,000 for services for the period January 26, 2023 – September 14, 2024. 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/14539>

Email sent to the following addresses: Please check the record to see if you selected a union where a corresponding email in the TO: field isn't present. Either you selected none or there is no email entered in the system by that particular union

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Switchgear and Switchboard Maintenance and Testing(10027759)

Funding Source: Water Supply and Treatment Operating Budge PSC Duration: 2 years

PSC Amount: \$1,170,000

1. Description of Work

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

Maintenance and testing of existing switchgear and switchboard at various East Bay and West Bay Water Supply and Treatment Facilities. This contract is for maintenance and testing of seventeen (17) switchgear and twenty-two (22) switchboards with estimated cost of \$30,000 per switchgear / switchboard or \$1,170,000 for the entire contract.

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

This service is necessary to ensure the existing switchgear and switchboard are properly maintained and operational through the equipment's life cycle. Denial of this service will cause the existing switchgear and switchboard to fail faster and purchase replacement equipment earlier than what the electrical equipment was designed for.

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.

No, this service has not been provided in the past.

D. Will the contract(s) be renewed?

No.

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

not applicable

2. Reason(s) for the Request

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

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:

The need for this work is sporadic and can occur years apart. Most of the time, there would be no work to do for this specific service. This work is highly specialized based on maintenance testing requirements of switchgear and switchboard.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Bidder shall be an InterNational Electrical Testing Association (NETA) or National Institute for Certification in Engineering Technologies (NICET), accredited electrical maintenance company following Maintenance Testing Specifications (MTS) standards and have sufficient technical knowledge and a minimum of five (5) years of experience performing maintenance, inspection, service, troubleshooting, cleaning, and testing of switchgears / switchboards.

B. Which, if any, civil service class(es) normally perform(s) this work? none

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Switchgear testing equipment is highly specialized. The rarity of need for such testing makes owning the equipment by the City to be uneconomic.

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

None. The need for this is so limited, that City-owned resources would be impractical and uneconomic.

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

A. Explain why civil service classes are not applicable.

Switchgear and switchboard maintenance and testing typically requires expertise from an InterNational Electrical Testing Association (NETA) or National Institute for Certification in Engineering Technologies (NICET), accredited electrical maintenance company following Maintenance Testing Specifications (MTS) standards, which civil service staff cannot provide.

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 need for this work is sporadic and can occur years apart. Most of the time, on average 99 percent or greater, there would be no work to do for City employees to perform this specific service.

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. Switchgear and switchboard testing is highly specialized, and requires either an InterNational Electrical Testing Association (NETA) or National Institute for Certification in Engineering Technologies (NICET) accredited electrical maintenance company following Maintenance Testing Specifications (MTS) standards, which the City does not have.

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 12/30/2019, 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: Bill Irwin Phone: 415-934-3975 Email: wirwin@sflower.org

Address: 525 Golden Gate Avenue 8th Floor San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43867 - 19/20

DHR Analysis/Recommendation:

action date: 02/03/2020

Commission Approval Required

Approved by Civil Service Commission

02/03/2020 DHR Approved for 02/03/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 43867 - 19/20)

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

Type of Service: Switchgear and Switchboard Maintenance and Testing(10027759)

Funding Source: Water Supply and Treatment Operating Budget

PSC Original Approved Amount: \$1,170,000

PSC Original Approved Duration: 03/02/20 - 03/02/22 (2 years)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 03/02/20-03/02/23 (1 year)

PSC Cumulative Amount Proposed: \$1,170,000

PSC Cumulative Duration Proposed: 3 years

1. Description of Work

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

Maintenance and testing of existing switchgear and switchboard at various East Bay and West Bay Water Supply and Treatment Facilities. This contract is for maintenance and testing of seventeen (17) switchgear and twenty-two (22) switchboards with estimated cost of \$30,000 per switchgear / switchboard or \$1,170,000 for the entire contract.

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

This service is necessary to ensure the existing switchgear and switchboard are properly maintained and operational through the equipment's life cycle. Denial of this service will cause the existing switchgear and switchboard to fail faster and purchase replacement equipment earlier than what the electrical equipment was designed for.

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 43867 - 19/20

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

A. Display all that apply

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

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

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

Explain the qualifying circumstances:

The need for this work is sporadic and can occur years apart. Most of the time, there would be no work to do for this specific service. This work is highly specialized based on maintenance testing requirements of switchgear and switchboard.

B. Reason for the request for modification:

The work requires 3 years to be completed due to the large number of sites and shutdown constraints. The original PSC inadvertently stated the contract duration as 2 years. The scope of work and contract amount are unchanged.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Bidder shall be an InterNational Electrical Testing Association (NETA) or National Institute for Certification in Engineering Technologies (NICET), accredited electrical maintenance company following Maintenance Testing Specifications (MTS) standards and have sufficient technical knowledge and a minimum of five (5) years of experience performing maintenance, inspection, service, troubleshooting, cleaning, and testing of switchgears / switchboards.

B. Which, if any, civil service class(es) normally perform(s) this work? none

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Switchgear testing equipment is highly specialized. The rarity of need for such testing makes owning the equipment by the City to be uneconomic.

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.

Switchgear and switchboard maintenance and testing typically requires expertise from an InterNational Electrical Testing Association (NETA) or National Institute for Certification in Engineering Technologies (NICET), accredited electrical maintenance company following Maintenance Testing Specifications (MTS) standards, which civil service staff cannot provide.

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 need for this work is sporadic and can occur years apart. Most of the time, on average 99 percent or greater, there would be no work to do for City employees to perform this specific service.

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. Switchgear and switchboard testing is highly specialized, and requires either an InterNational Electrical Testing Association (NETA) or National Institute for Certification in Engineering Technologies (NICET) accredited electrical maintenance company following Maintenance Testing Specifications (MTS) standards, which the City does not have.

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 02/07/20, 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: Bill Irwin Phone: 415-934-3975 Email: wirwin@sflower.org

Address: 525 Golden Gate Avenue 8th Floor, San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43867 - 19/20

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 03/12/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN

Dept. Code: ADM

Type of Request: Initial Modification of an existing PSC (PSC # 11945 - 20/21)

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

Type of Service: "Proprietary Cloud Software, Software Support and Equipment Installation and Maintenance"

Funding Source: Various

PSC Original Approved Amount: \$10,000,000 PSC Original Approved Duration: 07/01/2021 - continuous

PSC Mod#1 Amount: \$40,000,000 PSC Mod#1 Duration: 01/30/23 - continuous

PSC Cumulative Amount Proposed: \$50,000,000 PSC Cumulative Duration Proposed: 07/01/2021 - continuous

1. Description of Work

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

The Office of Contract Administration (OCA), on behalf of all City departments, hereby requests that the Civil Service Commission (CSC) grant Continuing Approval for three narrowly defined categories pertaining to proprietary software and equipment. These three categories are: (1) Proprietary Cloud Based Software, (2) Proprietary Software Support and (3) Proprietary Equipment Installation and maintenance. Each of these three categories is narrowly defined in the attached memorandum titled "Definitions for Continuing Approval of Prop Software and Equipment".

If a contract qualifies for one of these three categories, the department may elect to use this Continuing Approval in lieu of obtaining its own approval. In so doing, the department shall be required to report its election when submitting its contract for OCA review. Upon reporting its election when submitting its contract, all applicable unions shall be immediately notified of said election by email. Additionally, OCA shall produce a report such elections on a quarterly basis to CSC or, upon request, on a more frequent basis. Specifically, OCA will report the Department Name, Contract ID, Supplier ID, Contract Amount, Service Type and Contract End Date.

PLEASE SEE CONTINUATION OF THIS RESPONSE ON MEMORANDM ATTACHED

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

Historically, CSC did not require departments to seek CSC review for Proprietary Cloud Based Software, Proprietary Software Maintenance and Proprietary Equipment Installation and Maintenance. In recent years, CSC has revised its position. This shift has meant that every City contract for proprietary software and equipment must now be reviewed by CSC. The purpose of this request, therefore, is to carve out these three very limited category of services, recognizing that even if presented to CSC on an individual contract by contract basis, CSC would find that Civil Service employees may not legally perform them without either (A) violating the software manufacturer's copyrights, trademarks, trade secrets, and patents or (B) voiding the equipment manufacturer's warranties. Should this request be denied, therefore, City staff will expend unnecessary time and resources on achieving what can be done on a Continuing Approval basis, coupled with regular reporting.

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 11945 - 20/21

D. Will the contract(s) be renewed?

N/A

- 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 continuing approval.

2. Reason(s) for the Request

- A. Display all that apply

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

REASON FOR CHECKING OTHER:

Civil Service employees may not legally perform these narrowly defined services without either (A) violating the software manufacturer's copyrights, trademarks, trade secrets, and patents or (B) voiding the equipment manufacturer's warranties. Should this request be denied, therefore, City staff will expend unnecessary time and resources on achieving what can be done on a Continuing Approval basis, coupled with regular reporting

Explain the qualifying circumstances:
no response from department

- B. Reason for the request for modification:

In anticipation of the Citywide rollout, the Office of Contract Administration (OCA) is now requesting that OCA's \$10,000,000 continuing CSC approval be increased to \$50,000,000. The Chapter 21 ServiceNow application is expected to go live Citywide around May 2023, at which time all City departments will be able to use this continuing approval where applicable.

Since the pilot launch of OCA's new Chapter 21 ServiceNow application through which this process is managed, \$3,899,401 of OCA's \$10,000,000 continuing CSC approval has been utilized by a total of nine City departments. A report of the usage is attached.

The use of the OCA continuing CSC approval for these three specific categories was made available in July 2022 with the pilot launch of OCA's new Chapter 21 ServiceNow application through which departments will now submit their contracts to OCA for review. This is the application through which unions are notified when this continuing approval is used. When departments use OCA's continuing CSC approval, all unions are immediately notified by email. The emails include copies of the agreement, any amendments, and a letter from the supplier attesting to the proprietary nature of its licenses, support and/or equipment. Sample emails are attached.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: In order for Civil Service employees to be permitted to perform these narrowly defined services, software manufacturers would have to grant City employees access to the manufacturer's copyrights, trademarks, trade secrets, and/or patents and equipment manufacturers would have to agree to not void the equipment manufacturer's warranties should the maintenance and installation be performed by City employees.
- 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?

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 employees may not legally perform these narrowly defined services without either (A) violating the software manufacturer's copyrights, trademarks, trade secrets, and patents or (B) voiding the equipment manufacturer's warranties.

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. Civil Service employees may not legally perform these narrowly defined services without either (A) violating the software manufacturer's copyrights, trademarks, trade secrets, and patents or (B) voiding the equipment manufacturer's warranties.

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. Civil Service employees may not legally perform these narrowly defined services without either (A) violating the software manufacturer's copyrights, trademarks, trade secrets, and patents or (B) voiding the equipment manufacturer's warranties.

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 01/30/23, 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: Lynn Khaw Phone: 4155546296 Email: lynn.khaw@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 11945 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/06/2023

Receipt of Union Notification(s)

From: [Khaw, Lynn \(ADM\)](#)
To: [Khaw, Lynn \(ADM\)](#); [plangrooferlocal40@gmail.com](#); [rooferslocal40@gmail.com](#); [Stan Eichenberger](#); [dtuttle@oe3.org](#); [dtubble@oe3.org](#); [pkim@ifpte21.org](#); [Najuawanda Daniels](#); [Pierre King - UAPD](#); [president@sanfranciscodsa.com](#); [max.porter@seiu1021.org](#); [kennethlomba@gmail.com](#); [snaranjo@cirseiu.org](#); [mdennis@twusf.org](#); [roger marengo](#); [pwilson@twusf.org](#); [cmoyer@nccrc.org](#); [Frigault, Noah \(HRC\)](#); [sfdpoa@icloud.com](#); [mjayne@iam1414.org](#); [Emanuel, Rachel \(DEM\)](#); [laborers261@gmail.com](#); [Laxamana, Junko \(DBI\)](#); [jennifer.esteen@seiu1021.org](#); [emathurin@cirseiu.org](#); [abush@cirseiu.org](#); [sbabaria@cirseiu.org](#); [anthony@dc16.us](#); [mlobre@sfpoa.org](#); [@sfpoa.org](#); [tracy@sfpoa.org](#); [mleach](#); [rooferslocal40@gmail.com](#); [sal@local16.org](#); [Criss@sfmea.com](#); [Julie.Meyers@sfgov.org](#); [Stan Eichenberger](#); [Jason Klumb](#); [camaguey@sfmea.com \(contact\)](#); [ablood@cirseiu.org](#); [kcartermartinez@cirseiu.org](#); [ecassidy@ifpte21.com](#); [WendyWong26@yahoo.com](#); [wendywong26@yahoo.com](#); [sarah.wilson@seiu1021.org](#); [kschumacher@ifpte21.org](#); [kpage@ifpte21.org](#); [tjenkins@uapd.com](#); [eerbach@ifpte21.org](#); [tmathews@ifpte21.org](#); [amakayan@ifpte21.org](#); [jb@local16.org](#); [Ricardo.lopez@sfgov.org](#); [Kbasconillo@sfwater.org](#); [Sandeep.lal@seiu1021.me](#); [pcamarillo_seiu@sbcglobal.net](#); [MRainsford@local39.org](#); [Wendy Frigillana](#); [pscreview@seiu1021.org](#); [pkim@ifpte21.org](#); [agonzalez@iam1414.org](#); [ted.zarzecki@seiu1021.net](#); [leah.berlanga@seiu1021.org](#); [gail@sffdlocal798.org](#); [cityworker@sfcwu.org](#); [davidmkersten@gmail.com](#); [djohnson@opcmialocal300.org](#); [Ramon Hernandez](#); [ablood@cirseiu.org](#); [pkarinen@nccrc.org](#); [tony@dc16.us](#); [stevek@bac3-ca.org](#); [xiumin.li@seiu1021.org](#); [Sin.Yee.Poon@sfgov.org](#); [smcgarry@nccrc.org](#); [rmitchell@twusf.org](#); [grojo@local39.org](#); [jduritz@uapd.com](#); [staff@sfmea.com](#); [mike@dc16.us](#); [khughes@ibew6.org](#); [l21pscreview@ifpte21.org](#); [sfsmsa@gmail.com](#); [bart@dc16.us](#); [david.canham@seiu1021.org](#); [jtanner940@aol.com](#); [oashworth@ibew6.org](#); [l21pscreview@ifpte21.org](#); [laborers261@gmail.com](#); [local200twu@sbcglobal.net](#); [speedy4864@aol.com](#); [christina@sfmea.com](#); [ecdemvoter@aol.com](#); [Thomas Vitale](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: RE: Receipt of Modification Request to PSC # 11945 - 20/21 - MODIFICATIONS - Continuing Approval
Date: Monday, January 30, 2023 3:54:02 PM

Please note that this PSC Modification 1 is for continuing approval with the end date of "continuous" per the original PSC. Therefore, the end date below is manually corrected to "continuous."

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

From: [dhr-psccoordinator@sfgov.org](#) <[dhr-psccoordinator@sfgov.org](#)> On Behalf Of [lynn.khaw@sfgov.org](#)
Sent: Monday, January 30, 2023 2:56 PM
To: [Khaw, Lynn \(ADM\)](#) <[lynn.khaw@sfgov.org](#)>; [plangrooferlocal40@gmail.com](#); [rooferslocal40@gmail.com](#); [Stan Eichenberger](#) <[seichenberger@local39.org](#)>; [dtuttle@oe3.org](#); [dtubble@oe3.org](#); [pkim@ifpte21.org](#); [Najuawanda Daniels](#) <[najuawanda.daniels@seiu1021.org](#)>; [Pierre King - UAPD](#) <[pking@UAPD.com](#)>; [president@sanfranciscodsa.com](#); [max.porter@seiu1021.org](#); [kennethlomba@gmail.com](#); [snaranjo@cirseiu.org](#); [mdennis@twusf.org](#); [roger marengo](#) <[rmarengo@twusf.org](#)>; [pwilson@twusf.org](#); [cmoyer@nccrc.org](#); [Frigault, Noah \(HRC\)](#) <[noah.frigault@sfgov.org](#)>; [sfdpoa@icloud.com](#); [mjayne@iam1414.org](#); [Emanuel, Rachel \(DEM\)](#) <[rachel.emanuel@sfgov.org](#)>; [laborers261@gmail.com](#); [Laxamana, Junko \(DBI\)](#) <[Junko.Laxamana@sfgov.org](#)>; [jennifer.esteen@seiu1021.org](#); [emathurin@cirseiu.org](#); [abush@cirseiu.org](#); [sbabaria@cirseiu.org](#); [anthony@dc16.us](#); [mlobre@sfpoa.org](#); [@sfpoa.org](#); [tracy@sfpoa.org](#); [mleach](#) <[mleach@ibt856.org](#)>; [rooferslocal40@gmail.com](#); [sal@local16.org](#); [Criss@sfmea.com](#); [Julie.Meyers@sfgov.org](#); [Stan Eichenberger](#) <[seichenberger@local39.org](#)>; [Jason Klumb](#) <[Jason.Klumb@seiu1021.org](#)>; [camaguey@sfmea.com \(contact\)](#) <[camaguey@sfmea.com](#)>; [ablood@cirseiu.org](#); [kcartermartinez@cirseiu.org](#); [ecassidy@ifpte21.com](#); [WendyWong26@yahoo.com](#); [wendywong26@yahoo.com](#); [sarah.wilson@seiu1021.org](#); [kschumacher@ifpte21.org](#); [kpage@ifpte21.org](#); [tjenkins@uapd.com](#); [eerbach@ifpte21.org](#); [tmathews@ifpte21.org](#); [amakayan@ifpte21.org](#); [jb@local16.org](#); [Ricardo.lopez@sfgov.org](#); [Kbasconillo@sfwater.org](#); [Sandeep.lal@seiu1021.me](#); [pcamarillo_seiu@sbcglobal.net](#); [MRainsford@local39.org](#); [Wendy Frigillana](#) <[wendy.frigillana@seiu1021.org](#)>; [pscreview@seiu1021.org](#); [pkim@ifpte21.org](#); [agonzalez@iam1414.org](#); [ted.zarzecki@seiu1021.net](#); [leah.berlanga@seiu1021.org](#); [gail@sffdlocal798.org](#); [cityworker@sfcwu.org](#); [davidmkersten@gmail.com](#); [djohnson@opcmialocal300.org](#); [Ramon Hernandez](#) <[ramonliuna261@gmail.com](#)>; [ablood@cirseiu.org](#); [pkarinen@nccrc.org](#); [tony@dc16.us](#); [stevek@bac3-ca.org](#); [xiumin.li@seiu1021.org](#); [Sin.Yee.Poon@sfgov.org](#); [smcgarry@nccrc.org](#); [rmitchell@twusf.org](#); [grojo@local39.org](#); [jduritz@uapd.com](#); [staff@sfmea.com](#); [mike@dc16.us](#); [khughes@ibew6.org](#); [l21pscreview@ifpte21.org](#); [sfsmsa@gmail.com](#); [bart@dc16.us](#); [david.canham@seiu1021.org](#); [jtanner940@aol.com](#); [oashworth@ibew6.org](#); [l21pscreview@ifpte21.org](#); [laborers261@gmail.com](#); [local200twu@sbcglobal.net](#); [speedy4864@aol.com](#); [christina@sfmea.com](#); [ecdemvoter@aol.com](#); [Thomas Vitale](#) <[thomas.vitale@seiu1021.org](#)>; [DHR-PSCCoordinator, DHR \(HRD\)](#) <[dhr-psccoordinator@sfgov.org](#)>
Subject: Receipt of Modification Request to PSC # 11945 - 20/21 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a modification request for a Personal Services Contract (PSC) for \$40,000,000 for services for the period January 30, 2023 – continuous.

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

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

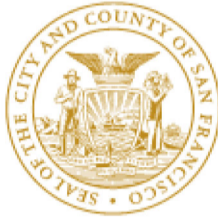
After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/19823>

Email sent to the following addresses: Please check the record to see if you selected a union where a corresponding email in the TO: field isn't present.

Either you selected none or there is no email entered in the system by that particular union

Additional Attachment(s)



MEMORANDUM

DATE: June 23, 2021
TO: Honorable Civil Service Commission
FROM: Sailaja Kurella, Purchaser and Acting Director
Office of Contract Administration
SUBJ: Definitions for Continuing Approval of Proprietary Software and Equipment

Definition 1: Proprietary Cloud Based Software

What is included: For the purpose of this CSC continuing approval only, Proprietary Cloud Based Software is defined as cloud-based software to which City has no intellectual property rights, as well as related services offered by the software's manufacturer to ensure the standard operability of its cloud-based software (such as standard support and data storage).

What is not included: For the purpose of this CSC approval, Proprietary Software as a Service does NOT include technical services that go beyond supporting the software's standard operability, including implementation, integration, and customization services, all of which may be proprietary in nature but shall, nevertheless, be subject to CSC review.

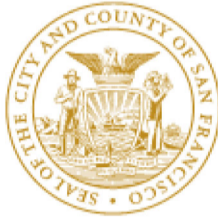
Justification: Based on this narrow definition, Continuing CSC approval is justified because Civil Service employees may not legally engage in the services related to the Proprietary Cloud-Based Software's operability, delivery and data storage without violating the software manufacturer's copyrights, trademarks, trade secrets, and/or patents. However, where the contract requires services that go beyond those related to the software's standard operability, delivery and data storage, Civil Service approval shall be required to ensure that the outsourcing of such services to non-City employees is necessary and/or appropriate.

Definition 2: Proprietary Software Maintenance

What is included: For the purpose of this CSC continuing approval only, Proprietary Software Maintenance is defined as standard software maintenance offered by a software manufacturer to ensure the standard operability of its software to which City has no intellectual property rights.

What is not included: For the purpose of this CSC approval, Proprietary Software Maintenance does NOT include technical services that go beyond supporting the software's standard operability, including implementation, integration, and customization services, all of which may be proprietary in nature but shall, nevertheless, be subject to CSC review.

Justification: Based on this narrow definition, Continuing CSC approval is justified because Civil Service



employees may not legally engage in rendering Proprietary Software Maintenance without violating the software manufacturer's copyrights, trademarks, trade secrets, and/or patents. However, where the contract requires services that go beyond maintaining the software's operability, Civil Service approval shall be required to ensure that the outsourcing of such services to non-City employees is necessary and/or appropriate.

Definition 3: Proprietary Equipment Installation and Maintenance

What is included: For the purpose of this CSC continuing approval only, Proprietary Equipment Installation and Maintenance refers to those installation and maintenance services which must be performed exclusively by the equipment's manufacturer (or an entity authorized by the manufacturer) to ensure the warranties associated with the proprietary equipment are not voided.

What is not included: For the purpose of this CSC approval, Proprietary Equipment Installation and Maintenance does NOT include those situations where a warranty shall not be voided due to installation and maintenance by City employees.

Justification: Based on this narrow definition, Continuing CSC approval is justified because Proprietary Equipment Installation and Maintenance Services can never be performed by Civil Service employees without voiding the manufacturer's warranties. However, where the rendering of services by someone other than the equipment manufacturer (or entities authorized by the manufacturer) does not void the manufacturer's warranty, Civil Service approval shall be required to ensure that the outsourcing of such services to non-City employees is necessary and/or appropriate.

Requesting Department	SN Record ID	Submitted to OCA on	Version	Dept. Contract Admin	Dept. Contract Admin Supervisor	Dept. Contract Admin Supervisor	PS Contract ID	Department Contract ID (Optional)	Contract Overview	Executed Contract Start Date	Executed Contract Date	Executed Contract End	Executed Contract NTE	CSC Continuing Amount
ASR	OCACON001731	2022-07-07 16:22:44	1.0	William Wu	Molly Peterson	Mike Fernandez	1000024751		BMI Imaging Systems- Recording image storage and retrieval. Siemens Industry (contractor) to provide equipment/maintenance service for fire alarm and life safety system located at 1001 Larkin St. SF 94102. 3rd amendment extending term and adding funds. Siemens Industry Inc. is the original manufacturer and installer of all the components of the fire life safety system. Library has over 2000 separate devices that can only be replaced with Siemens equipment to maintain an operating Fire Life Safety System that meets Building Code, Fire Code and is UL approved. Siemens must either perform the testing of all the system components or subcontract the vendor that is testing all or a portion of the components	2022-07-01	2022-07-01	2027-06-30	\$117,000.00	\$117,000.00
LUB	OCACON001754	2022-07-14 14:47:52	1.0	Marcus Lange			1000003116			2016-07-01		2025-06-30	\$1,209,570.00	\$1,209,570.00
DPW	OCACON001871	2022-08-17 17:11:35	1.0	Belle Macaranas	Alexander Burns		1000000849	179916	SaaS hosting services for utility excavation coordination software to coordinate all construction and other permitted activities in the public right of way.	2022-08-27		2022-08-24	\$936,211.00	\$27,995.00
ADM	OCACON001275	2022-08-31 13:51:02	1.0	Norman Liang	Jonathan Jew		1000015124	TC94100	Please note: Use of OCA's CSC continuing approval is for the current Contract Amendment #6 amount of \$27,395 for SaaS software hosting. As-Needed Catalogue of On-Prem Autodesk NonCloud Software and Support - Contract NTE is \$4,500,000. As per industry standard, Software Licenses are estimated to be 80% of the total contract value. Software Support is estimated to be 20% of the Contract Value.	2019-07-01		2025-06-30	\$4,500,000.00	\$900,000.00
LUB	OCACON001868	2022-09-12 08:05:43	1.0	Marcus Lange	Michael Lambert		1000003117		Equipment Maintenance agreement (Chapter 21.30) between Johnson Controls, Inc. and SFPJ for the Main Library's security system (Proprietary, Johnson Controls, Inc.'s (JCI) P2000 security management system). SFPJ is requesting an amendment on the agreement to update contract term and add \$234,415 to the NTE, for a total NTE of \$1,011,620.23.	2015-09-01		2023-08-31	\$1,011,620.23	\$1,011,620.23
ADM	OCACON001865	2022-10-20 18:59:34	1.0	Ian Fernando	Wilson Alderman		1000018347	TC10101	Software Equipment Maintenance & Support for Chameleon Program	2020-01-01		2027-12-31	\$200,000.00	\$200,000.00
LUB	OCACON002077	2022-11-22 11:21:23	1.0	Marcus Lange	Mike Fernandez		1000003138		Tractel Inc services the swingstage system (TravSafe Fall Prevention System) which is the equipment used to lower window washers down the side of the Main Library from the roof. It is imperative that this equipment gets regularly maintained and certified to ensure the safety of the workers using it. The TravSafe Fall Prevention System installed is proprietary to Tractel Inc, and they are the only ones authorized to maintain it. As per the supplier: 1. Tractel is the original designer and manufacturer of this equipment, and we have access to all of the Engineering and Fabrication documentation should it be necessary to duplicate special components. This equipment is proprietary to Tractel. 2. Tractel is the sole source for genuine Tractel replacement parts and factory-authorized service for the Trak dual reeler hoists that are installed on our scaffolds. 3. Warranty will be voided if another company/individual will work on the equipment other than a Tractel trained technician.	2016-12-01		2026-11-30	\$182,795.00	\$182,795.00

TIS	OCACON0002026	2022-12-14 08:22:39 1.0	Kenneth Edhammer	Hao Xie	1000018359	<p>Cloud subscription to Picometry International, the sole provider of a unique set of high resolution (4 inch per pixel) digital ortho and oblique aerial photography, which combined with its Picometry Online viewing application, allows City users to view imagery at all angles from 2002 to 2019. The City has used and continues to use this dataset in the maintenance and updates of the City's Enterprise Geographic Information System (GIS). Typical uses of the data are emergency response reconnaissance, building permit violations, court exhibits, right-of-way management and situational awareness for public event planning and police action. Over 20 City departments, including Public Works, City Planning, Fire, Police, currently utilize the over 2 terabytes of imagery collected.</p> <p>This is amendment #1. Locks in reduced pricing, increases the Not to Exceed, and exercises City's option to extend the contract through 2025.</p> <p>DT is using OCA's continuing CSC approval for cloud subscriptions for the full contract amount. Prior CSC approval was not obtained because it was not required for cloud licenses at the time of contract execution.</p>	2020-07-01	2025-06-30	\$251,021.00	\$251,021.00
<hr/> \$8,398,717.23										
<hr/> \$3,859,401.23										

Continuing PSC #11945, 10-21 - Sample Request from LIB to OCA

From: [CCSF IT Service Desk](#)
To: [Cunha, John \(LIB\)](#); [Moayed, Taraneh \(ADM\)](#); [Lange, Marcus \(LIB\)](#); [ADM-CSC Unions List](#); [Castro, Angel \(LIB\)](#); [Yoshida, Shirley \(LIB\)](#)
Subject: Use of OCA's Continuing CSC Approval (OCACON0002077, PS Contract ID: 1000003138) - LIB
Date: Monday, November 28, 2022 12:53:24 PM
Attachments: [information_severity_ws_icon.png](#)
[ccsfLogoPic.png](#)
[Vendor Letter Confirming Sole Source.pdf](#)
[Appendix B-2 Calculation of Charges.docx](#)
[Document Checklist.pdf](#)
[P-550 \(1-22\) Amendment Tractel draft.doc](#)
[Tractel Amendment 1 and original executed Contract.pdf](#)



Chapter 21 Contract Management

Office of Contract Administration

You are receiving this notification because a City department has elected to use OCA's Continuing CSC Approval for Proprietary Software as a Service, Proprietary Software Support, or Proprietary Equipment Maintenance/Installation in lieu of a full CSC Commission Hearing.

The contract has been assigned to an OCA buyer and is currently pending review and approval. Attached to this request is a copy of the proposed contract and letter from supplier confirming the proprietary nature of the Software as a Service, Proprietary Software Support, or Proprietary Equipment Maintenance/installation. Should you object to the use of CSC Continuing Approval for this contract, please reply to OCA buyer **Taraneh Moayed** within 3 business days from this request.

Upon receiving your objection, OCA will hold the contract until such time a resolution has been reached between the requesting City department and the objecting union(s).

Request details:

Number: OCACON0002077

Requesting Department: LIB

Dept. Contract Admin: Marcus Lange

Dept. Contract Admin email: marcus.lange@sfpl.org

Dept. Contract Admin Phone: +16282553573

Supplier Name: TRACTEL INC - SWINGSTAGE DIVISION WEST

Supplier ID: 0000009297

PS Contract ID: 1000003138

Executed Contract Start Date: 2016-12-01

Executed Contract End Date: 2026-11-30

Executed Contract NTE: \$182,795.00

CSC Continuing Amount: \$182,795.00

OCA's CSC Continuing Approval for:

✔ Proprietary Equipment Maintenance to Preserve Manufacturer Warranties

Contract Overview: Tractel Inc services the swingstage system (TravSafe Fall Prevention System) which is the equipment used to lower window washers down the side of the Main Library from the roof. It is imperative that this equipment gets regularly maintained and certified to ensure the safety of the workers using it. The TravSafe Fall Prevention System installed is proprietary to Tractel Inc, and they are the only ones authorized to maintain it. . As per the supplier: 1. Tractel is the original designer and manufacturer of this equipment, and we have access to all of the Engineering and Fabrication documentation should it be necessary to duplicate special components. This equipment is proprietary to Tractel. 2. Tractel is the sole source for genuine Tractel replacement parts and factory-authorized service for the Tirak dual reeler hoists that are installed on our scaffolds. 3. Warranty will be voided if another company/individual will work on the equipment other than a Tractel trained technician.

Ref:TIS3872156_6TzehEcPPIuZ4N14t8XO



Contract Management
Office of Contract Administration

PEOPLESOFT DOCUMENT CHECKLIST

Based on your responses, below is a list of required supporting documents that you are **REQUIRED** to upload in PeopleSoft for this contract.

Dept. Contract Admin : Marcus Lange

ServiceNow Contract # : OCACON0002077 v0.01

PeopleSoft Contract ID : 1000003138

Contract Amendment Number: Second

Contract NTE : 182795

Contract Start Date : 2016-12-01

Contract End Date : 2026-11-30

#	Document List
1	Original Agreement and all Executed Amendments (unless previously uploaded)
2	CMD 14B LBE Participation Waiver [Approved Amount: \$182,795.00 End Date: 2026-11-30]
3	Redlined Copy of Original Agreement (Unless previously uploaded)
4	All approved OCA waiver(s) to date
5	Evidence that FSHP Form sent to OEWD (Required for each Amendment)

6	General Liability [Contract Amount: \$1,000,000.00 Policy Amount: \$0.00]
7	Auto Liability [Contract Amount: \$1,000,000.00 Policy Amount: \$0.00]
8	Workers Compensation [Contract Amount: \$1,000,000.00 Policy Amount: \$0.00]

Jesse Chang
Engineering Department
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Subject: Proprietary Letter, Job 9776

Jesse,

I would like to submit for your consideration our qualifications as a “Proprietary Contractor” for the Scheduled Maintenance and Repair of the Exterior Building Maintenance Equipment located at San Francisco Main Public Library.

1. Tractel is the original designer and manufacturer of this equipment, and we have access to all of the Engineering and Fabrication documentation should it be necessary to duplicate special components. This equipment is proprietary to Tractel.
2. We are the sole source for genuine Tractel replacement parts and factory-authorized service for the Tirak dual reeler hoists that are installed on our scaffolds.
3. Warranty will be voided if another company/individual will work on the equipment other than a Tractel trained technician.
4. Our technicians are factory-trained and certified to work on your equipment. Our competitors are not.
5. We have access to all of the special tools required for the proper tensioning of the “TravSafe” fall prevention systems that are installed on your roof areas. Because of the specialized and critical nature of this equipment, these tools are not available to our competitor.

Sincerely,

Kirit Parmar

A handwritten signature in black ink, appearing to read "Kirit Parmar".

Area Supervisor- San Francisco, CA
kirit.parmar@tractel.com



Appendix B-2
Calculation of Charges

1. Maintenance Fees

December 1, 2023, to November 30, 2023

Platform Annual

Annual Inspection \$3,750.00

Preuse Inspection as needed \$2,450.00

Annual Inspection

Davits/ Safety Tie Backs/ Rolling Atrium \$2,368.00

Ladder/Outriggers

Total \$8,568.00

December 1, 2024, to November 30, 2025

Platform Annual

Annual Inspection \$3,950.00

Preuse Inspection as needed \$2,550.00

Annual Inspection

Davits/ Safety Tie Backs/ Rolling Atrium \$2,486.00

Ladder/Outriggers

Total \$8,986.00

December 1, 2025, to November 30, 2026

Platform Annual

Annual Inspection \$4,150.00

Preuse Inspection as needed \$2,675.00

Annual Inspection

Davits/ Safety Tie Backs/ Rolling Atrium \$2,486.00

Ladder/Outriggers

Total \$9,311.00

2. Emergency Service Not Covered by Maintenance: \$34,500.87

2nd Amendment Not-To-Exceed Total: \$61,365.87

1st Amendment Not-To-Exceed Total: \$44,914.13

Original Agreement Not-To-Exceed: \$76,515.00

Total Agreement Not-To-Exceed: \$182,795.00

**City and County of San Francisco
Office of Contract Administration
Purchasing Division**

Second Amendment

THIS AMENDMENT (this “Amendment”) is made as of **November 11, 2022**, in San Francisco, California, by and between **Tractel Inc. – Swingstage Division West** (“Contractor”), and the City and County of San Francisco, a municipal corporation (“City”), acting by and through its Director of the Office of Contract Administration.

RECITALS

WHEREAS, City and Contractor have entered into the Agreement (as defined below); and

WHEREAS, City and Contractor desire to modify the Agreement on the terms and conditions set forth herein to **extend the performance period, increase the contract amount, and update standard contractual clauses**]; and

WHEREAS, the Agreement was competitively procured as required by San Francisco Administrative Code Chapter 21.1 through **[specify the procurement vehicle such as RFP or RFQ and date issued, or state the exception to competitive procurement and date granted]** and this modification is consistent therewith; and

NOW, THEREFORE, Contractor and the City agree as follows;

NOW, THEREFORE, Contractor and the City agree as follows:

1. Definitions. The following definitions shall apply to this Amendment:

1a. Agreement. The term “Agreement” shall mean the Agreement dated **October 17, 2016** between Contractor and City, as amended by the:

First amendment, dated **February 10, 2022**, and
this Second amendment, dated **November 11, 2022**

1b. Contract Monitoring Division. Effective July 28, 2012, with the exception of Sections 14B.9(D) and 14B.17(F), all of the duties and functions of the Human Rights Commission under Chapter 14B of the Administrative Code (LBE Ordinance) were transferred to the City Administrator, Contract Monitoring Division (“CMD”). Wherever “Human Rights Commission” or “HRC” appears in the Agreement in reference to Chapter 14B of the Administrative Code or its implementing Rules and Regulations, it shall be construed to mean “Contract Monitoring Division” or “CMD” respectively.