



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

**LONDON N. BREED  
MAYOR**

***Sent via Electronic Mail***

March 23, 2023

**NOTICE OF CIVIL SERVICE COMMISSION MEETING**

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT 43155-22/23; 46270-22/23; 42164-22/23; 43631-22/23; 46763-22/23; 49091-22/23; 49399-22/23; 45026-22/23; 46193-22/23; 47313-22/23; 38576-22/23; 36452-19/20; 46332-20/21; 4045-11/12; AND 49868-17/18.**

The above matter will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) in Room 400, City Hall, 1 Dr. Goodlett Place, San Francisco, California 94102 and through Cisco WebEx to be held on **April 3, 2023, at 2:00 p.m.**

This item will appear on the Ratification Agenda. Please refer to the attached notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is recommended. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG  
Executive Officer

Attachments

Cc: Alexander Burns, Department of Public Works  
Jenny Collins, Economic and Workforce Development  
Shawndrea Hale, Public Utilities Commission  
Kelly Hiramoto, Department of Public Health  
Lynn Khaw, Office of the City Administrator  
Daniel Kwon, Public Utilities Commission  
Marcus Lange, SF Public Library  
Joan Lubamersky, Office of the City Administrator  
Commission File  
Commissioners' Binder  
Chron

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

### **A. Commission Office**

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

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

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

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

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

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

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at <https://sf.gov/civilservice> and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

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

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

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

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

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

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

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

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

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

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

Each presentation shall conform to the following:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



London Breed  
Mayor

Carol Isen  
Human Resources Director

Date: March 17, 2023

To: The Honorable Civil Service Commission

Through: Carol Isen  
Human Resources Director

From: Joan Lubamersky / Lynn Khaw, GSA  
Alexander Burns, DPW  
Jenny Collins, ECN  
Kelly Hiramoto, DPH  
Shawndrea Hale / Daniel Kwon, PUC  
Marcus Lange, LIB

Subject: **Personal Services Contracts Approval Request**

This report contains fifteen (15) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

The services proposed by these contracts have been reviewed by Department of Human Resources (DHR) staff to evaluate whether the requesting departments have complied with City policy and procedures regarding PSCs. The proposed PSCs have been posted on the DHR website for seven (7) calendar days. CSC procedures for processing PSCs require that any appeal of these contracts be filed in the office of the CSC, Executive Officer during the posting period.

No timely appeals have been filed regarding the PSCs contained in this report. These proposed PSCs are being submitted to the CSC for ratification/approval.

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources Fiscal Year 22/23 to date:

Total of this Report	YTD Expedited Approvals FY2022-2023	Total for FY2022-2023
\$110,322,500	\$206,937,425	\$2,844,379,281

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# POSTING FOR

April 03, 2023

## PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<u>43155 - 22/23</u>	GENERAL SERVICES AGENCY - CITY ADMIN	\$350,000.00	Contractor will work closely with Animal Care & Control (ACC) staff to provide as-needed veterinary dental treatments to animals that are in ACC's care. The dental care services are for dogs and cats only. Nearly 85% of dogs and cats over two years of age have some degree of dental disease. Many of the dogs and cats that are impounded at the shelter have moderate to severe dental disease that impacts the animal's quality of life and their likelihood of adoption or ability to be transferred to a partner agency. Veterinary dental care must be performed by a specialized registered veterinary technician at ACC when there is a veterinarian on-site to supervise the care. Care will be provided during regular business hours, Sunday through Friday, from 8am to 5pm.	April 10, 2023	July 15, 2028	REGULAR
<u>46270 - 22/23</u>	GENERAL SERVICES AGENCY - CITY ADMIN	\$250,000.00	The proposed work of the vendor will be to take requests for American Sign Language (ASL) interpreter services, provide interpreters upon request, match the skills of interpreters with the specific requests, track and bill for requests. American Sign Language (ASL) is a complete, natural language that has the same linguistic properties as spoken languages, with grammar that differs from English. ASL is expressed by movements of the hands and face. It is the primary	April 1, 2023	March 2, 2028	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			language of many North Americans who are deaf and hard of hearing and is used by some hearing people as well. ASL interpreters provide specialized language services to the ASL users. Services will be as needed.			
<u>42164 - 22/23</u>	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$80,000,000.00	This request is for design-build services with the successful respondent to the city's procurement for the design and renovation of the existing maintenance facility located at 1399 Marin Street. Scope also includes construction of a yard maintenance to receive buses from Potrero Yard, trailers, OCS (Overhead Catenary System) and traction power. Public Works is managing this work on behalf of our client, SFMTA (San Francisco Municipal Transportation Agency).	April 3, 2023	March 31, 2028	REGULAR
<u>43631 - 22/23</u>	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$6,500,000.00	This request is for design-build services for the design and construction of a tiny home housing community on 1979 Mission Street. Public Works is managing this work on behalf of our client, the Department of Homelessness and Supportive Housing under the emergency order.	March 6, 2023	March 6, 2025	REGULAR
<u>46763 - 22/23</u>	ECONOMIC AND WORKFORCE DEVELOPMENT	\$5,000,000.00	As required by a State grant, these services are in furtherance of Bay Area regional economic and workforce development planning in response to changing economic conditions from the COVID-19 pandemic. OEWD requires third-party support for stakeholder engagement of Bay Area regional economic and workforce development partners and community members in compliance with the California	April 1, 2023	December 31, 2026	REGULAR





**PSC No**  
**Dept Designation**  
**PSC Amount**  
**PSC Estimated Start Date**  
**PSC Estimated End Date**  
**Type of Approval**

**Description of Work**

deficiencies if any, and System, gap analysis at periodic times requested by City and agreed to by Contractor.

In General, the System includes:

1. Headend servers located at Zuckerberg San Francisco General Hospital (ZSFGH);
2. Security Operations Center at ZSFGH, which monitors and responds to device and closed circuit television (CCTV) alarms; and
3. A badging station at ZSFG.

The complete System is comprised of an access/alarm system and a video management system which integrate with each other. The system is currently comprised of eight active sites with a roadmap to add additional sites over the duration of this contract with at least six additional sites currently identified.

Maintenance services will be provided for the eight current sites. Additional sites will be quoted by the vendor as they come online. The Contractor will maintain those sites as required at an additional cost to the City.

The Department of Justice (DOJ) of the State of California, has awarded a contract for prescription data collection services for the Controlled Substance Utilization Review System (CURES). Specifically, the contractor will provide their Prescription Drug Monitoring Clearinghouse solution gateway (PMP Gateway) and analytical reporting service (Narxcare) to The Department. This solution allows integration of DOJ's CURES system with our hospital's Electronic Health

49399 - 22/23 PUBLIC HEALTH \$500,000.00

March 1, 2023  
February 28, 2026  
REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>Records System, which will provide real time Prescription Drug Monitoring Program (PDMP) Data at the Point-of-Care, provide automated PDMP searches, one location queries for individual patients, multi-state PDMP data, and full transparency into prescription transactions. As the DOJ awarded contractor, supports these processes effectively through its proprietary solution, and helps our Department comply with the California Health &amp; Safety Code section 11165(d).</p>			
			<p>After-hour roving security to make rounds in the town of Sunol between the Sunol Yard, the Storage Yard, and the San Antonio Pump Station – all locations within several miles of each other.</p> <p>The Storage Yard and San Antonio Pump Station will require a thorough drive through to look for vandalism, perimeter fencing, gates and door intrusion into the facility and loitering. The Sunol Yard will require perimeter fence and gate inspections for intrusion, walking the perimeter of the buildings and scanning a badge at a few exterior doors while looking for any intrusion and vandalism.</p> <p>This service is expected to last until the security apparatus in the Yard is fully upgraded, including exterior lighting and camera systems. It is anticipated that this will occur by the middle of 2024; although it may take up to an additional year to complete installation.</p>	May 1, 2023	April 30, 2026	REGULAR
<u>45026 - 22/23</u>	PUBLIC UTILITIES COMMISSION	\$600,000.00				
<u>46193 - 22/23</u>	PUBLIC UTILITIES COMMISSION	\$300,000.00	The purpose of this contract is to provide annual maintenance, inspection, calibration and as-needed	September 4, 2023	September 3, 2027	REGULAR

**PSC Estimated Start Date**   **PSC Estimated End Date**   **Type of Approval**

**Description of Work**

repair services for the electrical equipment and instrumentation and control system at the Wastewater Enterprise (WWE) Oceanside Water Pollution Control Plant (OSP) Recycled Water Treatment Facility for the San Francisco Public Utilities Commission (SFPUC). Work under this contract includes maintenance of the motor control centers (MCC), variable frequency drives (VFD), reduced voltage soft starters (RVSS), control panels, programmable logic controllers (PLC), remote telemetry units (RTU), flowmeters, transmitters and analyzers.

Emergency Firefighting Water System (EFWS), historically referred to as the Auxiliary Water Supply System (AWSS), is an independent high pressure water supply system dedicated to fire protection. It was installed in 1913 in response to the Great Earthquake and Fire of 1906 and consists of a 135-mile-long pipeline network, a high elevation reservoir with two large capacity tanks, two pumping stations, three fireboats and underground water storage tanks (cisterns).

\$8,000,000.00

**PUBLIC UTILITIES COMMISSION**

September 1, 2023   September 1, 2031   REGULAR

47313 - 22/23

PSC No

Dept  
Designation

PSC  
Amount

Description of Work

PSC  
Estimated  
Start Date

PSC  
Estimated  
End Date

Type of  
Approval

of Drinking Water. Projects are expected to pertain to pipelines, pump stations and fireboat manifold systems.

**TOTAL AMOUNT \$102,300,000**

# POSTING FOR

April 03, 2023

## PROPOSED PERSONAL SERVICES CONTRACTS – MODIFICATIONS

PSC Number	<u>Commission Hearing Date</u>	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
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This is a request for as-needed, intermittent, after-hours, weekend and holiday emergency veterinary services. Services are needed between 5:30 pm and 8:30 am, which are the hours when Animal Care & Control (ACC) veterinary staff is off-duty. In addition, services may be needed on holidays between 8:30 am and 5:30 pm when City veterinary staff may not be on duty. The vendor may also accept custody animals from San Francisco Police Department responding to incidents involving animals where the owner/guardian is unavailable (e.g., in the hospital) or when the animal requires impound for safety purposes (stray, nuisance). The vendor will maintain medical records to ACC on each animal and transmit them electronically.

GENERAL  
SERVICES  
AGENCY - CITY  
ADMIN -- ADM

38576 - 22/23 - MODIFICATIONS      April 3, 2023      \$532,500      \$600,000      08/16/2022      07/15/2028      REGULAR

36452 - 19/20 - MODIFICATIONS      April 3, 2023      \$50,000      \$250,000      07/01/2023      06/30/2025      REGULAR

The Office of Economic and Workforce Development (OEWD) received a training cost reimbursement grant from the California Employment

<u>PSC Number</u>	<u>Commission Hearing Date</u>	<u>Department</u>	<u>Additional Amount</u>	<u>Cumulative Total</u>	<u>Description</u>	<u>Start Date</u>	<u>End Date</u>	<u>Approval Type</u>
		DEVELOPMENT -- ECN			<p>Training Panel (ETP). In order for OEWD to be reimbursed for these costs, training information and data must be reported on a monthly basis to the ETP. A contract was secured to submit this data on behalf of OEWD through ETP's online system in prior years and successfully secured reimbursement for the Department. This service is essential to ensure that OEWD can continue to receive reimbursement for the training services.</p> <p>Library seeks a qualified vendor to provide an 18-credit, career-based online high school diploma program for students to earn an accredited high school diploma plus a career certificate. The scope of services includes online assessment to identify potential students; customized program implementation training for library staff facilitators working directly with the students; student coaching (online and by phone); student recruiting and marketing support, curriculum including 18 credits (14 academic and 4 career); coursework in language arts, social studies, mathematics, and science, plus career electives offering eight career tracks, evaluate student transcripts and give</p>			
46332 - 20/21 - MODIFICATIONS	April 3, 2023	PUBLIC LIBRARY -- LIB	\$200,000	\$295,000		01/01/2024	01/31/2032	REGULAR

Commission  
Hearing  
Date

PSC Number

Department

Additional  
Amount

Cumulative  
Total

Description

Start Date

End Date

Approval  
Type

course credit where appropriate, provide high school diplomas for graduates, and provide transcripts for students and graduates upon request. The Contractor shall be required to enroll and educate as follows: • up to 25 students during the first year, • up to 25 students during the second year (50 total students) • up to 25 students during the third year (75 total students).

**Scope Change:**

The City is looking for a vendor who can provide an online high school education program (the Program), fully accessible via website on a computer or mobile device, through which enrolled students can earn a high school diploma accredited by one or more of the following recognized organizations (the Agencies): Cognition; Middle States Association; New England Association; Western Association. Contractor must maintain its accreditation by one of the Agencies, without any lapses, for the length of the contract. Contractor must offer a diploma fully accredited by one of the Agencies to all students who successfully complete the requirements under the Program. Contractor shall provide student



**PSC Number**      **Commission**      **Department**      **Additional Amount**      **Cumulative Total**      **Description**      **Start Date**      **End Date**      **Approval Type**  
**Hearing**      **Date**

registration services; orientation information for students; online and telephone academic support and coaching for enrolled students; technical support to access the Program for enrolled students and library staff; and curriculum and graduation materials to students, including certified transcripts and a copy of their high school diploma, if applicable. Within the three-year term of this Agreement, Contractor shall be required to enroll and educate up to 120 San Francisco Public Library students for the term of the contract. Upon expiration of this Agreement or for any reason it should terminate before the Agreement's expiration date, Contractor shall allow any already-enrolled students up to their full enrollment time period to complete the program and be awarded diplomas.

PUBLIC UTILITIES COMMISSION - PUC      \$240,000      \$1,086,500      The contractor will provide helicopters and certified pilots to provide as needed services including: Aerial surveying and patrol services to support the maintenance of the power transmission system; transportation services for emergency repairs of infrastructure to areas not accessible all year; transportation to San

4045 11/12 - MODIFICATIONS      April 3, 2023      02/24/2023      09/30/2025      REGULAR

<u>PSC Number</u>	<u>Commission Hearing Date</u>	<u>Department</u>	<u>Additional Amount</u>	<u>Cumulative Total</u>	<u>Description</u>	<u>Start Date</u>	<u>End Date</u>	<u>Approval Type</u>
					Francisco Public Utilities Commission(SFPUC) and Hetch Hetchy Water and Power facilities in the event of unforeseen disasters or emergencies; and, priority shuttle service between the SFPUC facilities in the Sierra Nevada and the Bay Area.			
					The primary scope of work is to design conveyance infrastructure to alleviate flooding for a susceptible portion of the City. Work will consist of engineering design and construction support for San Francisco Public Utilities Commission (SFPUC's) Folsom Area Stormwater Improvement Project. This includes up to 4,000 linear feet of approximately 12' inside diameter tunnel from Alameda and Treat Streets to approximately 7th and Berry Streets, launching and receiving shafts, and all related site investigation work (e.g., geotechnical and hazardous material).			
49868 - 17/18 - MODIFICATIONS	April 3, 2023	PUBLIC UTILITIES COMMISSION - PUC	\$7,000,000	\$16,700,000		02/24/2023	02/01/2028	REGULAR
					<b>TOTAL AMOUNT \$8,022,500</b>			

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: As needed dental care for shelter dogs and cats

Funding Source: General Fund

PSC Duration: 5 years 14 weeks

PSC Amount: \$350,000

**1. Description of Work**

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

Contractor will work closely with Animal Care & Control (ACC) staff to provide as-needed veterinary dental treatments to animals that are in ACC's care. The dental care services are for dogs and cats only. Nearly 85% of dogs and cats over two years of age have some degree of dental disease. Many of the dogs and cats that are impounded at the shelter have moderate to severe dental disease that impacts the animal's quality of life and their likelihood of adoption or ability to be transferred to a partner agency. Veterinary dental care must be performed by a specialized registered veterinary technician at ACC when there is a veterinarian on-site to supervise the care. Care will be provided during regular business hours, Sunday through Friday, from 8am to 5pm.

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

Consequences of denial would be that opportunities would be missed to improve the animals' quality of life. The animals would be negatively impacted by pain or difficulty in eating. Lack of dental care would reduce the likelihood of adoption. Dental disease could also be transferred to another dog or cat. '

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 were procured using other methods.

D. Will the contract(s) be renewed?

Yes

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

ACC would like the end date for this PSC to be the same as requested for another department PSC, 38576

**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:

Services are as-needed and require specialized skills.

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

- A. Specify required skills and/or expertise: Registration with the State of California as a specialized registered veterinary technician with specialization in dog and cat dentistry.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2292, Shelter Veterinarian; 3375, Animal Health Technician;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

These services are not available through resources within the City.

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

- A. Explain why civil service classes are not applicable.  
No civil services classes perform this work. Class 2292 Shelter Veterinarian would be able to, with support from a Class 3375 Animal Health Technician
- 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. Services are as-needed.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. No training will be provided.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification: On 01/06/2023, the Department notified the following employee organizations of this PSC/RFP request:**

Physicians and Dentists - 8CC; SEIU 1021 Miscellaneous

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43155 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/03/2023

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

## Lubamersky, Joan (ADM)

---

**From:** dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org  
**Sent:** Friday, January 6, 2023 11:43 PM  
**To:** Lubamersky, Joan (ADM); Najuwanda Daniels; Jason Klumb; Frigault, Noah (HRC); Julie.Meyers@sfgov.org; Thomas Vitale; Ricardo.lopez@sfgov.org; Kbasconcillo@sfgwater.org; pcamarillo\_seiu@sbcglobal.net; Wendy Frigillana; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; david.canham@seiu1021.org; jtanner940@aol.com; Pierre King - UAPD; tjenkins@uapd.com; jduritz@uapd.com; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 43155 - 22/23

RECEIPT for Union Notification for PSC 43155 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 43155 - 22/23 for \$350,000 for Initial Request services for the period 04/10/2023 – 07/15/2028. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/19727> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: As Needed American Sign Language (ASL) Interpretation

Funding Source: General Fund

PSC Duration: 4 years 48 weeks

PSC Amount: \$250,000

**1. Description of Work**

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

The proposed work of the vendor will be to take requests for American Sign Language (ASL) interpreter services, provide interpreters upon request, match the skills of interpreters with the specific requests, track and bill for requests. American Sign Language (ASL) is a complete, natural language that has the same linguistic properties as spoken languages, with grammar that differs from English. ASL is expressed by movements of the hands and face. It is the primary language of many North Americans who are deaf and hard of hearing and is used by some hearing people as well. ASL interpreters provide specialized language services to the ASL users. Services will be as needed.

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

The Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA) prohibit employment discrimination against employees on the basis of disability. In accordance with the law, it is the policy of the City and County of San Francisco to provide equal employment opportunities to qualified individuals with disabilities. The Mayor's Office on Disability (MOD) employs a deaf staff member, and MOD requires the services of ASL interpreters on a regular basis for effective communication with this employee. In addition, under Title II of the ADA and the California Unruh Civil Rights Act, the City and County of San Francisco are required to provide accessible communications for interactions with the public. MOD arranges for ASL interpreting services for interactions with the public of the City Administrators Office and for the public meetings of the Mayor's Disability Council. Consequences of denial would be to lose this opportunity to provide these essential services and risk legal liability of the City for not providing them.

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 using other City procurement methods. We have been advised to request approval of the Personal Services Contract (PSC) at this time.

D. Will the contract(s) be renewed?

Yes

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

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

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

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

- B. Explain the qualifying circumstances:  
American Sign Language services will be as-needed.

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

- A. Specify required skills and/or expertise: ASL interpreters are professional individual(s) who is/are certified with the Registry of Interpreters of the Deaf, Inc (RID) (<https://rid.org/>) to provide interpretation of spoken work to ASL, while adhering to the RID/ National Association of the Deaf (NAD) Code of Professional Conduct (<https://rid.org/ethics/code-of-professional-conduct>).
- 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?**

These services are not available within the City.

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

- A. Explain why civil service classes are not applicable.  
ASL interpreting is a highly specialized professional service that cannot be performed by individuals who are not specially trained and certified.
- 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. The department is looking into the idea of a new classification.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No. No training will be provided.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

7. **Union Notification:** On 03/02/2023, 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: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46270 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/03/2023

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

## Lubamersky, Joan (ADM)

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**From:** dhr-psccoordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org  
**Sent:** Thursday, March 2, 2023 9:31 PM  
**To:** Lubamersky, Joan (ADM); khughes@ibew6.org; ewidth@ifpte21.org; ewidth@ifpte21.org; 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 McCray; 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; Kbasconcillo@sflower.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@sfflocal798.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; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46270 - 22/23

RECEIPT for Union Notification for PSC 46270 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 46270 - 22/23 for \$250,000 for Initial Request services for the period 04/01/2023 – 03/02/2028. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrDrupal/node/19983> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

# **Additional Attachment(s)**



**ADA.gov**

U.S. Department of Justice  
Civil Rights Division

# Americans with Disabilities Act Title II Regulations

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October 11, 2016

Part 35 Nondiscrimination on the Basis of Disability in  
State and Local Government Services.

## Title II Regulations Supplementary Information

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**DEPARTMENT OF JUSTICE**

**28 CFR Part 35**

**[CRT Docket No. 105; AG Order No. 3180–2010]**

**RIN 1190–AA46**

**Nondiscrimination on the Basis of Disability in State and Local Government  
Services**

**AGENCY:**

Department of Justice, Civil Rights Division.

**ACTION:**

Final rule.

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**SUMMARY:**This final rule revises the regulation of the Department of Justice (Department) that implements title II of the Americans with Disabilities Act (ADA), relating to nondiscrimination on the basis of disability in State and local government services. The Department is issuing this final rule in order to adopt enforceable accessibility standards under the ADA that are consistent with the minimum guidelines and requirements issued by the Architectural and Transportation Barriers Compliance Board (Access Board), and to update or amend certain provisions of the title II regulation so that they comport with the Department's legal and practical experiences in enforcing the ADA since 1991. Concurrently with the publication of this final rule for title II, the Department is publishing a final rule amending its ADA title III regulation, which covers nondiscrimination on the basis of disability by public accommodations and in commercial facilities.

**DATES:** *Effective Date:* March 15, 2011.

**FOR FURTHER INFORMATION**

**CONTACT:**Janet L. Blizard, Deputy Chief, or Barbara J. Elkin, Attorney Advisor, Disability Rights Section, Civil Rights Division, U.S. Department of Justice, at (202) 307-0663 (voice or TTY). This is not a toll-free number. Information may also be obtained from the Department's toll-free ADA Information Line at 800-514-0301 (voice) or 1-833-610-1264 (TTY). This rule is also available in an accessible format on the ADA Home Page at [ada.gov](https://www.ada.gov). You may obtain copies of this rule in large print or on computer disk by calling the ADA Information Line listed above.

**SUPPLEMENTARY INFORMATION:**

**The Roles of the Access Board and the Department of Justice**



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: Design-Build Services for 1979 Mission Street Tiny Homes

Funding Source: HOM Educational Revenue Augmentation Fund

PSC Amount: \$6,500,000

PSC Est. Start Date: 03/06/2023

PSC Est. End Date 03/06/2025

**1. Description of Work**

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

This request is for design-build services for the design and construction of a tiny home housing community on 1979 Mission Street. Public Works is managing this work on behalf of our client, the Department of Homelessness and Supportive Housing under the emergency order.

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

The Department of Homeless and Supportive Housing plans to create a tiny home community for individuals experiencing homelessness. The client has requested that the project be expedited as the project is an emergency housing project, and Public Works believes that the design-build approach will be the best option to complete the project within the requested time-frame.

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 is a new request.

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):

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

B. Explain the qualifying circumstances:

The client, Department of Homeless and Supportive Housing, must relinquish the site to Mayor's Office of Housing and Community Development by April 2025, and would like to set up and bring in tenants immediately to provide services for the longest duration possible. As such, the client requested we deliver this project as a design-build and the Public Works project team believes Design-Build is the most expeditious way to deliver the project.

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

A. Specify required skills and/or expertise: Architectural services for housing community layout; engineering services for utility connections and tie ins; construction for the tiny homes; construction administration

B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5268, Architect;

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?**

Design-build opportunities do not exist within the City. City architectural staff performed preliminary concept studies and are authoring design-build criteria for publication with the RFP. City architectural staff will perform technical reviews during design and some construction administration duties, and City construction management staff will inspect the construction.

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

A. Explain why civil service classes are not applicable.

Architecture and engineering classes exist, but given the emergency nature and limited time frame of the project, we believe the best option is to defer design and permitting to a design build contractor. SF Public Works Project Managers with expertise providing management and oversight for design and construction projects will work with the successful design-build team to provide the required services for the delivery of this project.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, we do not believe it is feasible to create a classification that can perform design services and construction services.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. Training is not required as the design-build contractor will manage the design and construction of the project.

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 02/03/2023, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21

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

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

Address: 49 South Van Ness Ave, Suite 1600 San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43631 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/03/2023

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [alexander.burns@sfdpw.org](mailto:alexander.burns@sfdpw.org)  
**To:** [Burns, Alexander \(DPW\)](mailto:Burns,Alexander@DPW); [ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [kpage@ifpte21.org](mailto:kpage@ifpte21.org); [eerbach@ifpte21.org](mailto:eerbach@ifpte21.org); [l21pscreview@ifpte21.org](mailto:l21pscreview@ifpte21.org); [Sy, Don \(DPW\)](mailto:Sy,Don@DPW); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator,DHR@HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 43631 - 22/23  
**Date:** Friday, February 3, 2023 4:52:54 PM

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RECEIPT for Union Notification for PSC 43631 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 43631 - 22/23 for \$6,500,000 for Initial Request services for the period 03/06/2023 – 03/06/2025. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/19836> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN

Dept. Code: ECN

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

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

Type of Service: Consulting - Regional Workforce System Facilitation and Coordination

Funding Source: State: Community Economic Resilience Fund PSC Duration: 3 years 39 weeks

PSC Amount: \$5,000,000

**1. Description of Work**

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

As required by a State grant, these services are in furtherance of Bay Area regional economic and workforce development planning in response to changing economic conditions from the COVID-19 pandemic.

OEWD requires third-party support for stakeholder engagement of Bay Area regional economic and workforce development partners and community members in compliance with the California Community Economic Resilience Fund program goals and outcomes.

Third-party support will be required for convening and facilitating regional Bay Area economic and workforce development stakeholders and sub-regional stakeholders within each Bay Area county; coordinating regional economic and workforce stakeholders and project goals across the Bay Area and sub-regions; and economic and workforce program development services, including but not limited to technical assistance, research and evaluation, and system design services.

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

Facilitation, coordination, and program development services are required by a State grant (California Community Economic Resilience Fund). Failure to authorize would result in loss of funding.

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.

Not applicable.

D. Will the contract(s) be renewed?

Unknown at this time.

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

not applicable

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

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

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

B. Explain the qualifying circumstances:

Facilitation, coordination, and program development services are required by a State grant (California Community Economic Resilience Fund).

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

A. Specify required skills and/or expertise: The following specific skills are required: A successful track record in developing and facilitating stakeholder engagement and program development for regional economic and workforce development stakeholders and community organizations; a successful track record working in the Bay Area region and partnering with State agencies on regional policy priorities; a successful track record of working with Bay Area sub-regions/counties and municipal agencies stakeholders on regional economic and workforce development; a successful track record of working with Bay Area economic and workforce development community-based organizations and community members.

B. Which, if any, civil service class(es) normally perform(s) this work? 0922, Manager I; 0923, Manager II; 0931, Manager III;

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

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

This work is exclusive to workforce development and regional workforce development, and we have not found departments besides OEWD carrying out this type of work.

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

A. Explain why civil service classes are not applicable.

This project is periodic and requires specific skills.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, this project is periodic and requires specific skills.

**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. Contractor will be working alongside OEWD Deputy Director of Workforce, Director of Workforce Strategy, and Workforce Program and Alignment Managers to provide training to staff.

C. Are there legal mandates requiring the use of contractual services? No.

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

Yes. Facilitation, coordination, and program development services are required by a State grant (California Community Economic Resilience Fund).

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 02/06/2023, 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: Jenny Collins Phone: 415-701-4842 Email: Jenny.Collins@sfgov.org

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\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46763 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/03/2023



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

## Receipt of Notice for new PCS over \$100K PSC # 46763 - 22/23

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

on behalf of

Jenny.Collins@sfgov.org <jenny.collins@sfgov.org>

Mon 2/6/2023 9:18 AM

To: Collins, Jenny (ECN) <jenny.collins@sfgov.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>; Collins, Jenny (ECN) <jenny.collins@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

RECEIPT for Union Notification for PSC 46763 - 22/23 more than \$100k

The ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN has submitted a request for a Personal Services Contract (PSC) 46763 - 22/23 for \$5,000,000 for Initial Request services for the period 04/01/2023 – 12/31/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/19322> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

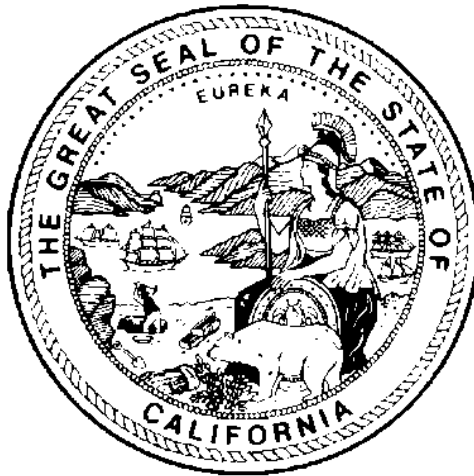
# **Additional Attachment(s)**

**NOTICE OF AVAILABILITY OF FUNDS**

by the Employment Development Department  
in coordination with the California Labor and Workforce Development Agency, the Governor’s  
Office of Planning and Research, and the Governor’s Office of Business and Economic  
Development  
on behalf of the California Labor and Workforce Development Agency

**Community Economic Resilience Fund Program  
Program Year 2022-24**

**Solicitation for Proposals**



**May 2022**

The Employment Development Department is an equal opportunity employer/program. Auxiliary Aids and Services are available upon request to individuals with disabilities. Request for services, aids and alternate formats may be made by calling 1-916-654-8434. TTY users call the California Relay Services at 711.

## **Application Package Instructions and Exhibits**

The following contains the Solicitation for Proposals (SFP) instructions and required exhibits for the Community Economic Resilience Fund (CERF) Program Year (PY) 2022-24 funding opportunity. The Core Application Package components (Phase I Concept Proposal, Collective Partnership Agreement Letter, and Outreach and Engagement Plan) are limited to a total of 20 pages. Exhibits are exempt from this page limit. Applicants should carefully read the SFP for the required elements and follow instructions carefully to meet all proposal application requirements. Reference Appendix A for full instructions.

### **Core Application Requirements**

1. [Cover/Signature Page and Executive Summary \(DOCX\)](#)
2. [Proposal Narrative \(Exhibit A\) \(DOCX\)](#)
  - a. Section I: Project Planning
  - b. Section II: Community Engagement and Governance Structure

### **Required Exhibits**

1. [Exhibit B: Proposed Budget \(DOCX\)](#)
2. [Exhibit B2: Proposed Budget Narrative \(DOCX\) \(Revised\)](#)
3. [Exhibit C: Supplemental Budget \(DOCX\) \(if applicable\) \(Revised\)](#)
4. [Exhibit D: Proposed Work Plan \(DOCX\)](#)
5. [Exhibit E: Statement of Willingness \(DOCX\)](#)

### **Required Appendices**

1. Fiscal Agent Resume
2. Regional Convener Resume
3. MOU Between Fiscal Agent and Regional Convener
4. Documentation of Meaningful Engagement
5. Advance Pay Statement of Need (if applicable)
6. Project Expenditure Timeline for Advance Pay (if applicable)
7. Signatures of Initial HRTC Members

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## I. CERF Program

### A. Overview

The shock of COVID-19 on California’s economy, combined with the escalating impacts of climate change, underscored the importance of building a more sustainable, resilient, and inclusive economy across California. Rising temperatures are making our winters shorter and our droughts more intense, outpacing our ability to manage water supplies and the natural environment<sup>1</sup>. At the same time, inequitable access to quality jobs in sustainable industries is preventing the state from accelerating its transition to a carbon-neutral economy. Negative impacts of future disruptions will continue to affect the state’s diverse and interconnected regions, industries, and communities in unprecedented ways.

Recovery efforts have also revealed that not all Californians have had the same opportunities to participate in the state’s vibrant economy. Even prior to COVID-19, equal pathways to economic security were a persistent challenge throughout California; a factor being a lack of access to quality jobs in underserved regions. In 2019, 17 percent of workers in the Bay Area earned less than \$15 per hour compared to 40 percent of workers in the Fresno metropolitan area<sup>2</sup>. Unemployment rates across regions can also illustrate the regional inequities preventing many of our communities from benefiting from California’s broad economic success. In October of 2020, Marin County had an unemployment rate of 5.4 percent, while Imperial County’s was 18.8 percent<sup>3</sup>.

Uneven economic recovery trends further exacerbate income inequality in the state<sup>4</sup>. Research shows that a child who grows up in the Fresno area in the bottom 20 percent of family income has only a 7.2 percent chance of making it into the top 20 percent as an adult, compared to

<sup>1</sup> Public Policy Institute of California (PPIC). “Managing Drought in a Changing Climate.” <https://www.ppic.org/wp-content/uploads/managing-drought-in-a-changing-climate-four-essential-reforms-september-2018.pdf>.

<sup>2</sup> California Future of Work Commission. “California Future of Work Report.” <https://www.labor.ca.gov/wp-content/uploads/sites/338/2021/02/ca-future-of-work-report.pdf>.

<sup>3</sup> California Future of Work Commission. “California Future of Work Report.” <https://www.labor.ca.gov/wp-content/uploads/sites/338/2021/02/ca-future-of-work-report.pdf>.

<sup>4</sup> Pew Research Center. “1. Trends in the U.S. income and wealth inequality.” <https://www.pewresearch.org/social-trends/2020/01/09/trends-in-income-and-wealth-inequality/>.



12.9 percent for a child in San Jose<sup>5</sup>. COVID-19 also clarified ethnic disparities in economic opportunity. In 2019, 44 percent of Latino workers earned less than \$15 per hour compared to 20 percent of white workers and 32 percent of Black workers<sup>6</sup>. Working people of color in California are over three times more likely than white workers to live in poverty<sup>7</sup>. Additionally, in 2019, women made up the majority of the workers in the state earning less than \$15 an hour<sup>8</sup>. These inequities prevent disinvested communities, particularly low-income communities, California Native American Tribes<sup>9</sup>, and communities of color from participating fully in California's economic, social, and civic life.

California has therefore embraced economic equity as a goal for state policy, forging a new social contract for shared prosperity in a rapidly changing global economy. The state is also striving to enhance economic resilience, especially considering the ongoing impacts of the pandemic and climate change, by supporting the development of more inclusive and resilient regional economies that better withstand acute disruptions and prepare for impending transitions.

### **Legislation**

On September 23, 2021, Governor Gavin Newsom signed Senate Bill (SB) 162 (Chapter 259, Statutes of 2021)<sup>10</sup>, which established the Community Economic Resilience Fund (CERF). SB 162 supports regionally centered plans to respond to the diverse needs across our state and to build sustainable and resilient regional economies. Initially, \$600 million was appropriated from the

<sup>5</sup> Public Policy Institute of California. "Income Inequality and Economic Opportunity in California." <https://www.ppic.org/wp-content/uploads/incoming-inequality-and-economic-opportunity-in-california-december-2020.pdf>.

<sup>6</sup> California Future of Work Commission. "California Future of Work Report." <https://www.labor.ca.gov/wp-content/uploads/sites/338/2021/02/ca-future-of-work-report.pdf>.

<sup>7</sup> PolicyLink, USC Equity Research Institute. "National Equity Atlas." [https://nationalequityatlas.org/indicators/Working\\_poor#/](https://nationalequityatlas.org/indicators/Working_poor#/).

<sup>8</sup> California Future of Work Commission. "California Future of Work Report." <https://www.labor.ca.gov/wp-content/uploads/sites/338/2021/02/ca-future-of-work-report.pdf>.

<sup>9</sup> Native American Heritage Commission (NAHC). "Native American Heritage Commission Tribal Consultation Policy." <http://nahc.ca.gov/wp-content/uploads/2020/09/Signed-NAHC-Tribal-Consultation-Policy.pdf>.

<sup>10</sup> "Senate Bill No. 162." Bill Text – SB-162 Community Economic Resilience Fund Program. September 23, 2021. [https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\\_id=20210220SB162](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=20210220SB162).

American Rescue Plan Act Coronavirus Fiscal Recovery Fund of 2021 until the 2022 budget revised the source of funds to the State General Fund in SB 115 (Chapter 2, Statutes of 2022)<sup>11</sup>.

### **Purpose**

The purpose of the CERF funding is to build an equitable and sustainable economy across California's diverse regions and foster long-term economic resilience in the overall transition to a carbon-neutral economy. A single roadmap for California's economic future is not the right approach given California's size and complexity. Rather, a regional approach, which will account for dynamics like shifting industries and talent pools, better suits the state. CERF will use a high-road approach to economic development to support the creation of quality jobs and equal access to those jobs. A high-road economy favors businesses that invest in their workforces, pay living wages, and engage in environmentally sustainable business practices.

Community- and worker-centered inclusive economic planning has never been attempted at this scale. The COVID-19 pandemic demonstrated that our economy did not work for all, so the same approach to economic planning is not an option. Although this process will be new and challenging, including voices that have been traditionally left out of economic planning is critical to achieving equitable outcomes.

### **Program Structure**

CERF has been designed in a two-phase grant structure with the intention of creating inclusive planning processes and meaningful ways to engage diverse communities. Phase I planning efforts will inform regional investment opportunities during Phase II of the program. Inclusive engagement across diverse regional stakeholders will be a foundational step in the diversification of California's economies and the creation of high-quality accessible jobs.

CERF planning grants will allow for flexible economic analysis at various geographic scales, including economic flows between different regions, and implementation grants will allow for projects that cross regional boundaries. Participants interested in applying for Phase II implementation grants must participate during the planning phase or receive a letter of support from the High Road Transition Collaborative (HRTC) to be eligible for funding.

CERF will also align and leverage state investments (e.g., High Road Training Partnerships, infrastructure investments, community capacity-building programs), federal investments (e.g., Economic Development Administration's Build Back Better Regional Challenge), and philanthropic and private-sector investments to maximize recovery and planning efforts.

<sup>11</sup> "Senate Bill No. 115." Bill Text – SB 115-Budget Act of 2021. February 14, 2022.  
[https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\\_id=202120220SB115](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220SB115).

## **1. Phase I: Planning Phase**

In Phase I, also referred to as the Planning Phase, the CERF program will provide \$5 million dollar planning grants to each region to support one High Road Transition Collaborative (HRTC) per region<sup>12</sup>. Regions were developed to prioritize recovery and transition strategies and to be consistent with existing economic development efforts, as well as other state definitions of regional economic and labor markets. HRTCs will be composed of an administrative Fiscal Agent, a Regional Convener, and a wide range of partners reflecting the diversity of each region. Planning grants will be awarded to one HRTC and be administered jointly by the Fiscal Agent and Regional Convener; the Fiscal Agent will legally and financially represent the HRTC throughout Phase I.

The HRTCs will implement transparent and inclusive processes to advance long-term prosperity and equity, work directly with Regional Climate Collaboratives (RCC) Program<sup>13</sup> where applicable, and include balanced representation from labor, business, community, government, and other stakeholders, including, but not limited to, economic development, philanthropy, education, and workforce partners<sup>14</sup>. Together, these partners will form their respective regional HRTC to engage in strategic planning for economic resilience and equitable pathways to high road opportunities. HRTCs will work across industries, agencies, and communities to encourage engagement from all stakeholder groups, create inclusive and equitable economic plans, build capacity, break down silos to maximize the effectiveness of planning and implementation projects, and generate systemic changes to advance economic resilience.

Planning grants can be used for a wide range of planning activities including capacity-building, community engagement, and research. Plans developed during the Planning Phase will inform projects eligible for funding during the Implementation Phase of the program. Plans will be based on actionable research in partnership and shared decision-making with communities and in consultation with expert institutions, with a focus on the CERF Objectives of equity, sustainability, job quality, economic competitiveness, and resilience. Strategies will complement, incorporate, or expand on existing plans such as Comprehensive Economic Development Strategies (CEDS) as applicable and relevant.

<sup>12</sup> OPR, LWDA, and GO-Biz. "Finalized CERF Regions and Responses to Frequently Asked Questions." [https://opr.ca.gov/economic-development/just-transition/docs/20211217-CERF\\_Final\\_Regions\\_FAQ.pdf](https://opr.ca.gov/economic-development/just-transition/docs/20211217-CERF_Final_Regions_FAQ.pdf).

<sup>13</sup> Leyva. "Senate Bill No. 1072." Bill Text - SB-1072 Regional Climate Collaborative Program: technical assistance. September 14, 2018. [https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\\_id=201720180SB1072](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180SB1072).

<sup>14</sup> As specified in SB-162 Community Economic Resilience Fund Program Section 14531. (c) (4).

## **2. Phase II: Implementation Phase**

In Phase II, EDD will fund implementation projects on a rolling basis identified in the planning phase based on criteria such as demonstrated community support, alignment with state climate goals, and demonstration of labor standards and job quality. Implementation Phase solicitation and detailed criteria will be released in Fall 2022. Participants interested in applying for Phase II implementation grants must participate during the planning phase or receive a letter of support from the HRTC to be eligible for funding.

## **3. CERF Tribal Funding Opportunity**

The CERF Interagency Leadership Team has allocated \$20 million dollars available for California Native American Tribes<sup>15</sup> out of the \$600 million dollars for economic planning and implementation projects. This funding opportunity reserves a portion of CERF funding exclusively for tribal use and is intended to be designed with maximum flexibility to meet the needs of California Native American Tribes in their economic development processes. CERF recognizes the critical role that tribes play in transforming the state's economy and respects the sovereignty of tribal governments and their decision of how they engage with the program. The CERF team is working to ensure funds are accessible and can support tribal-led economic recovery and resilience projects.

To allow ample time for outreach and engagement with tribes, and to inform program design and reflect Planning and Implementation Phase criteria, the proposed timeline calls for the release of the Tribal Funding Opportunity solicitation after release of solicitations for both the Planning and Implementation Phases of the CERF program.

Tribes interested in applying for the CERF Tribal Funding Opportunity may still also apply for CERF funding through the Planning and Implementation Phases described in this solicitation. Tribes are highly encouraged to participate in the CERF Planning Phase HRTCs and to apply for funding during the Implementation Phase. Tribes are not required to participate in their region's Planning Phase processes to be eligible for Implementation Phase funding. The CERF Tribal Funding Opportunity will be open to California Native American Tribes regardless of their participation in the Planning and Implementation Phases.

Additional information and application requirements for the CERF Tribal Funding Opportunity is forthcoming.

<sup>15</sup> Native American Heritage Commission (NAHC). "Native American Heritage Commission Tribal Consultation Policy." <http://nahc.ca.gov/wp-content/uploads/2020/09/Signed-NAHC-Tribal-Consultation-Policy.pdf>.

## **B. Availability**

Each of the CERF Regions outlined in Appendix I will receive one award in the amount of up to \$5,000,000 for the Planning Phase. The Period of Performance (POP) for planning projects funded under this SFP will be between 18 to 24 months with an anticipated start date of October 2022.

No obligation of funds will be allowed before or beyond the grant POP. Any grant funds not expended during the grant agreement period shall be returned to the state.

## **C. Target Regions and Populations**

All the CERF Regions will receive funding during the Planning and Implementation Phases. CERF emphasizes inclusive planning to ensure equitable outcomes for each region's disinvested communities. Disinvested communities face many challenges resulting from inequitable land use and zoning policies, exclusionary economic development processes, underinvestment, and a lack of meaningful engagement with community residents in planning and policy decisions.

Investments that benefit disinvested communities will be a priority for proposed projects in the Implementation Phase. More details on required project criteria are forthcoming in the Implementation Phase solicitation guideline period.

CERF defines 'disinvested communities' as any of the following:

- Census tracts identified as 'disadvantaged' by the California Environmental Protection Agency<sup>16</sup>.
- Census tracts with median household incomes at or below 80 percent of the statewide median income or with the median household incomes at or below the threshold designated as low income by the Department of Housing and Community Development's list of state income limits adopted pursuant to Section 50093 of the California Health and Safety Code.
- 'High poverty area' and 'High unemployment area' as designated by the California Governor's Office of Business and Economic Development California Competes Tax Credit Program<sup>17</sup>.

<sup>16</sup> California Office of Environmental Health Hazard Assessment (OEHHA). "CalEnviroScreen." <https://oehha.ca.gov/calenviroscreen>.

<sup>17</sup> GO-Biz. "California Competes Tax Credit List of High Poverty and High Unemployment Areas." <https://static.business.ca.gov/wp-content/uploads/2021/11/High-PU-Fiscal-Year-2021-2022-P3-List.pdf>.

- California Native American Tribes as defined by the Native American Heritage Commission (NAHC) Tribal Consultation Policy<sup>18</sup>.

CERF recognizes that the term “disinvested” may overlook the ongoing work in these communities, and particularly the residents for whom these communities are home. In many of these communities, residents and community leaders are actively engaged in local planning, economic development processes, campaigns, and other activities to improve their communities’ quality of life. These efforts are extremely important, especially since these communities disproportionately experience the negative impacts of the pandemic and climate change. CERF is structured to ensure these communities enjoy the benefits of investment.

CERF also highly encourages HRTCs to work with tribal governments that want to participate in the Planning Phase. HRTCs must respect and uphold sovereign status throughout the development of the HRTCs and other deliverables of the Planning Phase. Proposed Governance Structures<sup>19</sup> should additionally outline measures that will be taken to protect the confidentiality of Tribal data and Traditional Ecological Knowledge collected or shared as part of the planning process. The CERF team will provide additional guidance on respectful and meaningful collaboration with California Native American Tribes in the post-award phase.

#### **D. Eligibility**

Applications for planning grants must include both an organization that will serve as the Fiscal Agent and an organization that will serve as the Regional Convener. Both organizations will hold equal importance and value throughout the CERF Planning Phase. A single organization may serve as both Fiscal Agent and Regional Convener in the case that it meets all desired qualifications.

**Fiscal Agent:** The Fiscal Agent will act as the intermediary in grant management. The Fiscal Agent is a legal entity representing the HRTC and is responsible for submitting the Planning Phase Application Package. The Fiscal Agent must have legal authority, history, and capacity to administer state funds. The Fiscal Agent will represent the HRTC and make disbursements on behalf of the region.

**Regional Convener:** The Regional Convener is the lead organization tasked with organizing an inclusive group of regional stakeholders to form the HRTC and implement the planning grant in its region.

The Convener should possess all or most of the following characteristics:

<sup>18</sup> Native American Heritage Commission (NAHC). “Native American Heritage Commission Tribal Consultation Policy.” <http://nahc.ca.gov/wp-content/uploads/2020/09/Signed-NAHC-Tribal-Consultation-Policy.pdf>.

<sup>19</sup> See *Section C. Collective Partnership Agreement Letter* in *Section IV. Application Package Requirements and Submission* for more information on the Proposed Governance Structure

- A proven track record of coordinating across sectors.
- Strong knowledge of the CERF Region and its economic needs, challenges, and opportunities across sectors.
- The ability to lead diverse stakeholders to successful action with a proven history of successful organizing in the designated CERF Region.
- Proven relationships and credibility with labor organizations; employers, businesses, and business associations; grassroots and community-based organizations, community organizers, and community members; government agencies; economic development agencies; philanthropic organizations; education and training providers; workforce entities<sup>15</sup>; environmental justice organizations; worker centers; disinvested communities ; California Native American Tribes (if applicable); and other regional stakeholders capable of contributing to the success of the project.
- Demonstrated commitment to advance equity outcomes in the region.
- Familiarity with grantmaking and knowledge of philanthropic ecosystems.

Types of entities that are eligible to serve in the Fiscal Agent and/or Regional Convener role include, but are not limited to:

- Non-profit organizations and foundations.
- Community-based organizations.
- District organizations of an EDA-designated Economic Development District.
- Institutions of higher education or consortium of institutions of higher education
- California Native American Tribes or a consortium of California Native American Tribes.
- Local governments, Special Districts, Metropolitan Planning Organizations (MPO), etc., may apply if they meet desired qualifications and if 80 percent of jurisdiction boundaries overlap with the CERF region.

For-profit entities are not eligible to serve in the Fiscal Agent or Regional Convener role but can be subcontracted to provide research or other services.

See Appendix C: “Fiscal Agent and Regional Convener Responsibilities” for more details on Convener and Fiscal Agent roles and responsibilities, as well as required evidence of a partnership between the two parties where applicable.

### **E. Collaboration with the Interagency Leadership Team**

The success of the CERF program will require the interagency team comprised of the California Labor and Workforce Development Agency (LWDA), the Office of Planning and Research (OPR), and the Governor’s Office of Business and Economic Development (GO-Biz) to collaborate on a wide range of activities related to the management, design, oversight, and administration of the program. Throughout the life of the program, the interagency team will participate in regularly scheduled reporting meetings to discuss stakeholder input, agendas, policy

recommendations and program guidelines. Each agency is tasked with a different responsibility ranging from grant administration, program design, and technical assistance.

Below are brief descriptions of the responsibilities of each agency:

**Employment Development Department (EDD):** EDD's Workforce Services Branch shall be responsible for the management and execution of all grants and contracts including the administration of and accountability for both the planning and implementation grants.

**The Governor's Office of Planning and Research (OPR):** OPR will manage the design and operations of the program in addition to providing technical assistance to support and guide processes and deliverables for Phase I.

**The Governor's Office of Business and Economic Development (GO-Biz):** GO-Biz will support with outreach, technical assistance, and capacity building.

Collaboration across regions will be required to create collectively a more resilient statewide economy that brings equal opportunities to every region. Awardees will be required to participate in Communities of Practice meetings. These convenings will ensure progress, share best practices and lessons learned across the regions, and provide technical assistance by the state.

#### **F. Collaboration with the Evaluation Team**

An independent team will conduct a developmental evaluation to explore the success of the CERF program and the HRTCs. Awardees must collaborate with and be responsive to the process evaluation team. This includes providing information to the evaluators, allowing the evaluators to join meetings or sessions for information gathering purposes, and joining partnership sessions for planning, discussion, or technical assistance.

## **II. Post-Award Program Requirements and Deliverables**

### **A. Planning Phase (Phase I) Requirements Overview**

The Planning Phase requirements involve building inclusive planning tables, which will result in developing 1) High Road Transition Collaboratives, and 2) Regional Plans.

#### **Inclusive Table-Building**

The awardees must employ inclusive table-building strategies during the Planning Phase. These strategies will help the Collaborative ensure that it is accountable, addresses the needs of disinvested communities, represents the diversity of the region, and transparently oversees the facilitation of the planning process.



Awardees will conduct a detailed stakeholder mapping analysis (see the Regional Plans section) to create a profile of the diverse stakeholders in the CERF Region and design their planning tables accordingly.

To ensure buy-in to the region's vision for CERF, awardees must use inclusive table-building strategies during Application Package development (e.g., Collective Partnership Agreement Letter, Outreach and Engagement Plan, etc.), and throughout the planning process. These strategies must consider the strength and diversity of the Collaborative's partnerships, ongoing regional processes, and a Collaborative Governance Structure.

### **Strength and Diversity of Collaborative Partnerships**

The HRTC needs to be representative of the diversity of each region. The HRTC partnerships should account for diversity across sectors, subject matter expertise, lived experience, and inter-generational perspectives to serve the CERF Region effectively.

### **Ongoing Regional Processes**

The Fiscal Agent and/or Regional Convener must identify other ongoing planning processes or projects across the CERF Region to ensure the alignment between these processes and CERF and to ensure a coordinated response to reaching the state's goals. Examples of such efforts include: CEDS, climate plans, High Road Training Partnerships, General Plans, Regional Transportation Plans, and other community-led initiatives.

### **Collaborative Governance Structure**

The Collaborative Governance Structure will play a key role in supporting HRTCs to build robust governance processes, align with economic planning and other ongoing processes, and overcome challenges inherent in shared decision-making. The Collaborative Governance Structure must illustrate transparent decision-making processes that not only center disinvested communities and impacted workers, but actively shift decision-making power to those groups. The Collaborative Governance Structure must also reflect that no individual member of the HRTC governance committee has more decision-making power than the other.

The Collaborative Governance Structure will represent entities that are traditionally involved in economic development, as well as entities and communities that have historically been excluded from economic development processes to collectively develop a vision that will serve the CERF Region. The Regional Convener must ensure that the HRTC includes balanced representation from:

- Labor organizations.
- Employers, businesses, and business associations.
- Grassroots and community-based organizations, community organizers, and community members.
- Government agencies.
- Economic development agencies.

- Philanthropic organizations.
- Education and training providers.
- Workforce entities<sup>20</sup>.
- Environmental justice organizations.
- Worker centers.
- Disinvested communities.
- California Native American Tribes.
- Other regional stakeholders capable of contributing to the success of the project.

If the HRTC does not include representation from any of the entities listed above, the Proposed Governance Structure must include a thorough explanation of the decision or circumstances.

The state may reach out to various stakeholders in each CERF Region as part of its work on reviewing inclusive table-building processes.

The following sections describe the deliverables awardees will produce during the POP.

#### **B. High Road Transition Collaboratives:**

Collaboratives will provide information about the formal and informal partnerships and coalitions they have developed and discuss how they did so. Formal partnerships are legally bound (e.g., through MOUs, contracts, etc.). The informal partnerships are not legally bound but have the potential to lead to formal partnerships in the near future.

The reports must include the following:

**Governance Structure:** Lay out the governance structure and explain whether and how the structure evolved over time to respond to the region’s needs. If the structure has evolved, explain why.

**Outreach and Engagement Plan:** Summarize the engagement plan and explain whether it has evolved over time. If the plan has evolved, explain how and why.

**Partnerships:** Discuss the formal and informal partnerships and coalitions that are built throughout the process. Provide details such as:

- The coalitions and partnerships developed. Provide the name of the organizations and parties involved.
- The number of MOUs or other formal agreements (e.g., collective partnership agreements, data sharing agreements) created.
- The potential to develop formal partnerships in the future.

<sup>20</sup> Entities listed up until this point are as specified in SB-162 Community Economic Resilience Fund Program Section 14531. (c) (4).

- The strategies for keeping these coalitions active to ensure long-term and sustainable economic development and recovery. Note that after plans are developed and adopted, GO-Biz plans to work with conveners to ensure they are accepted as regional CEDS and will work to establish Economic Development Districts in regions without an existing organization.

**Inclusivity:** Discuss how these partnerships and coalitions advance the goals of responding to the needs of diverse stakeholders and especially disinvested communities.

### C. Regional Plans

Collaboratives will develop a regional economic recovery and transition plan that addresses essential elements of a High Road strategy. The plan will be co-developed with diverse stakeholders throughout the process, from visioning to analysis, and to strategy and roadmap creation. Analyses and plans must account for sub-regional and inter-regional dynamics. The plans must also build on existing regional and/or subregional economic development plans and strategies as appropriate.

The Regional Plan includes two parts. Part 1 presents a snapshot of socio-economic conditions in the region: mapping stakeholders, providing a regional summary, and conducting analyses. Part 2 establishes a forward-looking economic development and transition roadmap using the information obtained in Part 1. HRTCs will develop a series of investment strategies that will be informed by the forward-looking economic transition roadmap.

The state understands that awardees may need to apply an iterative process as they develop their plans and collaboratives. For example, awardees may need to modify their goals and plans based on their analysis and findings.

Each of the following analyses and the roadmap must address the CERF Objectives:

- **Equity:** Analyses must consider the needs and the interest of diverse communities across the region, with an explicit intention to include populations historically excluded from planning and economic development processes, especially disinvested communities.
- **Sustainability:** Analyses must focus on economic development that is self-sustaining and aims at a carbon-neutral, climate-resilient economy addressing the needs of the region's communities.
- **Job quality and access:** Analyses must prioritize jobs that provide a family-sustaining wage, health benefits, a pension, worker advancement opportunities, a safety net, and collective worker input. These jobs are stable, with predictable schedules, and safe working conditions.
- **Economic competitiveness and resilience:** Analyses must focus on strategies to avoid, withstand, and recover from economic shocks so that the CERF Region can compete effectively in the global economy and deliver prosperity to communities in the region.

## **Regional Plan: Part 1**

The first part of the regional plan presents a baseline of the region. It considers the region's stakeholders, assesses the factors affecting the region's economic, environmental, and health conditions, and conducts detailed economic and workforce analyses. The intention is to ensure that the plans take a full account of the factors shaping economic development in the region before developing strategies for recovery and transition.

Conduct the following analyses. In each section, summarize findings and explain how these findings inform the planning process and how they correspond with the Collaborative's goals.

### **1. Stakeholder Mapping**

A snapshot of the historically active stakeholders that can influence creating a High Road economy in the CERF Region and/or benefit from it.

- Provide the list of organizations and entities and discuss their potential role in developing the plan and engaging in the Implementation Phase. These stakeholders may include but are not limited to employers, businesses, community-based organizations, community members and residents, government and economic development agencies, labor organizations, philanthropic organizations, academic institutions, education and training providers, workforce entities, and industries.
- Overview of the state of disinvested communities in the region. Discuss how and in which areas these communities face economic barriers. Include a snapshot of the plan to outreach to organizations that represent these communities and how the HRTC intends to ensure their active participation.
- Create and show a network of existing partners and their existing regional and subregional plans, strategies, and related reports to demonstrate synergies, potentials, and challenges.
- Clarify opportunities for collaborations and partnerships.

### **2. Regional Summary**

A summary background of the demographic and socio-economic conditions of the region, highlighting areas with low and high economic diversification and resiliency, as well as any industry trends that impact the regional economy. The regional summary must identify regional inequities, such as economic, health, and environmental inequities, currently facing communities in the region.

The regional summary must include the following analysis and discussion:

#### **i. Economy and Economic Development**

- Identify economic development opportunities and forces in the region.
- Review inequities in economic development across the region.
- Identify major low- and high- wage industries and occupations in the region.

- Explore economic well-being and cost of living across the region.
- Economic Shocks: Discuss the impacts caused by economic shocks (e.g., pandemics, natural disasters) or longer-term economic shifts (e.g., global market signals, automation, policy levers) in the region. These include economic harm to communities (i.e., workers, small businesses, impacted industries, the public sector, and selected regions and populations) as well as the potential for new economic development opportunities.

ii. Climate and Environmental Impact: Identify anticipated climate impacts and the factors that increase the region’s vulnerability to those impacts

- Identify short term and long-term impacts of climate change on the people and economy of the region. These include disproportionate impacts on disinvested communities and expected increases in occupational hazards for workers.
- Identify major sources of air pollution, water pollution, toxic and hazardous waste and their impacts on diverse communities, especially disinvested communities.
- Identify major sources of Greenhouse Gas (GHG) emissions and their impacts on diverse communities, especially disinvested communities.
- Assess impacts of climate change on targeted emerging industries, sectors, or clusters and how these impacts might hinder success of the proposed plans and transition strategies (e.g., damage to critical infrastructure, loss of productivity, loss of population).

iii. Public Health Analysis:

- Provide a snapshot of the impacts of the current economic trends and climate change effects on public health, especially the impacts on disinvested communities.
- Explore the main causes of chronic illnesses and diseases in the region, and whether and how they are related to economic inequalities, climate impacts, environmental factors, etc.
- Analyze health disparities across the region, disaggregated by race, gender, and other demographics.

### **3. Labor Market Analysis**

A snapshot of labor and workforce dynamics in the region, including an overview of major employers, occupations, and wages, the impacts of the recent trends, changes, and forces on the labor market, and projected labor trends in existing key industries. The analysis must also identify the following:

- Industry-specific labor standards that meet high-road priorities.
- Barriers that limit access to high-quality jobs.
- Relevant training programs, apprenticeships, or high road training partnerships in the region.

#### **4. Industry Cluster Analysis:**

A snapshot of current major industries as well as industry trends and projections. The analysis must also:

- Include an in-depth analysis of potential growth clusters based on the region's comparative advantages, market trends, workforce, infrastructure assets, policy trends, aligned state/federal investments, supply chain, and innovation ecosystem.
- Identify major sources of GHG emissions, air and water pollution, and toxic or hazardous waste from existing or proposed clusters.
- Conduct measurements of potential for job growth within industries.
- Identify workers and sectors at risk of displacement due to identified trends and analyses.

#### **5. SWOT Analysis**

An in-depth analysis of regional Strengths, Weaknesses, Opportunities, and Threats (i.e., SWOT), especially as it relates to equitable economic resilience and growth of sustainable industry clusters. The SWOT analysis will draw from data and components through conducting the above analyses.

#### **Regional Plan: Part 2**

HRTCs will also be required to develop a holistic economic development and transition roadmap with strategies that prioritize the creation of high-quality jobs, equitable access to jobs and resources, and emphasizes developing sustainable and resilient economies and industries. These industries include but are not limited to renewable energy, energy efficiency, carbon removal, zero-emission vehicles, advanced manufacturing, agriculture, forestry, artificial intelligence, and climate restoration and resilience. The roadmap and strategies must refer to the findings of the analyses in Part 1. The roadmap must include:

##### **1. Vision and Goals**

Develop a vision and specific regional goals for creating a High Road economy that is sustainable, inclusive, and equitable.

##### **2. Strategies for the growth of targeted industries:**

- i. Industrial Cluster Development: This section will provide a snapshot of current trends and projected growth. It will consider, but is not bound by, existing relevant plans such as CEDS (if applicable and appropriate) along with the following elements that work together to support creation of quality jobs:
  - **Clear Local Market Signals**: Assess how proposed industries and affiliated investments align with market trends and local/state/federal policies.

- Value Chain and Infrastructure: Explain how investments support the growth and clustering of businesses in the value chain of the proposed industry. Identify specific infrastructure required to grow the industry.
  - Innovation Ecosystem: Describe how investments connect the private sector to local innovation resources, facilitate the movement of new technologies to market, incubate early-stage businesses, etc.
- ii. Workforce Development: Explain how the industrial strategy plans to match skills to available jobs, address talent and recruitment, and facilitate strategic collaboration among businesses, training and education institutions, labor, etc.

### **3. Strategies for increasing economic diversification**

Strategies must focus on economic diversification in at-risk locations (i.e., considering the impacts of economic disrupters such as climate change on the local workforce and economy). Investments must clearly address barriers to attraction and retention of businesses, as well as barriers to quality job access for disinvested communities.

### **4. Strategies for responding effectively to economic shocks.**

These include the following:

- Protecting diverse communities, especially disinvested communities.
- Using economic shocks and disasters as opportunities for growth.

### **5. Strategies for increasing economic equity.**

These strategies must refer to the analyses of workforce and demographic trends, and focus on closing gaps, reaching universal levels of service, or disaggregating results by race, ethnicity, income, etc.

- Strategies must create and sustain pathways into quality jobs and family-sustaining careers and improve job quality and wages in sectors that do not offer quality jobs. Analysis and recommendations must highlight how they propose to serve historically marginalized and disinvested groups and how those groups will learn about proposed interventions.
- Strategies must support workers potentially impacted by at-risk industries and must prevent displacement of incumbent workers or replacement of high-road jobs with low-quality jobs.

### **6. Strategies for increasing health and environmental equity.**

These strategies must include limiting the impacts of economic development activities on the natural environment. They must also avoid exacerbating the effects of climate change and include pathways for mitigating the effects of anticipated climate impacts on targeted industries and occupations. They must also address public health needs, with special attention to the needs of disinvested communities.

## **7. Strategies for aligning with State strategies.**

An assessment of how regional economic development strategies (i.e., planning priorities, grant programs, and regulations) can align with, support, and be supported by existing state strategies in areas like clean energy, air pollution reduction, transportation decarbonization, climate adaptation, sustainable water management, and natural and working lands.

### **Strategic Investments and Projects**

The Collaboratives will also identify 2-5 strategic investments or projects to enact recovery and transition to be funded in Phase II (Implementation) that meet the following criteria, which are currently presented at a high-level.

Clarify Investments or Project Goals in Detail:

- Proposed projects must layout goals and success points in detail and provide threshold(s), benchmark(s), or target(s) for measuring or tracking success.
- Projects must provide the methodology for tracking or measuring the defined threshold(s), benchmark(s), or target(s).

#### **1. Demonstrate Proposed Impacts to Communities/Industries:**

Proposed investments must mitigate economic harm to workers, households, small businesses, impacted industries, and the public sector, and especially disinvested communities.

#### **2. Demonstrate Project Feasibility, Commitments, and Community Support:**

- Proposed projects must demonstrate support from the HRTC.
- Projects should show support from various stakeholders (e.g. community-based organizations, governmental, non-governmental entities, tribal entities, businesses, industries). Letters of support, meeting minutes, MOUs, court hearing minutes, or other documentation may demonstrate support.

#### **3. Promote State Climate Goals:**

- Investment projects lead to the development of low-carbon or regenerative industries.
- Investments that support economic diversification are designed to minimize GHG emissions and/or water or energy usage.

#### **4. Support Labor Standards and Job Quality:**

- Projects must include labor standards where applicable such as prevailing wage, project labor agreements, or community workforce agreements.



- Projects need to create high-quality jobs<sup>21</sup> that bring sustainable income to the regions.
- Projects must define a plan with goals, targets, strategies, and activities to recruit, train, re-train, and support workers from disinvested communities.

**5. Demonstrate Clear Role in Regional Strategy:**

Industrial development should consider existing CEDS along with the following elements that work together to support the creation of quality jobs:

- i. Clear Local Market Signals: Explain how investments align with market trends:
  - Value Chain and Infrastructure: Describe how investments support the growth and clustering of businesses in the value chain. Identify specific infrastructure required to grow the industry.
  - Innovation Ecosystem: Describe how investments connect the private sector to local innovation resources, facilitate the movement of new technologies to market, incubate early-stage businesses, etc.
- ii. Workforce Development: Explain how the industrial strategy plans to match skills to available jobs, address talent and recruitment, and facilitate strategic collaboration among businesses, training and education institutions, labor, etc.
- iii. Economic Diversification: Describe how strategies will address specific barriers to attraction and retention of businesses, as well as barriers to access for disinvested communities.
- iv. Complement Existing Funding: If state or federal funding is available elsewhere for a proposed project (e.g., broadband), Collaboratives must improve equity outcomes, which include but are not limited to job access for those in disinvested communities, income inequality, income growth, business ownership, business revenue, job and wage growth, among others.
- v. Achieve Timely Implementation: Funds must be encumbered by October 2026.

Examples of projects include, but are not limited to, the following:

- Technical assistance, counseling, or other services to assist with small business planning needs.
- Programs that support economic diversification and the development of sustainable industries.
- Entrepreneurship and commercialization programs.

<sup>21</sup> See *Appendix B: Glossary of Terms* for a definition of high-quality jobs

- Programs to connect small and minority-owned businesses to industrial hubs and research institutions.

### **III. Budgeting and Performance Requirements**

#### **A. Cost Sharing**

Phase I planning grants will be awarded at a 100% grant rate for a maximum amount of \$5 million. Therefore, no match is required.

#### **B. Allowable Uses of Funds**

Planning grants are to be used to cover the cost of producing a robust regional economic development plan and creating an inclusive planning table. Planning grants are to be used to strengthen collaboration, include evidence-based strategies, and ensure the participation of diverse stakeholder groups. Please refer to Appendix D for Allowable Costs and Cost Items and Appendix E for Disallowable Costs.

#### **C. Administrative Cost Limits**

A maximum of 10 percent of the total requested grant amount will be allowed for administrative costs. Please refer to Appendix F for the definition of administrative costs.

#### **D. Travel reimbursements**

Must adhere to the applicant's travel policy or the state rates and conditions established on the CalHR website. Out-of-state travel must be directly related to CERF and authorized in advance by EDD and OPR. If following the applicant's travel policy, a copy will be requested during contract negotiations. For additional information on excess lodging requests, please visit the Excess Lodging Rate Request section under CalHR.

#### **E. Subcontractor Procurement**

Subcontractor procurement processes must adhere to state and local requirements

#### **F. Advance Payment**

EDD may provide, with legislative authority and Department of Finance (DOF) approval an Advance Payment option to community-based non-profit organizations or a Native American tribe. Advance Payment options aim to reduce barriers in participating in CERF. Applicants may apply to receive up to 25 percent of their total grant award through an Advance Payment option. For the request to be considered, applicants will need to submit the documents below in addition to the grant Application Package. Please note, these additional requirements do not impact the Application Package's page limit. Applicants are not required to use the Advance Payment option if the reimbursement model is preferred.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Security System Maintenance

Funding Source: General Funds

PSC Duration: 6 years 1 day

PSC Amount: \$800,000

**1. Description of Work**

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

Contractor qualified will provide the San Francisco Department of Public Health (DPH) with 24 hour technical support, proprietary software support and upgrades and onsite support for the existing security system to ensure that the System, as defined below, remains continuously operating in good condition for which it was designed, improved, constructed, altered, or repaired, at various sites within DPH.

Maintenance Definition: Routine, recurring, and usual work for the preservation, protection and keeping of any publicly owned facility for its intended purposes in a safe and continually usable condition for which it was designed, improved, constructed, altered or repaired.

As part of "usual work for preservation" of the System, Maintenance shall include comprehensive Systems assessments, including System documentation, System growth needs, System deficiencies if any, and System, gap analysis at periodic times requested by City and agreed to by Contractor.

In General, the System includes:

1. Headend servers located at Zuckerberg San Francisco General Hospital (ZSFGH);
2. Security Operations Center at ZSFGH, which monitors and responds to device and closed circuit television (CCTV) alarms; and
3. A badging station at ZSFG.

The complete System is comprised of an access/alarm system and a video management system which integrate with each other.

The system is currently comprised of eight active sites with a roadmap to add additional sites over the duration of this contract with at least six additional sites currently identified.

Maintenance services will be provided for the eight current sites. Additional sites will be quoted by the vendor as they come online. The Contractor will maintain those sites as required at an additional cost to the City.

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

The existing security system is a necessary component of the safety and security of at least eight DPH health care locations. The 24 hour maintenance of this system is necessary to avoid the consequence of compromised safety, security, and privacy of city health care patients. Inability to continuously operate the security system can result in danger to patients, staff and the public, up to and including death.

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

This service is currently being provided by Comtel Systems Technology Inc.

D. Will the contract(s) be renewed?

Yes, if deemed necessary, and funding continues to be 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.

The need for this critical service is expected to be ongoing.

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

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

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

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

B. Explain the qualifying circumstances:

Services are required on an as-needed, 24 hour, basis for scheduled maintenance and unscheduled, intermittent repair. The maintenance and repair of the existing security system requires specialized skills working with proprietary products and expertise using original equipment manufacturer (OEM) parts that must be acquired from the manufacturer or a qualified vendor.

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

A. Specify required skills and/or expertise: Maintenance and upkeep of the security system requires 24 hour technical support and specialized skills working with proprietary products and original equipment manufacturer (OEM) parts that must be acquired from the manufacturer or a qualified vendor. Maintenance shall include comprehensive Systems assessments, including System documentation, System growth needs, System deficiencies if any, and System, gap analysis at periodic times requested by City and agreed to by Contractor. In General, the System includes: 1. Headend servers located ZSFG; 2. Security Operations Center at ZSFG, which monitors and responds to device and cctv alarms; and 3. A badging station at ZSFG. The complete System is comprised of an access/alarm system and a video management system which integrate with each other. The system is currently comprised of eight active sites with a roadmap to add additional sites over the duration of this contract with at least six additional sites currently identified.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1054, IS Business Analyst-Principal; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 7262, Maintenance Planner;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will provide replacement parts using appropriate equipment for the security system as needed and as requested by city.

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

None, because maintenance and upkeep of the security system requires 24 hour technical support and specialized skills working with proprietary products and expertise using original equipment manufacturer (OEM) parts that must be acquired from the manufacturer or a qualified vendor.

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

- A. Explain why civil service classes are not applicable.  
The services are as-needed, 24 hour availability, and requires specialized skills working with proprietary products and expertise using original equipment manufacturer (OEM) parts that must be acquired from the manufacturer or a qualified vendor.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the City currently has Civil Service classifications that are used to do this type of work.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No. No. There is no formal training component in the project.
- 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 12/16/2022, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Stationary Engineers, Local 39

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

Name: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

Address: 1380 Howard Street San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49091 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/03/2023

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

Receipt of Notice for new PCS over \$100K PSC # 49091 - 22/23

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

on behalf of

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

Fri 12/16/2022 4:54 PM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; Stan Eichenberger <seichenberger@local39.org>; MRainsford@local39.org <MRainsford@local39.org>; grojo@local39.org <grojo@local39.org>; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; tmathews@ifpte21.org <tmathews@ifpte21.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>; Rossi, Ron (DPH) <ron.rossi@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccoordinator@sfgov.org>

RECEIPT for Union Notification for PSC 49091 - 22/23 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 49091 - 22/23 for \$800,000 for Initial Request services for the period 01/01/2023 – 12/31/2028. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/19558> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended



**RE: Receipt of Notice for new PCS over \$100K PSC # 49091 - 22/23 (Local 39 Appeal/Protest)**

Chung Park <[cpark@local39.org](mailto:cpark@local39.org)>

Tue 3/7/2023 3:36 PM

To: Hiramoto, Kelly (DPH) <[kelly.hiramoto@sfdph.org](mailto:kelly.hiramoto@sfdph.org)>; Michael Rainsford <[mrainsford@local39.org](mailto:mrainsford@local39.org)>; Lindsey, Douglas (DPH) <[douglas.lindsey@sfdph.org](mailto:douglas.lindsey@sfdph.org)>  
Cc: Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Rossi, Ron (DPH) <[ron.rossi@sfdph.org](mailto:ron.rossi@sfdph.org)>; Woodland, David (DPH) <[david.woodland@sfdph.org](mailto:david.woodland@sfdph.org)>  
Hello Kelly et al:

Thank you for your patience. The Union does not object to the latest draft. Please proceed.

Respectfully,  
Chung Y. Park  
Business Representative  
Stationary Engineers Local 39, AFL-CIO  
337 Valencia Street  
San Francisco, CA 94103  
Office 415.861.1135  
Mobile 628.222.0884  
Email [cpark@local39.org](mailto:cpark@local39.org)

---

**From:** Hiramoto, Kelly (DPH) <[kelly.hiramoto@sfdph.org](mailto:kelly.hiramoto@sfdph.org)>  
**Sent:** Monday, March 6, 2023 11:53 AM  
**To:** Chung Park <[cpark@local39.org](mailto:cpark@local39.org)>; Michael Rainsford <[mrainsford@local39.org](mailto:mrainsford@local39.org)>; Lindsey, Douglas (DPH) <[douglas.lindsey@sfdph.org](mailto:douglas.lindsey@sfdph.org)>  
**Cc:** Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Rossi, Ron (DPH) <[ron.rossi@sfdph.org](mailto:ron.rossi@sfdph.org)>; Woodland, David (DPH) <[david.woodland@sfdph.org](mailto:david.woodland@sfdph.org)>  
**Subject:** Re: Receipt of Notice for new PCS over \$100K PSC # 49091 - 22/23 (Local 39 Appeal/Protest)

Hello All,

Following up on this PSC.

If we can get agreement on edits before this Wednesday at 11:00am, 3/08/23, the PSC can go to CSC on 4/03/23.

Thank you for your assistance.

*Kelly*

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

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**From:** Hiramoto, Kelly (DPH) <[kelly.hiramoto@sfdph.org](mailto:kelly.hiramoto@sfdph.org)>  
**Sent:** Wednesday, February 22, 2023 4:50 PM  
**To:** Chung Park <[cpark@local39.org](mailto:cpark@local39.org)>; Michael Rainsford <[mrainsford@local39.org](mailto:mrainsford@local39.org)>; Lindsey, Douglas (DPH) <[douglas.lindsey@sfdph.org](mailto:douglas.lindsey@sfdph.org)>  
**Cc:** Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Rossi, Ron (DPH) <[ron.rossi@sfdph.org](mailto:ron.rossi@sfdph.org)>; Woodland, David (DPH) <[david.woodland@sfdph.org](mailto:david.woodland@sfdph.org)>  
**Subject:** Re: Receipt of Notice for new PCS over \$100K PSC # 49091 - 22/23 (Local 39 Appeal/Protest)

Hello All,

It appears we will not meet today's deadline to bring this item to CSC on 3/20/23.

If we can get agreement on edits before 3/08/23, the PSC would go to CSC on 4/03/23.

Thank you for your assistance.

Kelly

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

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**From:** Hiramoto, Kelly (DPH) <[kelly.hiramoto@sfdph.org](mailto:kelly.hiramoto@sfdph.org)>  
**Sent:** Tuesday, February 21, 2023 12:42 PM  
**To:** Chung Park <[cpark@local39.org](mailto:cpark@local39.org)>; Michael Rainsford <[mrainsford@local39.org](mailto:mrainsford@local39.org)>; Lindsey, Douglas (DPH) <[douglas.lindsey@sfdph.org](mailto:douglas.lindsey@sfdph.org)>  
**Cc:** Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Rossi, Ron (DPH) <[ron.rossi@sfdph.org](mailto:ron.rossi@sfdph.org)>; Woodland, David (DPH) <[david.woodland@sfdph.org](mailto:david.woodland@sfdph.org)>  
**Subject:** Re: Receipt of Notice for new PCS over \$100K PSC # 49091 - 22/23 (Local 39 Appeal/Protest)

Hi Chung,

Following up on this PSC review.  
Tomorrow is the DHR PSC submission due date for items to get calendared on the 3/20/23 Civil Service Commission agenda.  
We are hoping to make it onto this agenda.

Thank you.

best regards,

Kelly

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

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---

**From:** Chung Park <[cpark@local39.org](mailto:cpark@local39.org)>  
**Sent:** Monday, February 13, 2023 2:23 PM  
**To:** Hiramoto, Kelly (DPH) <[kelly.hiramoto@sfdph.org](mailto:kelly.hiramoto@sfdph.org)>; Michael Rainsford <[mrainsford@local39.org](mailto:mrainsford@local39.org)>; Lindsey, Douglas (DPH) <[douglas.lindsey@sfdph.org](mailto:douglas.lindsey@sfdph.org)>  
**Cc:** Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Rossi, Ron (DPH) <[ron.rossi@sfdph.org](mailto:ron.rossi@sfdph.org)>; Woodland, David (DPH) <[david.woodland@sfdph.org](mailto:david.woodland@sfdph.org)>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 49091 - 22/23 (Local 39 Appeal/Protest)

Hi Kelly,

Appreciate the immediate response. I believe that my veteran colleague Mike Rainsford vetted this thoroughly and is merely affording me the opportunity to conduct a final review as I am the Local 39 Business Representative for this account as of today. I shall strive to respond to you by end of this week. I hope that is acceptable.

Thank you for your understanding and looking forward to meeting you soon.

Respectfully,  
Chung Y. Park  
Business Representative  
Stationary Engineers Local 39, AFL-CIO  
337 Valencia Street  
San Francisco, CA 94103  
Office 415.861.1135

---

**From:** Hiramoto, Kelly (DPH) <[kelly.hiramoto@sfdph.org](mailto:kelly.hiramoto@sfdph.org)>  
**Sent:** Monday, February 13, 2023 2:15 PM

**To:** Chung Park <[cpark@local39.org](mailto:cpark@local39.org)>; Michael Rainsford <[mrainsford@local39.org](mailto:mrainsford@local39.org)>; Lindsey, Douglas (DPH) <[douglas.lindsey@sfdph.org](mailto:douglas.lindsey@sfdph.org)>  
**Cc:** Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Rossi, Ron (DPH) <[ron.rossi@sfdph.org](mailto:ron.rossi@sfdph.org)>; Woodland, David (DPH) <[david.woodland@sfdph.org](mailto:david.woodland@sfdph.org)>  
**Subject:** Re: Receipt of Notice for new PCS over \$100K PSC # 49091 - 22/23 (Local 39 Appeal/Protest)

Hi Chung Park,

Thank you for the prompt follow up. Revised PSC 49091-22/23 draft attached for your review.

We revised scope of work description based on previous feedback from Mr. Rainsford but it appears further clarification is being requested. Please provide edits as needed for DPH review.

Kelly

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

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---

**From:** Chung Park <[cpark@local39.org](mailto:cpark@local39.org)>  
**Sent:** Monday, February 13, 2023 2:07 PM  
**To:** Michael Rainsford <[mrainsford@local39.org](mailto:mrainsford@local39.org)>; Lindsey, Douglas (DPH) <[douglas.lindsey@sfdph.org](mailto:douglas.lindsey@sfdph.org)>  
**Cc:** Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Rossi, Ron (DPH) <[ron.rossi@sfdph.org](mailto:ron.rossi@sfdph.org)>; Woodland, David (DPH) <[david.woodland@sfdph.org](mailto:david.woodland@sfdph.org)>; Hiramoto, Kelly (DPH) <[kelly.hiramoto@sfdph.org](mailto:kelly.hiramoto@sfdph.org)>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 49091 - 22/23 (Local 39 Appeal/Protest)

Hello Everyone,

My name is Chung, and I am starting this assignment as of today. My contact info is below. I have received this email chain but not any attachments. Could someone please forward me all the relevant and/or cited attachments for my review?

Once I have had the chance to review everything and confer with Mike, I shall strive to give you a response as soon as I am able.

Respectfully,  
Chung Y. Park  
Business Representative  
Stationary Engineers Local 39, AFL-CIO  
337 Valencia Street  
San Francisco, CA 94103  
Office 415.861.1135

---

**From:** Michael Rainsford <[mrainsford@local39.org](mailto:mrainsford@local39.org)>  
**Sent:** Monday, February 13, 2023 1:45 PM  
**To:** Lindsey, Douglas (DPH) <[douglas.lindsey@sfdph.org](mailto:douglas.lindsey@sfdph.org)>  
**Cc:** Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Rossi, Ron (DPH) <[ron.rossi@sfdph.org](mailto:ron.rossi@sfdph.org)>; Woodland, David (DPH) <[david.woodland@sfdph.org](mailto:david.woodland@sfdph.org)>; Hiramoto, Kelly (DPH) <[kelly.hiramoto@sfdph.org](mailto:kelly.hiramoto@sfdph.org)>; Chung Park <[cpark@local39.org](mailto:cpark@local39.org)>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 49091 - 22/23 (Local 39 Appeal/Protest)

All,  
This is now the responsibility of Chung Park.



Thank You,  
Michael Rainsford  
Business Representative  
IUOE Stationary Engineers, Local 39  
1(415)861-1135 Office  
1(415)861-5264 Fax  
337 Valencia Street  
San Francisco, CA 94103

---

**From:** Lindsey, Douglas (DPH) <[douglas.lindsey@sfdph.org](mailto:douglas.lindsey@sfdph.org)>  
**Sent:** Wednesday, February 8, 2023 1:23 PM  
**To:** Michael Rainsford <[mrainsford@local39.org](mailto:mrainsford@local39.org)>  
**Cc:** Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Rossi, Ron (DPH) <[ron.rossi@sfdph.org](mailto:ron.rossi@sfdph.org)>; Woodland, David (DPH) <[david.woodland@sfdph.org](mailto:david.woodland@sfdph.org)>; Hiramoto, Kelly (DPH) <[kelly.hiramoto@sfdph.org](mailto:kelly.hiramoto@sfdph.org)>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 49091 - 22/23 (Local 39 Appeal/Protest)

Michael:

Hello.

Routine maintenance includes: preventative maintenance on Lenel software and security hardware (e.g. card readers, cameras, access control, intrusion systems, network video recorders, duress buttons, badging stations) completed by manufacturer, certified technicians. Low-voltage system technicians use information technology test instruments and computer software skills that are particularly specialized. Security sensitive locations, such as pharmacies, are highly regulated by state and federal law. As a result, specialized technicians are required to have additional backgrounds check and clearances.

Semi-annual inspections of cameras, duress buttons and associated systems are included. Manufacturer certified technicians have proprietary, technical support available. Failed devices are replaced as needed. The value added reseller relationship restricts readily available access to materials (i.e. integrated circuit boards). Emergency repairs are needed on a 24-7-365 basis; a service provided by the PCS, for patient and staff safety.

Sincerely,

Doug Lindsey, Mtce Planner  
DPH Security Div.

---

**From:** Woodland, David (DPH) <[david.woodland@sfdph.org](mailto:david.woodland@sfdph.org)>  
**Sent:** Wednesday, February 8, 2023 12:57 PM  
**To:** Michael Rainsford <[mrainsford@local39.org](mailto:mrainsford@local39.org)>; Hiramoto, Kelly (DPH) <[kelly.hiramoto@sfdph.org](mailto:kelly.hiramoto@sfdph.org)>  
**Cc:** Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Rossi, Ron (DPH) <[ron.rossi@sfdph.org](mailto:ron.rossi@sfdph.org)>; Lindsey, Douglas (DPH) <[douglas.lindsey@sfdph.org](mailto:douglas.lindsey@sfdph.org)>; Lindsey, Douglas (DPH) <[douglas.lindsey@sfdph.org](mailto:douglas.lindsey@sfdph.org)>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 49091 - 22/23 (Local 39 Appeal/Protest)

Looping in Doug Lindsey, DPH Security Class 7262 Maintenance Planner.

Doug,

Please see Michael's request below and respond asap.

Sincerely,

David Woodland  
Chief Engineer

**Zuckerberg San Francisco General Hospital and Trauma Center**

1001 Potrero Avenue  
Building 2, Room 128  
San Francisco, CA 94110  
628-206-2502

---

**From:** Michael Rainsford <[mrainsford@local39.org](mailto:mrainsford@local39.org)>  
**Sent:** Wednesday, February 8, 2023 12:13 PM  
**To:** Woodland, David (DPH) <[david.woodland@sfdph.org](mailto:david.woodland@sfdph.org)>; Hiramoto, Kelly (DPH) <[kelly.hiramoto@sfdph.org](mailto:kelly.hiramoto@sfdph.org)>  
**Cc:** Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Rossi, Ron (DPH) <[ron.rossi@sfdph.org](mailto:ron.rossi@sfdph.org)>; Lindsey, Douglas (DPH) <[douglas.lindsey@sfdph.org](mailto:douglas.lindsey@sfdph.org)>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 49091 - 22/23 (Local 39 Appeal/Protest)

David,

Please outline further and explain further the routine maintenance as listed in the PCS.



Thank You,  
Michael Rainsford

Business Representative  
IUOE Stationary Engineers, Local 39  
1(415)861-1135 Office  
1(415)861-5264 Fax  
337 Valencia Street  
San Francisco, CA 94103

---

**From:** Woodland, David (DPH) <[david.woodland@sfdph.org](mailto:david.woodland@sfdph.org)>  
**Sent:** Wednesday, February 8, 2023 12:07 PM  
**To:** Hiramoto, Kelly (DPH) <[kelly.hiramoto@sfdph.org](mailto:kelly.hiramoto@sfdph.org)>  
**Cc:** Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Rossi, Ron (DPH) <[ron.rossi@sfdph.org](mailto:ron.rossi@sfdph.org)>; Lindsey, Douglas (DPH) <[douglas.lindsey@sfdph.org](mailto:douglas.lindsey@sfdph.org)>; Michael Rainsford <[mrainsford@local39.org](mailto:mrainsford@local39.org)>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 49091 - 22/23 (Local 39 Appeal/Protest)

Hello Mike,

Have you had a chance to review the modified language? May we proceed with the contract process?

Sincerely,  
David Woodland  
Chief Engineer  
[Zuckerberg San Francisco General Hospital and Trauma Center](#)  
1001 Potrero Avenue  
Bldg 2, Room 128  
San Francisco, CA 94110  
628-206-2502

---

**From:** Woodland, David (DPH)  
**Sent:** Thursday, February 2, 2023 11:22 AM  
**To:** Hiramoto, Kelly (DPH) <[kelly.hiramoto@sfdph.org](mailto:kelly.hiramoto@sfdph.org)>  
**Cc:** Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Rossi, Ron (DPH) <[ron.rossi@sfdph.org](mailto:ron.rossi@sfdph.org)>; Lindsey, Douglas (DPH) <[douglas.lindsey@sfdph.org](mailto:douglas.lindsey@sfdph.org)>; Michael Rainsford <[mrainsford@local39.org](mailto:mrainsford@local39.org)>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 49091 - 22/23 (Local 39 Appeal/Protest)

Hello Mike,

Attached is the modified PCS for the Comtel security contract we had discussed for your review.

Sincerely,  
David Woodland  
Chief Engineer  
[Zuckerberg San Francisco General Hospital and Trauma Center](#)  
1001 Potrero Avenue  
Building 2, Room 128  
San Francisco, CA 94110  
628-206-2502

---

**From:** Hiramoto, Kelly (DPH) <[kelly.hiramoto@sfdph.org](mailto:kelly.hiramoto@sfdph.org)>  
**Sent:** Wednesday, February 1, 2023 3:28 PM  
**To:** Woodland, David (DPH) <[david.woodland@sfdph.org](mailto:david.woodland@sfdph.org)>  
**Cc:** Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Rossi, Ron (DPH) <[ron.rossi@sfdph.org](mailto:ron.rossi@sfdph.org)>; Lindsey, Douglas (DPH) <[douglas.lindsey@sfdph.org](mailto:douglas.lindsey@sfdph.org)>  
**Subject:** Re: Receipt of Notice for new PCS over \$100K PSC # 49091 - 22/23 (Local 39 Appeal/Protest)

Hi Dave,

Following up to see if L39 approved the language so I can keep the PSC moving.  
Deadline is 2/08/23 but the DHR PSC Coordinator is going on vacation so requested any PSCs early, if possible.

Thank you.

*Kelly*

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

Special Projects Manager  
SF Department of Public Health

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---

**From:** Hiramoto, Kelly (DPH) <[kelly.hiramoto@sfdph.org](mailto:kelly.hiramoto@sfdph.org)>  
**Sent:** Tuesday, January 24, 2023 3:54 PM  
**To:** Woodland, David (DPH) <[david.woodland@sfdph.org](mailto:david.woodland@sfdph.org)>  
**Cc:** Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Rossi, Ron (DPH) <[ron.rossi@sfdph.org](mailto:ron.rossi@sfdph.org)>; Lindsey, Douglas (DPH) <[douglas.lindsey@sfdph.org](mailto:douglas.lindsey@sfdph.org)>; Ruggels, Michelle (DPH) <[michelle.ruggels@sfdph.org](mailto:michelle.ruggels@sfdph.org)>  
**Subject:** Re: Receipt of Notice for new PCS over \$100K PSC # 49091 - 22/23 (Local 39 Appeal/Protest)

Hi Dave,

Thank you so much for this follow up.  
New draft PSC with the suggested edits incorporated for your review.  
Please let me know if you would prefer other language.

best regards,

Kelly

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

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---

**From:** Woodland, David (DPH) <[david.woodland@sfdph.org](mailto:david.woodland@sfdph.org)>  
**Sent:** Tuesday, January 24, 2023 2:24 PM  
**To:** Hiramoto, Kelly (DPH) <[kelly.hiramoto@sfdph.org](mailto:kelly.hiramoto@sfdph.org)>  
**Cc:** Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Rossi, Ron (DPH) <[ron.rossi@sfdph.org](mailto:ron.rossi@sfdph.org)>; Lindsey, Douglas (DPH) <[douglas.lindsey@sfdph.org](mailto:douglas.lindsey@sfdph.org)>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 49091 - 22/23 (Local 39 Appeal/Protest)

Hi Kelly,

Attached is an email chain between myself and Mike Rainsford who is our interim Local 39 rep. Please edit the PCS document to reflect the language contained in that email. Please let me know if you have any questions or concerns.

Looping in Doug Lindsey.

Sincerely,  
David Woodland  
Chief Engineer  
[Zuckerberg San Francisco General Hospital and Trauma Center](#)  
1001 Potrero Avenue  
Building 2, Room 128  
San Francisco, CA 94110  
628-206-2502

---

**From:** Hiramoto, Kelly (DPH) <[kelly.hiramoto@sfdph.org](mailto:kelly.hiramoto@sfdph.org)>  
**Sent:** Monday, January 23, 2023 12:49 PM  
**To:** Woodland, David (DPH) <[david.woodland@sfdph.org](mailto:david.woodland@sfdph.org)>  
**Cc:** Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Rossi, Ron (DPH) <[ron.rossi@sfdph.org](mailto:ron.rossi@sfdph.org)>  
**Subject:** Re: Receipt of Notice for new PCS over \$100K PSC # 49091 - 22/23 (Local 39 Appeal/Protest)

Sounds good. Last time we had an L39 PSC, Stan provided edits that we found acceptable so the review went really smoothly. We need any edits before 2/08/23. Otherwise, we will have to delay the PSC to the following PSC meeting on 3/20/23. Thank you for tracking it.

Kelly

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

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---

**From:** Woodland, David (DPH) <[david.woodland@sfdph.org](mailto:david.woodland@sfdph.org)>  
**Sent:** Monday, January 23, 2023 12:43 PM  
**To:** Hiramoto, Kelly (DPH) <[kelly.hiramoto@sfdph.org](mailto:kelly.hiramoto@sfdph.org)>  
**Cc:** Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Rossi, Ron (DPH) <[ron.rossi@sfdph.org](mailto:ron.rossi@sfdph.org)>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 49091 - 22/23 (Local 39 Appeal/Protest)

Hi Kelly,

It might be worth working into the PSC document the fact that we have two 7262 – Maintenance Planner positions (Local 39) that are responsible for and oversee this work. One is assigned to all of DPH the other is assigned to ZSFG. Seven years ago we didn't have any. I'll find out if Mike has any issues with it as it stands and I'll find out if that argument carries any weight and we can go from there.

Sincerely,  
David Woodland  
Chief Engineer  
[Zuckerberg San Francisco General Hospital and Trauma Center](#)  
1001 Potrero Avenue  
Building 2, Room 128  
San Francisco, CA 94110  
628-206-2502

---

**From:** Hiramoto, Kelly (DPH) <[kelly.hiramoto@sfdph.org](mailto:kelly.hiramoto@sfdph.org)>  
**Sent:** Monday, January 23, 2023 12:38 PM  
**To:** Woodland, David (DPH) <[david.woodland@sfdph.org](mailto:david.woodland@sfdph.org)>  
**Cc:** Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Rossi, Ron (DPH) <[ron.rossi@sfdph.org](mailto:ron.rossi@sfdph.org)>  
**Subject:** Re: Receipt of Notice for new PCS over \$100K PSC # 49091 - 22/23 (Local 39 Appeal/Protest)

Thank you Dave.

When you reviewed the PSC, was there work in there that you thought should be directed to L39 workers? We felt the OEM needs of the security system moved it to contractors but if you can identify the work that would stay civil service as Stan had indicated, we would be happy to amend the scope.

Thanks.

Kelly

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

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---

**From:** Woodland, David (DPH) <[david.woodland@sfdph.org](mailto:david.woodland@sfdph.org)>  
**Sent:** Monday, January 23, 2023 12:25 PM  
**To:** Hiramoto, Kelly (DPH) <[kelly.hiramoto@sfdph.org](mailto:kelly.hiramoto@sfdph.org)>  
**Cc:** Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Rossi, Ron (DPH) <[ron.rossi@sfdph.org](mailto:ron.rossi@sfdph.org)>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 49091 - 22/23 (Local 39 Appeal/Protest)

Hi Kelly,

I spoke with Local 39. Mike Rainsford is filling in for Stan Eichenberger. I just reached out to him asking for his blessing on the PCS document you had shared before. I will keep at him and let you know if any editing of the language is required.

Sincerely,

David Woodland

Chief Engineer

[Zuckerberg San Francisco General Hospital and Trauma Center](#)

1001 Potrero Avenue

Building 2, Room 128

San Francisco, CA 94110

628-206-2502

---

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

**Sent:** Thursday, January 19, 2023 10:56 AM

**To:** Woodland, David (DPH) <[david.woodland@sfdph.org](mailto:david.woodland@sfdph.org)>

**Cc:** Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Rossi, Ron (DPH) <[ron.rossi@sfdph.org](mailto:ron.rossi@sfdph.org)>

**Subject:** Re: Receipt of Notice for new PCS over \$100K PSC # 49091 - 22/23 (Local 39 Appeal/Protest)

Hi Dave,

Rumor has it Stan is no longer with L39.

Wanted to follow up on this now even though it isn't going to CSC until Mar 6.

If there is going to be an L39 issue with a new Rep, I want to ensure enough time to get it resolved. Otherwise, I will have to pull the PSC and that will delay the contract execution.

Thanks very much.

Kelly

Kelly Hiramoto, LCSW

Acting PSC Coordinator

SF Department of Public Health Business Office

Special Projects Manager

SF Department of Public Health

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---

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

**Sent:** Tuesday, January 10, 2023 2:14 PM

**To:** Woodland, David (DPH) <[david.woodland@sfdph.org](mailto:david.woodland@sfdph.org)>

**Cc:** Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Rossi, Ron (DPH) <[ron.rossi@sfdph.org](mailto:ron.rossi@sfdph.org)>

**Subject:** Re: Receipt of Notice for new PCS over \$100K PSC # 49091 - 22/23 (Local 39 Appeal/Protest)

Hi Dave,

Happy New Year,

Following up on this L39 issue with PSC 49091-22/23 to see if it has resolved or if we need to modify language in the PSC so we can keep our anticipated 3/06/23 CSC date.

Thank you.

Kelly

Kelly Hiramoto, LCSW

Acting PSC Coordinator

SF Department of Public Health Business Office

Special Projects Manager

SF Department of Public Health

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**From:** Woodland, David (DPH) <[david.woodland@sfdph.org](mailto:david.woodland@sfdph.org)>  
**Sent:** Monday, December 19, 2022 12:55 PM  
**To:** Hiramoto, Kelly (DPH) <[kelly.hiramoto@sfdph.org](mailto:kelly.hiramoto@sfdph.org)>  
**Cc:** Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Rossi, Ron (DPH) <[ron.rossi@sfdph.org](mailto:ron.rossi@sfdph.org)>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 49091 - 22/23 (Local 39 Appeal/Protest)

Hi Kelly,

I will reach out to Stan with Local 39 to get his take.

Sincerely,  
David Woodland  
Chief Engineer  
[Zuckerberg San Francisco General Hospital and Trauma Center](#)  
1001 Potrero Avenue  
Building 2, Room 128  
San Francisco, CA 94110  
628-206-2502

---

**From:** Hiramoto, Kelly (DPH) <[kelly.hiramoto@sfdph.org](mailto:kelly.hiramoto@sfdph.org)>  
**Sent:** Monday, December 19, 2022 10:47 AM  
**To:** Woodland, David (DPH) <[david.woodland@sfdph.org](mailto:david.woodland@sfdph.org)>  
**Cc:** Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; Rossi, Ron (DPH) <[ron.rossi@sfdph.org](mailto:ron.rossi@sfdph.org)>  
**Subject:** Fw: Receipt of Notice for new PCS over \$100K PSC # 49091 - 22/23 (Local 39 Appeal/Protest)

Hi Dave,

Can you please review the attached PSC and see Stan Eichenberger's email below.  
We had contemplated whether 7334, 7335 made sense but it seemed those job classes were focused on larger scale equipment and given the OEM needs for the security system, we felt it wouldn't be able to fall to civil service. If you feel otherwise, we are fine to add those job classes but it would be great if we could get some language to include around what SOW will stay with civil service.

Thank you.

*Kelly*

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

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---

**From:** Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>  
**Sent:** Monday, December 19, 2022 10:11 AM  
**To:** Hiramoto, Kelly (DPH) <[kelly.hiramoto@sfdph.org](mailto:kelly.hiramoto@sfdph.org)>; Rossi, Ron (DPH) <[ron.rossi@sfdph.org](mailto:ron.rossi@sfdph.org)>  
**Cc:** Woodland, David (DPH) <[david.woodland@sfdph.org](mailto:david.woodland@sfdph.org)>; Chase, Greg (DPH) <[greg.chase@sfdph.org](mailto:greg.chase@sfdph.org)>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 49091 - 22/23 (Local 39 Appeal/Protest)

I think it will be Dave while Greg is out at LHH dealing with fire alarms.

---

**From:** Hiramoto, Kelly (DPH) <[kelly.hiramoto@sfdph.org](mailto:kelly.hiramoto@sfdph.org)>  
**Sent:** Monday, December 19, 2022 9:59 AM  
**To:** Rossi, Ron (DPH) <[ron.rossi@sfdph.org](mailto:ron.rossi@sfdph.org)>; Longhitano, Robert (DPH) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>  
**Subject:** Fwd: Receipt of Notice for new PCS over \$100K PSC # 49091 - 22/23 (Local 39 Appeal/Protest)

Do you want to have Greg Chase talk to Stan or do you want me to ask Stan for what he proposes they keep?

Kelly

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

Special Projects Manager  
SF Department of Public Health

---

**From:** Stan Eichenberger <[seichenberger@local39.org](mailto:seichenberger@local39.org)>  
**Sent:** Monday, December 19, 2022 8:56:40 AM  
**To:** Hiramoto, Kelly (DPH) <[kelly.hiramoto@sfdph.org](mailto:kelly.hiramoto@sfdph.org)>  
**Cc:** DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>; CivilService, Civil (CSC) <[civilservice@sfgov.org](mailto:civilservice@sfgov.org)>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 49091 - 22/23 (Local 39 Appeal/Protest)

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

Hi Kelly,

The proposed scope of work to be outsource will impede on work that Local 39 represented City employees are currently performing and/or should be performing. Local 39 is requesting that the department reconsider outsourcing the portion of the proposed scope of work that should be done with City employees, and to coordinate this work to be done by Local 39 represented City employees, specifically but not limited to: 7334 and 7335 Stationary Engineers.

Please contact me to discuss the Union's request further.

Respectfully,

Stan Eichenberger  
Business Representative  
IUOE - Stationary Engineers, Local 39

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

From: [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)> On Behalf Of [kelly.hiramoto@SFDPH.org](mailto:kelly.hiramoto@SFDPH.org)  
Sent: Friday, December 16, 2022 4:48 PM  
To: [kelly.hiramoto@SFDPH.org](mailto:kelly.hiramoto@SFDPH.org); Stan Eichenberger <[seichenberger@local39.org](mailto:seichenberger@local39.org)>; Michael Rainsford <[mrainsford@local39.org](mailto:mrainsford@local39.org)>; [grojo@local39.org](mailto:grojo@local39.org); [junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [Ron.Rossi@SFDPH.org](mailto:Ron.Rossi@SFDPH.org); [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)  
Subject: Receipt of Notice for new PCS over \$100K PSC # 49091 - 22/23

RECEIPT for Union Notification for PSC 49091 - 22/23 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 49091 - 22/23 for \$800,000 for Initial Request services for the period 01/01/2023 – 12/31/2028. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/19558> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

# **Additional Attachment(s)**

**City and County of San Francisco**

**Request for Proposals for**

**LENEL ONGUARD \ PRISM SECURITY  
HARDWARE AND SOFTWARE SYSTEM MAINTENANCE  
SERVICES FOR THE DEPARTMENT OF PUBLIC HEALTH**



**Sourcing Event ID: SFGOV-000007219**

Date Issued:	7/7/2022
Letter of Intent Due:	7/21/2022
E Question Session Begin:	7/21/2022
E Question Session End:	7/28/2022
Proposals Due:	8/11/2022 11:00am
Estimated Announcement of Award:	September 2022
Estimated Start Date:	October 2022

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## Attachments:

The following Attachments (A-1, A-2, A-3) are available in three separate zip archives available for download at: the San Francisco City Partner site at:

<https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx>

Click on the Event ID and follow the instructions.

### Attachment 1

**Zip archive name:**  
**A1.zip**

**These forms must be completed and submitted with your proposal in order to be considered.**

1. Letter of Intent.pdf
2. CMD Attachment 2.pdf
3. Proposal Statement.pdf
4. Release of Liability.pdf
5. Minimum Qualifications.pdf
6. Signed Customer Certifications.pdf
7. Budget Form.xls
8. 12L Compliance (Non-Profits Only)

**Non Profit Entities:** If a Proposer is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. Administrative Code, the Proposer must comply with Chapter 12L and include in its Proposal:

(1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to Proposer's meetings and records, and

(2) a summary and disposition of all complaints concerning the Proposer's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. If no such complaints were filed, the Proposer shall include a statement to that effect.

*Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in Proposer's Chapter 12L submissions shall be grounds for rejection of the Proposal and/or termination of any subsequent Agreement reached on the basis of the Proposal.*

---

### Attachment 2

**Zip archive name:**  
**A2.zip**

**Forms and steps a qualified firm must submit or complete within 5 working days after the notification of an award.**

Proposer shall be in compliance with City Vendor requirements in order to sign the City Contract and it is **strongly suggested** that proposers begin compliance immediately at the time of responding to this RFP or no later than the notice of intent to award from the Department.

Files included:

1. MCO Declaration.pdf
2. HCAO Declaration.pdf
3. Register as a bidder in F\$P (for companies that have never done business with the City and County of San Francisco)  
<https://sfcitypartner.sfgov.org/pages/BidderRegistration-BS3/bidder-registration-1.aspx>
4. Register for a Business Tax License  
<http://sftreasurer.org/registration>



5. Non-Construction First Source Employer's Projection of Entry Level Positions. First Source Employer Projection Form 04.01.2021.pdf <https://oewd.org/first-source>  
(After a contract is awarded)
  6. Compliance with Chapter 12B Equal Benefits. Once registered please apply on line through the vendor portal (<https://sfCitypartner.sfgov.org/pages/become-a-supplier.aspx>) for assistance please call (415) 581-2310.
- 

### **Attachment 3**

**Zip archive name:**  
**A3.zip**

#### **For Information Only**

Files included:

1. P-600 SERVICES TEMPLATE
2. P-630 TEMPLATE
3. P-648 TEMPLATE
4. P-648 Appendices
5. P-649 TEMPLATE
6. Insurance Requirements
7. Business Associate Agreement (04-12-2018).pdf
8. Privacy and Security Agreement and All Attachments (06-07-2017)
9. SFDPH Security Evaluation
10. City-Risk-Assessment\_v1.1
11. Data Access Agreement

## **I. Introduction**

### **A. GENERAL**

The Department of Public Health issuing this Request for Proposals (this RFP) in search of firms / proposers that have the necessary qualifications to complete the work set forth in this RFP. Whether a firm has such qualifications will be determined through the evaluation process described in Section VII of this RFP.

The City may use the results of this RFP, at its sole and absolute discretion, for selection of a firm for a term no longer than 9 years including options which may or may not be executed. The City reserves the right to procure services similar or identical to the services specified in this RFP by any other means. No Respondent is guaranteed a contract.

### **B. REFERENCE CHECKS**

If reference checks are needed by DPH to confirm Respondents' experience or Firm qualifications, they will be used to verify the quality of staffing provided to prior clients, adherence to schedules/budgets, problem-solving capabilities, project management capabilities, and the quality of deliverables and outcomes. Please see Attachment A-1.zip, Release of Liability.

### **C. CONTRACT AWARD**

The Department reserves the right to issue multiple contracts to multiple firms that are qualified that submit a proposal. No Contractor is guaranteed work. The Department shall request resources acting in its sole discretion.

Throughout the course of the contract the Department will monitor the performance of the Contractors to whom contracts have been awarded and reserves

the right, acting in its sole discretion, to promote and/or demote Contractors designation as Primary and/or Backup.

The selection of any proposal shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiations and approvals before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time, The Department of Public Health in its sole discretion, may terminate negotiations with the highest ranked proposer and begin contract negotiations with the next highest ranked proposer.

A contract or contract award is not a guarantee of funding for a program or the continuation of services.

**D. PUBLIC DISCLOSURE**

All documents under this solicitation process are subject to public disclosure per the California Public Records Act (California Government Code Section §6250 et. Seq) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Chapter 67). Contracts, Proposals, responses, and all other records of communications between the City and Proposers shall be open to inspection immediately after a contract has been awarded. Nothing in this Administrative Code provision requires the disclosure of a private person’s or organization’s net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit.

If the City receives a Public Records Request (“Request”) pertaining to this solicitation, City will use its best efforts to notify the affected Proposer(s) of the Request and to provide the Proposer with a description of the material that the City deems responsive and the due date for disclosure (“Response Date”). If the Proposer asserts that some or all of the material requested contains or reveals valuable trade secret or other information belonging to the Proposer that is exempt from disclosure and directs the City in writing to withhold such material from production (“Withholding Directive”), then the City will comply with the Withholding Directive on the condition that the Proposer seeks judicial relief on or before the Response Date. Should Proposer fail to seek judicial relief on or before the Response Date, the City shall proceed with the disclosure of responsive documents.

**E. LIMITATION ON COMMUNICATIONS DURING SOLICITATION**

From the date this Solicitation is issued until the date the competitive process of this Solicitation is completed (either by cancelation or final Award), Proposers and their subcontractors, vendors, representatives and/or other parties under Proposer’s control, shall communicate solely with the Contract Administrator whose name appears in this Solicitation. Any attempt to communicate with any party other than the Contract Administrator whose name appears in this Solicitation – including any City official, representative or employee – is strictly prohibited. Failure to comply with this communications protocol may, at the sole discretion of City, result in the disqualification of the Proposer or potential Proposer from the competitive process. This protocol does not apply to communications with the City regarding business not related to this Solicitation.

**F. SCHEDULE**

The anticipated schedule for selecting qualified firms is:

<b>Schedule of Events</b>		
<b>Activity</b>	<b>Time</b>	<b>Due Date</b>
RFP notice mailed to vendors		7/7/2022

Publication of RFP	7/7/2022
Letter of Intent (LOI)	7/21/2022

**THE LETTER OF INTENT IS MANDATORY AND REQUIRED IN ORDER TO  
SUBMIT PROPOSALS.**

E-Questions (begin)	7/21/2022
---------------------	-----------

**ONLY VENDORS THAT SUBMITTED AN LOI BY THE DUE DATE CAN E-MAIL  
QUESTIONS CONCERNING THE SPECIFICS OF THE PROGRAM.**

E-Questions (end)	7/28/2022
-------------------	-----------

<b><u>Submissions Due</u></b>	<b><u>11:00 AM</u></b>	<b><u>8/11/2022</u></b>
-------------------------------	------------------------	-------------------------

*Estimated Dates*

*Initial Review*

*August 2022*

*Technical Review*

*August 2022*

*Announcement of Award*

*September 2022*

*Contract certification*

*October 2022*

*Start Date*

*October 2022*

**G. STANDARD CONTRACT PROVISIONS**

The successful proposer will be required to enter into a contract substantially in the form of the applicable standard City contract template(s) (P-xxx "P-form") located in Attachment A-3 and attached hereto as Attachment A-3, for the requested products or services requested in this solicitation. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

**II. Scope of Work and Project Tasks and Deliverables**

This scope of work is a general guide to the work SFDPH expects to be performed, and is not a complete listing of all services, deliverables, tasks, milestones, that may be required or desired. The Contractor is expected to have submitted a detailed task-by-task scope of work as part of their response to this RFP. Once the vendor has been selected, SFDPH will be allowed to interview selected personnel for the project.

There is no guarantee of a minimal amount of work or compensation for any Proposer selected for contract negotiations. If the Contractor is unable to match the rates as proposed in this RFP, the SFDPH reserves the right to select alternative firms.

**A. SCOPE OF WORK – MAINTENANCE OF SYSTEM:**

This scope of work is a general guide to the work SFDPH expects to be performed, and is not a complete listing of all services, deliverables, tasks, milestones, that may be required or desired. The Contractor is expected to have submitted a detailed task-by-task scope of work as part of their response to this RFP. Once the vendor has been selected, SFDPH will be allowed to interview selected personnel for the project.

There is no guarantee of a minimal amount of work or compensation for any Proposer selected for contract negotiations. If the Contractor is unable to match the rates as proposed in this RFP, the SFDPH reserves the right to select alternative firms.

**Maintenance Definition: Routine, recurring, and usual work for the preservation, protection and keeping of any publicly owned facility for its intended purposes in a safe and continually usable condition for which it was designed, improved, constructed, altered or repaired.**

The San Francisco Department of Public Health (DPH) seeks a qualified Lenel OnGuard\Prism vendor to provide maintenance to ensure that the System, as defined below, remains in the continually usable condition for which it was designed, improved, constructed, altered, or repaired, at various sites within DPH.

As part of "usual work for preservation" of the System, Maintenance shall include comprehensive Systems assessments, including System documentation, System growth needs, System deficiencies if any, and System, gap analysis at periodic times requested by City and agreed to by Contractor.

In General, the System includes:

1. Headend servers located ZSFG;
2. Security Operations Center at ZSFG, which monitors and responds to device and cctv alarms; and
3. A badging station at ZSFG.

The complete System is comprised of an access/alarm system and a video management system which integrate with each other.

The system is currently comprised of eight active sites with a roadmap to add additional sites over the duration of this contract with at least six additional sites currently identified. The Assessment will include the eight active sites plus the six currently identified additional sites for a total of fourteen sites.

Maintenance services proposed under this RFP shall be for the eight current sites. Additional sites will be quoted by the vendor selected from this RFP as they come online. The selected contractor will maintain those sites as required at an additional cost to the City.

## **B. SYSTEM COMPONENTS**

The following is a partial list of System Hardware and Software components to be assessed and maintained. It will be the selected vendor's obligation to inventory and assess the System and then to provide maintenance services for the System as defined above.

1. Application Servers
  - a. OnGuard version 7.3 (1),
  - b. Prism (1),
  - c. Communication (1)
2. Client Workstations - 9
3. Lenel Field Panels – 67
4. Associated Field Panels – 4
5. Bosch Field Panels - 4
6. Video Archive Servers – 17 (9 High Resolution, 8 Low Resolution)

7. CCTV – 720 consisting of static and PTZ cameras
8. Card Readers – number unknown
9. Door Contacts – number unknown
10. Perimeter Alarms – number unknown
11. Duress Buttons – number unknown
12. Motion Detectors – number unknown

**C. RFP REQUIREMENTS – PROPOSALS MUST INCLUDE THE FOLLOWING**

**1. Maintenance:**

- i. Proposer to provide quote for System Maintenance, with an initial term of 5 years plus 4 one-year additional options.
- ii. Proposer to identify all licenses that Proposer possesses enabling Proposer to perform System maintenance.
- iii. Proposer to describe their process for performing comprehensive System maintenance.
- iv. Proposer to describe their process to provide System updates and upgrades (as approved by City) as needed for administrative and operational software at each hospital/location to current stable release.
- v. Proposer to describe their process for onsite / virtual training for support and administrative staff responsible for day to day operations, administration, support, and detail training program(s).
- vi. Proposer to describe in list or narrative form its Response Time, and Service Level Agreements, including Service Credits (as applicable), and how these will be calculated and applied
- vii. Proposer to describe ability to provide as-needed hours of services on a time and material basis. Prior approval required to execute work against hours. SFDPH will not be invoiced for unused hours. Hours can be used for:
  - a. Project Management
  - b. Solution Engineering
  - c. Performance Management, Tuning and Testing
  - d. Application Configuration and Testing
  - e. Other resources provided by the proposer to support the System over the life of the agreement.

**D. PROPOSAL RESPONSE COMPONENTS**

**In order to participate and respond to this RFP, a proposer must submit a Letter of Intent by the due date of the Letter of Intent.**

Proposers are to address the following in narrative format.

1. Response and Approach to the Project Scope of Work

- a. Please describe in narrative form your business experience and your approach to the project scope of work listed in Section II.
    - i. Proposers shall describe the organizational capacity and process of providing the work specified in Section II
    - ii. Proposers shall describe the process, approach and methodology delivering the requested services listed in Section II.
    - iii. Discuss how proposer will approach and carry out the requested work effort in Section II.
    - iv. Any limitations or restrictions on service
    - v. Staffing capacity
2. Firms Qualifications
- a. Please describe your firm's background and qualifications which addresses the following:
    - i. Name, address, and telephone number of a contact person.
    - ii. A brief description of your firm, as well as how any joint venture or association would be structured.
    - iii. A description of at least one project / contract similar in size and scope prepared by your firm including client, reference and telephone numbers, staff members who worked on each project, budget, schedule, outcomes and project summary. Description should be limited to one page for each project.
3. Staff and Team Experience
- a. Respondents must list and provide the resumes of the roles/team of staff members being proposed to fulfill the Scope of Work and Project Tasks and Deliverables in Section II of this RFP.
  - b. Resumes should include each staff members' level of effort, title, role, availability, length of duration with proposed firm, possible start date for the project, and location of the staffs' office.
  - c. Briefly summarize their qualifications, experience, and education in providing services comparable to those requested under this RFP.
4. Budget (Rates)

**If the final Contractor is selected and is unable to match the rates submitted in this RFP, the City reserves the right to select alternative firms. All Proposal components, including but not limited to resumes, rate sheets, and proposal narratives, may be subject to public disclosure.**

For this RFP, the cost proposal (Budget Form.xls) shall contain the following required elements:

- a. SCORED: System Assessment quote (to be delivered in Year One, one-time service; see Section II.B)
- b. SCORED: System Maintenance Quote (to be delivered in Years 1-5 with an Option for Years 6-9; ongoing services; see Section II. A).  
Items (a) and (b) will be combined and the total cost for both items will be the budget number evaluated
- c. NOT SCORED: Rate Card for hourly fees if requested by the City
- d. NOT SCORED: Optional Items which support proposed solution

**E. PROPOSED STAFF REQUIREMENTS**

- 1. **Licenses:** Contractor must possess all licenses and/or permits necessary to provide the services specified and as required by the laws of the United States, the State of California, and the City and County of San Francisco.
- 2. **Optional Reference Checks:** Proposers may be subject to reference checks and/or interviews prior to DPH selection for contract negotiations. Please see Attachment A-1.zip, Release of Liability.
- 3. **Right To Dismiss:** The City has the absolute right to approve or disapprove of any persons sent by any Contractor in response to orders for services and/or the right to dismiss assigned personnel at any time

The Proposer must submit a budget comprised of all the items listed in Section II. Please complete the Budget Form in Attachment I.

<b>Guaranteed Maximum Price Items</b>
<p>1. <b>Scored:</b> (Page 1; Budget Form.xls)</p> <ul style="list-style-type: none"> <li>a) The respondent will propose a deliverable based budget for the initial project comprised of all items in the Scope of Work Section.</li> </ul> <p>2. <b>Unscored:</b> (Page 2; Budget Form.xls)</p> <ul style="list-style-type: none"> <li>a) The respondent may propose optional services and rate cards, which may or may not be executed by The City</li> <li>b) Travel Budget</li> </ul>

**F. PROPOSED STAFF REQUIREMENTS**

- 4. **Licenses:** Contractor must possess all licenses and/or permits necessary to provide the services specified and as required by the laws of the United States, the State of California, and the City and County of San Francisco.

5. **Optional Reference Checks:** Proposers may be subject to reference checks and/or interviews prior to DPH selection for contract negotiations. Please see Attachment A-1.zip, Release of Liability.
6. **Right To Dismiss:** The City has the absolute right to approve or disapprove of any persons sent by any Contractor in response to orders for services and/or the right to dismiss assigned personnel at any time.

### **III. PERFORMANCE, CONTRACT MONITORING AND LIQUIDATED DAMAGES**

#### **A. PARTICIPATE IN SFDPH PERFORMANCE IMPROVEMENT PROCESS (PIP) AND CONTRACT MONITORING**

SFDPH requires vendors to participate in periodic and annual review of the contract deliverables. SFDPH will work with the vendor to select appropriate measurable data to use as a measure of satisfactory delivery of the service or products. This may include delivering various reports or data periodically to SFDPH so that the information may be prepared for the SFDPH Contracts office review. The data or reports are agreed to mutually by the vendor and the SFDPH contracts manager.

#### **B. LIQUIDATED DAMAGES**

If applicable the Department reserves the right to include liquidated damages in any final Statement of Work negotiated between the parties.

### **IV. MINIMUM QUALIFICATIONS**

**Proposals that do not satisfy the following minimum qualifications will be deemed non-responsive and will not be scored. Compliance with the Minimum Qualifications require completion of the following forms in Attachment A-1.**

#### **A. MANDATORY CUSTOMER CERTIFICATIONS (SIGNED CUSTOMER CERTIFICATIONS.PDF)**

The Proposer must submit 3 signed customer certification that meet the following:

1. Verification that Proposer provided successful maintenance for a Lenel security/cctv system over the last five years.

**Documented by completing the signed customer certification form (Signed Customer Certifications.pdf) in Attachment A-1 (e-signatures are acceptable)**

**Note: Customers listed elsewhere in the proposal cannot be submitted in lieu of completing the signed customer certifications form. If no customer is listed on the signed customer certifications form you will be disqualified.**

*If a customer is unable to sign a customer certification form, the respondent must include valid contact information for The City to contact and verify services indicated above. The City will only attempt to contact the listed customer contact three (3) times. **The City reserves the right to deem non-responsive** any Proposer who submits invalid customer contact, or if the customer contact is unreachable. If the engagement was not serviced by the firm submitting the Letter of Intent, please indicate the name of the Subcontractor, this information is helpful when verifying services.*

#### **B. MINIMUM QUALIFICATION REQUIREMENTS (MINIMUM QUALIFICATIONS.PDF)**

The Proposer must meet the following qualifications:



1. Proposer must be able to be on site at ZSFG within four hours of receipt of a service call.
2. Proposer must be properly licensed to perform maintenance on the Lenel OnGuard and Prism System.
3. Proposer must have a California state C7 Low Voltage license.
4. Proposer must be registered with the California state Bureau of Security & Investigative Services.
5. Proposer must have staff with the following Lenel Certification levels.
  - a. 2 Professional-Level Lenel Certification
  - b. 2 Expert-Level Lenel Certification
  - c. 1 Associate-Level Lenel Certification
6. Proposer must have staff certified to maintain the following systems:
  - a. Bosh Alarm/Dialer
  - b. RGB Video Management System

**C. MANDATORY CONTRACT REQUIREMENTS**

1. The Proposer must complete and submit all Minimum Qualification Forms.
  - a) Customer Certification Form (Customer Certifications.pdf)
  - b) Minimum Qualifications Form (Minimum Qualifications.pdf)
2. The Proposer must complete the Budget utilizing the Budget Form.xls in attachment A-1 Budget (Rates) Form

**V. SUBMISSION OF PROPOSALS**

**A. Proposal Due Date and Location to Submit**

Proposals must be received by **11:00 a.m. on 8/11/2022**. Proposals that are submitted by fax or email will NOT be accepted. Postmarks will not be considered in judging the timeliness of submissions. The Department is not responsible for Proposals lost or not delivered by your courier of choice. Courier / package tracking is recommended. Proposals may be delivered in person or mailed to:

Ron Rossi  
 San Francisco Department of Public Health  
 Office of Contracts Management  
 101 Grove St. Rm. 410  
 San Francisco, CA 94102

If delivering by mail or courier, please email a tracking # (if available) or notice of mailing to the individuals listed below:

ron.rossi@sfdph.org  
 Phone (415) 554-2839; FAX (415) 554-2555

**B. Format**

Proposers shall submit:

[1] Original copy of the proposal, clearly marked "Original Proposal of SFGOV-0000007219"

[1] Copy of required CMD Forms (located in Attachment A-1.zip) in a separately sealed package, clearly marked "CMD FORMS SFGOV-0000007219"

All items to be delivered to the above location. Proposals that are submitted by fax or email will NOT be accepted. Late submissions will follow the process in Item D of this section.

**C. Hardcopy**

Place proposals in three-ring binders for the review panel. Please use recycled paper, print double-sided to the maximum extent practical, use recycled paper that is comprised of minimum of 30% post-consumer materials, and bind the proposal with a binder clip, rubber band, or single staple, or submit it in a three-ring binder. Please do not bind your proposal with a spiral binding, glued binding, or anything similar. You may use tabs or other separators within the document.

For word processing documents, the department prefers that text be unjustified (i.e., with a ragged-right margin) and use a serif font (e.g., Times Roman, and not Arial), and that pages have margins of at least 1" on all sides (excluding headers and footers).

**D. Late Submissions**

Submissions are due at Noon on the due date. Postmarks will not be considered in judging the timeliness of submissions. Submissions received after the noon deadline but before 12:01 P.M. the following day will be accepted due to extenuating circumstances at the sole discretion of the Director of Health. Organizations/agencies/firms that submit submissions within this grace period must provide a letter explaining the extenuating circumstances by 12:00 noon of the second day. Decisions of the Director of Health to accept or reject the submission during the grace period will not be appealable. Following the 24-hour grace period no late submissions will be accepted for any reason and there will be no appeal.

All submissions shall be firm offers and may not be withdrawn for a period of three hundred sixty five (365) days following the last day of acceptance

**VI. SELECTION CRITERIA AND OPTIONAL ORAL INTERVIEWS**

The proposals submitted will be evaluated by a selection committee comprised of parties with expertise in the requested application. The City intends to evaluate the qualifications generally in accordance with the criteria itemized below. At any time during the evaluation process, the City may require a firm to provide oral or written clarification of its submission.

**A. Selection Criteria**

<b>Selection Criteria</b>	<b>Maximum Points</b>
<b>Screening of Minimum Qualifications (All items in Section IV)</b> <i>Proposals will only be evaluated if minimum qualifications are met.</i>	Pass/Fail

<p><b>Response to the Firm Qualifications and Staff and Team Experience</b></p> <p>a) Proposer’s capacity and resources to provide the services under this RFP.  b) Proposer’s depth and relevance of experience providing services comparable to those requested under this RFP.  c) Clarity and appropriateness of proposed staffing structure and roles.  d) Appropriateness of proposed staff roles and responsibilities.  e) Applicability of proposed staff qualifications, experience and education.</p>	40
<p><b>Response &amp; Approach to the Project Scope of Work</b></p> <p>a) Clarity and appropriateness of proposed approach, plan and suggestions to all listed items in Section II.  b) Proposer’s capacity and resources to provide the services under this RFP.  c) Proposer’s depth and relevance of experience providing services comparable to those requested under this RFP.  d) Applicability of proposed staff qualifications, experience and education.</p>	35
<p><b>Budget (Rates)</b></p> <p>a) Cost will be evaluated based on the pricing information submitted by the Proposer on the Budget Form.xls in Attachment 1. The maximum number of possible points for this row will be awarded to the Cost Proposal with the lowest rates and total cost to satisfy all items in this RFP. All other proposers will receive a percentage of the remaining points. The firm with the lowest "Total Cost" will receive all 25 points. Points will be assigned to all other proposals by dividing the lowest "Total Cost" by the other proposal(s) "Total Cost" and multiplying by 25 points.</p>	25
<p><b>TOTAL AVAILABLE POINTS</b></p>	<b>100</b>

**B. Optional Oral Interviews**

The Contract Monitoring Division (CMD) may adjust scores of submissions eligible for a LBE bidder rating bonus. CMD score adjustment will take place at every stage of the selection process.

Following the evaluation of the written proposals and price proposals, both scores (or CMD adjusted scores) will then be tabulated and proposers will be ranked starting with the proposer receiving the highest score, then continuing with the proposer receiving the second highest score, and so on. The three (3) proposers receiving the highest scores may be invited to an oral interview/demonstration presentation. The City will determine the format and the scoring criteria to be used during the interview/demonstration presentation.

The interview/demonstration presentation will consist of either or both standard questions asked of each of the proposers, and questions of clarification for specific proposals. The selection panel will evaluate each proposer based on their presentation and/or responses. After the oral interview/demonstration presentation, the City will combine all scores (or CMD adjusted scores), rank the proposers and select the highest ranked proposer to enter into agreement

with. If interviews/demonstration presentations are conducted, they will be worth 100 points based on a set of criteria established following review of written proposals. The 100 points possible awarded for interviews/demonstration presentations will be added to the 100 possible points awarded during the Proposal Evaluation process for a total of 200 points.

## **VII. E-Question Session**

### **A. E-QUESTION SESSION**

Firms can e-mail questions concerning the specifics of any of the service categories. The E-Question session shall begin **7/21/2021** and run through **7/28/2022**. The questions will be answered by program staff. This is the only opportunity vendors can ask direct programmatic questions of the Departmental staff. All questions are to be directed to the following e-mail address: [ron.rossi@sfdph.org](mailto:ron.rossi@sfdph.org).

## **VIII. Terms and Conditions for Receipt of Proposals**

### **A. SOLICITATION ERRORS AND OMISSIONS**

Proposers are responsible for reviewing all portions of this Solicitation. Proposers are to promptly notify the City, in writing and to the Solicitation contact person if the Proposer discovers any ambiguity, discrepancy, omission, or other error in the Solicitation. Any such notification should be directed to the City promptly after discovery, but in no event later than the deadline for questions. Modifications and clarifications will be made by Addenda as provided below.

### **B. INQUIRIES REGARDING RFP**

Inquiries regarding the RFP and all oral notifications of an intent to request written modification or clarification of the RFP, must be directed to:

Ron Rossi  
San Francisco Department of Public Health  
Office of Contracts Management  
101 Grove St. Rm. 410  
San Francisco, CA 94102  
Phone (415) 554-2839; FAX (415) 554-2555  
[ron.rossi@sfdph.org](mailto:ron.rossi@sfdph.org) (E-Mail Preferred)

### **C. OBJECTIONS TO SOLICITATION TERMS**

Should a Proposer object to any provision set forth in this RFP on grounds that the provision contains an error or is ambiguous, the Proposer must, no later than the closing date for proposal submission, provide written notice to the person listed in item B of Section VIII setting forth with specificity the grounds for such objection. The failure of a Proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection. Any ambiguous RFP solicitation term or requirement must be protested before the closing date for proposals.

### **D. SOLICITATION ADDENDA**

The City may modify this Solicitation, prior to the Proposal due date, by issuing an Addendum to the Solicitation, which will be posted on the San Francisco Supplier Portal. Every Addendum will create a new version of the Sourcing Event and Proposers must monitor the event for new versions. **The Proposer shall be responsible for ensuring that its Proposal**

**reflects any and all Solicitation Addenda issued by the City prior to the Proposal due date regardless of when the Proposal is submitted.** Therefore, the City recommends that the Proposer consult the website frequently, including shortly before the Proposal due date, to determine if the Proposer has downloaded all Solicitation Addenda. It is the responsibility of the Proposer to check for any Addenda, Questions and Answers documents, and updates, which may be posted to the subject Solicitation.

**THE SUBMITTAL OF A RESPONSE TO THIS SOLICITATION SHALL EXPLICITLY STIPULATE ACCEPTANCE BY THE PROPOSERS OF THE TERMS FOUND IN THIS SOLICITATION, ANY AND ALL ADDENDA ISSUED TO THIS SOLICITATION, AND THE PROPOSED CONTRACT TERMS.**

#### **E. PROPOSAL TERM**

Submission of a Proposal signifies that the proposed products, services and prices are valid for 365 calendar days from the Proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity. At Proposer's election, the Proposal may remain valid beyond the 365-day period in the circumstance of extended negotiations.

#### **F. REVISION TO PROPOSAL**

A Proposer may revise a Proposal on the Proposer's own initiative at any time before the deadline for submission of Proposals. The Proposer must submit the revised Proposal in the same manner as the original. A revised Proposal must be received on or before, but no later than the Proposal due date and time. In no case will a statement of intent to submit a revised Proposal, or commencement of a revision process, extend the Proposal deadline for any Proposer. At any time during the Proposal evaluation process, the City may require a Proposer to provide oral or written clarification of its Proposal. The City reserves the right to make an award without further clarifications of Proposals received.

#### **G. PROPOSAL ERRORS AND OMISSIONS**

Failure by the City to object to an error, omission, or deviation in the Proposal will in no way modify the Solicitation or excuse the Proposer from full compliance with the specifications of this Solicitation or any contract awarded pursuant to this Solicitation.

#### **H. FINANCIAL RESPONSIBILITY**

The City accepts no financial responsibility for any costs incurred by a Proposer in responding to this Solicitation. Proposers acknowledge and agree that their submissions in response to this Solicitation will become the property of the City and may be used by the City in any way deemed appropriate.

#### **I. PROPOSER'S OBLIGATIONS UNDER THE CAMPAIGN REFORM ORDINANCE**

Proposers must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code. Local law prohibits City elected officials from soliciting or accepting contributions from any person or entity seeking to enter into a contract or grant worth \$100,000 or more with the City, if the contract or grant requires their approval or the approval of their appointees to the board of a state agency. This restriction applies to the party seeking the contract or grant, the party's board of directors, chairperson, chief executive officer, chief financial officer, chief operating officer, any person with an ownership interest greater than ten percent, and any political committees controlled or sponsored by the party, as well as any subcontractors listed in the

awarded contract or Proposal. The law both prohibits the donor from giving contributions and prohibits the elected official from soliciting or accepting them.

A person or entity that contracts with the City may not make a campaign contribution to an elected official if the contract would require approval by that official, a board on which the official serves, or a board of a state agency on which an appointee of the official sits. The people and entities listed in the preceding paragraph may not make a campaign contribution to the elected official at any time from the submission of a Proposal for a contract until either: (1) negotiations are terminated and no contract is awarded or no grant is approved; or (2) twelve months have elapsed since the award of the contract or approval of the grant.

A violation of Section 1.126 may result in the criminal, civil, or administrative penalties. For further information, Proposers should contact the San Francisco Ethics Commission at (415) 252-3100.

#### **J. SUNSHINE ORDINANCE**

In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses to RFPs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

#### **K. CONFLICTS OF INTEREST**

The successful proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful proposer might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful proposer that the City has selected the proposer.

#### **L. RESERVATIONS OF RIGHTS BY THE CITY**

The issuance of this Solicitation does not constitute a guarantee by the City that a contract will be awarded or executed by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, Proposal, or Proposal procedure;
2. Reject any or all proposals;
3. Reissue the Solicitation;

4. Prior to submission deadline for Proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this Solicitation, or the requirements for contents or format of the Proposals;
5. Procure any materials, equipment or services specified in this Solicitation by any other means; or
6. Determine that the subject goods or services are no longer necessary.

#### **M. NO WAIVER**

No waiver by the City of any provision of this Solicitation shall be implied from the City's failure to recognize or take action on account of a Proposer's failure to comply with this Solicitation.

#### **N. OTHER**

1. The City may make such investigation, as it deems necessary, prior to the award of this contract to determine the conditions under which the goods are to be delivered or the work is to be performed. Factors considered by the City shall include, but not be limited to:

- a. Any condition set forth in this Solicitation;
- b. Adequacy of Proposer's plant facilities and/or equipment, location and personnel location to properly perform all services called for under the Purchase Order; and
- c. Delivery time(s)..

2. City reserves the right to inspect an awarded Proposer's place of business prior award of and/or at any time during the contract term (or any extension thereof) to aid City in determining an awarded Proposer's capabilities and qualifications.

3. Failure to timely execute a contract, or to furnish any and all insurance certificates and policy endorsements, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another Proposer and may proceed against the original selectee for damages.

4. City reserves the right to reject any Proposal on which the information submitted by Proposer fails to satisfy City and/or if Proposer is unable to supply the information and documentation required by this Solicitation within the period of time requested.

5. Any false statements made by a Proposer or any related communication/clarification may result in the disqualification of its Proposal from receiving further evaluation and a contract award.

#### **IX. City's Social Policy Requirements**

The San Francisco Municipal Code establishes a number of requirements for people seeking to do business with the City ("Social Policy Requirements"). The Social Policy Requirements set forth below are NOT intended to be a complete list of all Social Policy Requirements applicable to this Solicitation and any contracts awarded from it. *Refer to the standard City contract template(s)*

*(P-xxx "P-form") located in Attachment A-3, for additional details related to the application of a particular Ordinance to a contract awarded pursuant to this Solicitation.*

**A. PROPOSERS UNABLE TO DO BUSINESS WITH THE CITY**

**1. Generally**

Proposers that do not comply with laws set forth in San Francisco's Municipal Codes may be unable to enter into a contract with the City. Laws applicable to this Solicitation are set forth below and in the standard City contract template(s) (P-xxx "P-form") as applicable, to the requested products or services located in Attachment A-3.

**2. Administrative Code Chapter 12X**

Subject to certain exceptions, Proposers are advised that this Solicitation is subject to the requirements of Administrative Code Chapter 12X, which prohibits the City from entering into a contract with a Proposer that (a) has its headquarters in a state that has enacted a law that perpetuates discrimination against LGBT people and/or has enacted a law that prohibits abortion prior to the viability of the fetus, or (b) will perform any or all of the work on the contract in such a state. Chapter 12X requires the City Administrator to maintain a list of such states, defined as "Covered States" under Administrative Code Sections 12X.2 and 12X.12. The list of Covered States is available on the website of the City Administrator (<https://sfgsa.org/chapter-12x-state-ban-list>). Proposers will be required to certify compliance with Chapter 12X as part of its Proposal, unless the City determines that a statutory exception applies. *Refer to the standard City contract template(s) (P-xxx "P-form") located in Attachment A-3, for additional details related to the application of a particular Ordinance to a contract awarded pursuant to this Solicitation.*

**3. Administrative Code Chapter 12B**

A Proposer selected pursuant to this Solicitation may not, during the term of the Agreement, in any of its operations in San Francisco, on real property owned by San Francisco, or where work is being performed for the City elsewhere in the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in §12B.2(b) of the San Francisco Administrative Code. *Refer to the standard City contract template(s) (P-xxx "P-form") located in Attachment A-3, for additional details related to the application of a particular Ordinance to a contract awarded pursuant to this Solicitation.*

**B. RESERVED (PREVAILING WAGE ORDINANCE)**

**C. HEALTH CARE ACCOUNTABILITY ORDINANCE**

A Proposer selected pursuant to this Solicitation shall comply with the requirements of Chapter 12Q. For each Covered Employee, an awarded Proposer shall provide the appropriate health benefit set forth in Section 12Q.3 of the Health Care Accountability Ordinance (HCAO). If a Proposer selected pursuant to this Solicitation chooses to offer the health plan option, such health plan shall meet the minimum standards set forth by the San Francisco Health Commission. Information about and the text of the Chapter 12Q and the Health Commission's minimum standards available at <http://sfgov.org/olse/hcao>. Any Subcontract entered into by Proposer shall



also be required to comply with the requirements of the HCAO and shall contain contractual obligations substantially the same as those set forth in this section. *Refer to the standard City contract template(s) (P-xxx "P-form") located in Attachment A-3, for additional details related to the application of a particular Ordinance to a contract awarded pursuant to this Solicitation.*

**D. MINIMUM COMPENSATION ORDINANCE**

A Proposer selected pursuant to this Solicitation shall comply with Administrative Code Chapter 12P. A Proposer selected pursuant to this Solicitation shall pay covered employees no less than the minimum compensation required by San Francisco Administrative Code Chapter 12P, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. A Proposer selected pursuant to this Solicitation is subject to the enforcement and penalty provisions in Chapter 12P. Information about and the text of the Chapter 12P is available on the web at <http://sfgov.org/olse/mco>. *Refer to the standard City contract template(s) (P-xxx "P-form") located in Attachment A-3, for additional details related to the application of a particular Ordinance to a contract awarded pursuant to this Solicitation.*

**E. FIRST SOURCE HIRING PROGRAM**

A Proposer selected pursuant to this Solicitation shall comply with all of the provisions of the First Source Hiring Program, Chapter 83 of the San Francisco Administrative Code that apply to this Agreement and an awarded Proposer is subject to the enforcement and penalty provisions in Chapter 83. *Refer to the standard City contract template(s) (P-xxx "P-form") located in Attachment A-3, for additional details related to the application of a particular Ordinance to a contract awarded pursuant to this Solicitation.*

**F. LBE RATING BONUS AND BID DISCOUNTS**

Pursuant to Chapter 14B Local Business Enterprise (LBE) Program, rating bonuses or bid discounts, as the case may be, shall apply to the procurement of the goods or services, as applicable, being procured through this Solicitation in the manner described below. **The rating bonus or bid discount, as the case may be, apply at each phase of the selection process.**

**1. Rating Bonus/Bid Discount for General and Professional Services**

<b>Estimated Contract Value</b>	<b>Small/Micro LBEs Rating Bonus</b>	<b>SBA LBEs Rating Bonus</b>
Greater than \$10,000 but less than or equal to \$400,000	10%	0%
Greater than \$400,000 but less than or equal to \$10,000,000.	10%	5% <i>So long as it does not adversely affect a Small or Micro-LBE Proposer or a JV with LBE participation.</i>
Greater than \$10,000,000 but less than or equal to \$20,000,000.	2%	2%

**2. Rating Bonus/Bid Discount for General and Professional Services by Joint Ventures**

<b>Estimated Contract Value</b>	<b>Small/Micro LBE Participation Level</b>	<b>Rating Bonus</b>
Greater than \$10,000 but less than or equal to \$10,000,000.	Equals or exceeds 35%, but less than 40%	5%
	Equals or exceeds 40%, but less than 100%	7.5%
	100%	10%
If applying for an LBE rating discount as a Joint Venture (JV), the Micro and /or Small-LBE must be an active partner in the JV and perform work, manage the job and take financial risks in proportion to the required level of participation stated in the Proposal, and must be responsible for a clearly defined portion of the work to be performed and share in the ownership, control, management responsibilities, risks, and profits of the JV. The portion of the Micro and/or Small-LBE JV's work shall be set forth in detail separately from the work to be performed by the non-LBE JV. The Micro and/or Small-LBE JV's portion of the contract must be assigned a commercially useful function.		

**3. Reserved (Rating Bonus/Bid Discount for Commodities)**

**G. LBE SUBCONTRACTING REQUIREMENTS AND GOOD FAITH OUTREACH**

- 1. Deleted – LBE Goals and Outreach do not apply. CMD Waiver was granted (LBE Subcontracting Participation Requirements)**
- 2. Deleted – LBE Goals and Outreach do not apply. CMD Waiver was granted (LBE Good Faith Outreach)**
- 3. Deleted – LBE Goals and Outreach do not apply. CMD Waiver was granted (LBE Participation Requirements and Good Faith Outreach Forms)**
- 4. Required CMD 2 Attachment Forms**

All response packages submitted must include the following CMD Forms from CMD Attachment 2 located in Attachment A-1

- a) CMD Form 2A: LBE Participation Form
- b) CMD Form 3
- c) CMD Form 4: Joint Venture Form (if applicable)
- d) CMD Form 5: Employment Form

Failure to complete, sign and submit each of the required CMD Forms may result in the response package being deemed non-responsive and rejected.

**5. CMD Compliance Officer**

The CMD Compliance Officer (CCO) for this project is:

Regina Chan  
 Contract Monitoring Division  
 City and County of San Francisco  
 Tel: 415.581.22322

Email: . regina.chan@sfgov.org  
Website: [www.sfgov.org/cmd](http://www.sfgov.org/cmd).

## **6. LBE Payment and Utilization Tracking**

An awarded Proposer shall pay LBE subcontractors within three business days as provided under Chapter 14B.7(H)(9). Within ten business days of City's payment of an invoice, the awarded Proposer shall confirm that all subcontractors have been paid in the Payment Module of the City's Supplier Portal unless instructed otherwise by CMD. Failure to submit all required payment information to the City's Financial System with each payment request may result in the withholding of 20% of the payment due. Self-Service Training is located at this link: <https://sfcitypartnersfgov.org/pages/training.aspx>.

### **H. RESERVED (SWEATFREE PROCUREMENT)**

### **I. OTHER SOCIAL POLICY PROVISIONS**

Attachment A-3, contains the standard City contract template(s) (P-xxx "P-form") which identifies other City applicable social policy provisions related to a contract awarded pursuant to this Solicitation. Proposers are encouraged to carefully review these terms and ensure they are able to comply with them.

## **X. Department of Public Health Specific Contract Requirements**

### **A. PROTECTED HEALTH INFORMATION AND BAA**

The parties acknowledge that CITY is a Covered Entity as defined in the Healthcare Insurance Portability and Accountability Act of 1996 ("HIPAA") and is required to comply with the HIPAA Privacy Rule governing the access, use, disclosure, transmission, and storage of protected health information (PHI) and the Security Rule under the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("the HITECH Act").

### **The parties acknowledge that CONTRACTOR will:**

1.  Do **at least one** or more of the following:
  - A. Create, receive, maintain, or transmit PHI for or on behalf of CITY/SFDPH (including storage of PHI, digital or hard copy, even if Contractor does not view the PHI or only does so on a random or infrequent basis); or
  - B. Receive PHI, or access to PHI, from CITY/SFDPH or another Business Associate of City, as part of providing a service to or for CITY/SFDPH, including legal, actuarial, accounting, consulting, data aggregation, management, administrative, accreditation, or financial; or
  - C. Transmit PHI data for CITY/SFDPH and require access on a regular basis to such PHI. (Such as health information exchanges (HIEs), e-prescribing gateways, or electronic health record vendors)

**For purposes of this Agreement, Contractor is a Business Associate of CITY/SFDPH, as defined under HIPAA. Contractor must comply with and complete the following attached documents, incorporated to this Agreement as though fully set forth herein:**

- a. **Appendix E** SFDPH Business Associate Agreement (BAA) (04-12-2018)
  1. SFDPH Attestation 1 PRIVACY (06-07-2017)
  2. SFDPH Attestation 2 DATA SECURITY (06-07-2017)
2.  **NOT do any of the activities listed above in subsection 1;**

Contractor is not a Business Associate of CITY/SFDPH. Appendix E and attestations are not required for the purposes of this Agreement.

**B. PROTECTED HEALTH INFORMATION**

Contractor, all subcontractors, all agents and employees of Contractor and any subcontractor shall comply with all federal and state laws regarding the transmission, storage and protection of all private health information disclosed to Contractor by City in the performance of this Agreement. Contractor agrees that any failure of Contractor to comply with the requirements of federal and/or state and/or local privacy laws shall be a material breach of the Contract. In the event that City pays a regulatory fine, and/or is assessed civil penalties or damages through private rights of action, based on an impermissible use or disclosure of protected health information given to Contractor or its subcontractors or agents by City, Contractor shall indemnify City for the amount of such fine or penalties or damages, including costs of notification. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Contract.

**C. EXCLUSION LISTS AND EMPLOYEE VERIFICATION**

Upon hire and monthly thereafter, Contractor will check the exclusion lists published by the Office of the Inspector General (OIG), General Services Administration (GSA), and the California Department of Health Care Services (DHCS) to ensure that any employee, temporary employee, volunteer, consultant, or governing body member responsible for oversight, administering or delivering state or federally-funded services who is on any of these lists is excluded from (may not work in) your program or agency. Proof of checking these lists will be retained for seven years.

**D. INSURANCE REQUIREMENTS**

NOTE ON INSURANCE REQUIRMENTS: INSURANCE LIMITS AND TYPES OF COVERAGE ARE SUBJECT TO RISK MANAGEMENT REVIEW AND REVISION, AS APPROPRIATE, AS CONDITIONS WARRANT.

Upon award of contract, Contractor shall furnish to the City a Certificate of Insurance and Additional Insured Endorsements stating that there is insurance presently in effect for Contractor with limits of not less than those established by the City. Standard Insurance Requirements, subject to Risk Management review and revision, are listed in Attachment A-3.

**E. INFORMATION TECHNOLOGY AND DATA SECURITY AND COMPLIANCE**

**1. Standard Contract Template and Department of Public Health Security Evaluation**

Proposers are directed to review the standard City contract template (P-xxx "P-form") located in Attachment A-3 for the general framework and requirements surrounding compliance with Department of Public Health Information Technology and Data Security topics. In addition, Proposers will be

required, after notice of an intent to award a contract, complete and submit to the Department, the SFDPH Security Evaluation file located in Attachment A-3.

## **2. Department of Technology Cybersecurity Risk Assessment**

As part of City's evaluation process, City may engage in Cybersecurity Risk Assessment (CRA). CRA may be performed for each entity manufacturing the product, performing technical functions related to the product's performance, and/or accessing City's networks and systems. Where a prime contractor or reseller plays an active role in each of these activities, CRA may also be required for the prime contractor or reseller.

To conduct a CRA, City may collect as part of this Solicitation process one of the following two reports:

1. **SOC-2 Type 2 Report:** Report on Controls at a Service Organization Relevant to Security, Availability, Processing Integrity, Confidentiality or Privacy; or
2. **City's Cyber Risk Assessment Questionnaire:** Proposer's responses to a City's Cyber Risk Assessment Questionnaire.

The above reports may be requested at such time City has selected or is considering a potential Proposer. The reports will be evaluated by the soliciting Department and the City's Department of Technology to identify existing or potential cyber risks to City. Should such risks be identified, City may shall afford a potential Proposer an opportunity to cure such risk within a period of time deemed reasonable to City. Such remediation and continuing compliance shall be subject to City's on-going review and audit through industry-standard methodologies, including but not limited to: on-site visits, review of the entities' cybersecurity program, penetration testing, and/or code reviews.

A copy of the CRA is located in Attachment A-3.

## **F. VENDOR CREDENTIALING AT ZUCKERBERG SAN FRANCISCO GENERAL HOSPITAL**

It is the policy of Zuckerberg San Francisco General Hospital to provide quality patient care and trauma services with compassion and respect, while maintaining patient privacy and safety. ZSFGH is committed to providing reasonable opportunities for Health Care Industry Representatives (HCIRs), external representatives/vendors, to present and demonstrate their products and/or services to the appropriate ZSFGH personnel. However, the primary objective of ZSFGH is patient care and it is therefore necessary for all HCIRs to follow guidelines that protect patient rights and the vendor relationship. Therefore, all HCIR's that will come onto the campus of Zuckerberg San Francisco General Hospital must comply with Hospital Policy 16.27 "PRODUCT EVALUATION AND PHARMACEUTICAL SERVICES: GUIDELINES FOR SALES PERSONNEL, HEALTHCARE INDUSTRY REPRESENTATIVES, AND PHARMACEUTICAL COMPANY REPRESENTATIVES". Before visiting any ZSFGH facilities, it is required that a HCIR create a profile with "VendorMate." VendorMate is the company that manages the credentialing process of policy 16.27 for ZSFGH. For questions, or to register as a HCIR please contact the Director of Materials Management, or designee (during normal business hours) at (415) 206-5315 or sign on to <https://sfdph.vendormate.com> for details.

**G. HOSPITAL POLICY 3.28.**

To ensure that care, treatment, and clinical services provided through contractual agreements are provided safely and effectively. Contractors for Zuckerberg San Francisco Hospital must comply with Hospital Policy 3.28 "CONTRACTING PATIENT CARE SERVICES"

**H. VENDOR CREDENTIALING AT ZUCKERBERG SAN FRANCISCO GENERAL HOSPITAL.**

It is the policy of Zuckerberg San Francisco General Hospital to provide quality patient care and trauma services with compassion and respect, while maintaining patient privacy and safety. ZSFGH is committed to providing reasonable opportunities for Health Care Industry Representatives (HCIRs), external representatives/vendors, to present and demonstrate their products and/or services to the appropriate ZSFGH personnel. However, the primary objective of ZSFGH is patient care and it is therefore necessary for all HCIRs to follow guidelines that protect patient rights and the vendor relationship. Therefore, all HCIR's that will come onto the campus of Zuckerberg San Francisco General Hospital must comply with Hospital Policy 16.27 "PRODUCT EVALUATION AND PHARMACEUTICAL SERVICES: GUIDELINES FOR SALES PERSONNEL, HEALTHCARE INDUSTRY REPRESENTATIVES, AND PHARMACEUTICAL COMPANY REPRESENTATIVES". Before visiting any ZSFGH facilities, it is required that a HCIR create a profile with "VendorMate." VendorMate is the company that manages the credentialing process of policy 16.27 for ZSFGH. For questions, or to register as a HCIR please contact the Director of Materials Management, or designee (during normal business hours) at (415) 206-5315 or sign on to <https://sfdph.vendormate.com> for details.

**I. RESERVED (OFFICIAL ACTIONS RELATING TO THE EMERGENCY; FEMA ASSISTANCE.)**

**J. CONTRACTOR VACCINATION POLICY.**

(a) Contractor acknowledges that it has read the requirements of the 38th Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency ("Emergency Declaration"), dated February 25, 2020, and the Contractor Vaccination Policy for City Contractors issued by the City Administrator ("Contractor Vaccination Policy"), as those documents may be amended from time to time. A copy of the Contractor Vaccination Policy can be found at: <https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors>.

(b) A Contract subject to the Emergency Declaration is an agreement between the City and any other entity or individual and any subcontract under such agreement, where Covered Employees of the Contractor or Subcontractor work in-person with City employees in connection with the work or services performed under the agreement at a City owned, leased, or controlled facility. Such agreements include, but are not limited to, professional services contracts, general services contracts, public works contracts, and grants. Contract includes such agreements currently in place or entered into during the term of the Emergency Declaration. Contract does not include an agreement with a state or federal governmental entity or agreements that do not involve the City paying or receiving funds.

(c) In accordance with the Contractor Vaccination Policy, Contractor agrees that:

(i) Where applicable, Contractor shall ensure it complies with the requirements of the Contractor Vaccination Policy pertaining to Covered Employees, as they are defined under the Emergency Declaration and the Contractor Vaccination Policy, and insure such Covered Employees are either fully vaccinated for COVID-19 or obtain from Contractor an exemption based on medical or religious grounds; and

(ii) If Contractor grants Covered Employees an exemption based on medical or religious grounds, Contractor will promptly notify City by completing and submitting the Covered Employees Granted Exemptions Form ("Exemptions Form"), which can be found at <https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors> (navigate to "Exemptions" to download the form).

(d) The City reserves the right to impose a more stringent COVID-19 vaccination policy for the San Francisco Department of Public Health, acting in its sole discretion.

## **XI. Protest Procedures**

### **A. PROTEST OF NON-RESPONSIVENESS DETERMINATION**

Within (3) three business days of the City's issuance of a Notice of Non-Responsiveness, a Proposer may submit a written Notice of Protest of Non-Responsibility. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

### **B. PROTEST OF NON-RESPONSIBLE DETERMINATION**

Within (3) three business days of the City's issuance of a Notice of Non-Responsibility, a Proposer may submit a written Notice of Protest of Non-Responsibility. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

### **C. PROTEST OF CONTRACT AWARD**

Within (3) three business days of the City's issuance of a Notice of Intent to Award, a Proposer may submit a written Notice of Protest of Contract Award. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

### **D. DELIVERY OF PROTEST (EMAIL)**

All protests must be received by the due date. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) will not be considered. Protests must be delivered to:

[ron.rossi@sfdph.org](mailto:ron.rossi@sfdph.org)

and

[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)

If delivering by mail, please email a copy to the individuals listed above.

Mail:

Director of Contract Management and Compliance  
101 Grove St, Rm. 410  
San Francisco, CA 94102  
Fax number (415) 554-2555



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Prescription Data Collection Software selected by the State of California

Funding Source: General Funds

PSC Duration: 3 years

PSC Amount: \$500,000

**1. Description of Work**

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

The Department of Justice (DOJ) of the State of California, has awarded a contract for prescription data collection services for the Controlled Substance Utilization Review System (CURES). Specifically, the contractor will provide their Prescription Drug Monitoring Clearinghouse solution gateway (PMP Gateway) and analytical reporting service (Narxcare) to The Department. This solution allows integration of DOJ's CURES system with our hospital's Electronic Health Records System, which will provide real time Prescription Drug Monitoring Program (PDMP) Data at the Point-of-Care, provide automated PDMP searches, one location queries for individual patients, multi-state PDMP data, and full transparency into prescription transactions. As the DOJ awarded contractor, supports these processes effectively through its proprietary solution, and helps our Department comply with the California Health & Safety Code section 11165(d).

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

These services are necessary in order for the Department to comply with California Health & Safety Code section 11165(d). Consequence of denial would be the risk of noncompliance with State regulations. Consequences of denial will also impact patients in that a lack of transparency into patient's prescription records can lead to over prescribing certain controlled medication.

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 is a new service. Similar services (computer applications) have been provided under PSC 41698-19/20 and PSC 41289-16/17.

D. Will the contract(s) be renewed?

Yes, if there is a continued need for the services and there is funding.

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):

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

B. Explain the qualifying circumstances:

Regulatory requirement by the Department of Justice to use the selected contractor and its software platform, that collects data, and allows physicians access to patient prescription drug information in the Controlled Substance Utilization Review and Evaluation Systems (CURES) database.

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

A. Specify required skills and/or expertise: The Contractor selected by the State of California to provide this service will provide a software solution. The Contractor must have the skills and expertise required by the State, to support and comply with California Health & Safety Code section 11165(d). In addition, Contractor must have the ability to work on their own proprietary application.

B. Which, if any, civil service class(es) normally perform(s) this work? 1023, IS Administrator 3; 1024, IS Administrator-Supervisor; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal; 1070, IS Project Director; 1091, IT Operations Support Admin I; 1092, IT Operations Support Admin II; 1093, IT Operations Support Admin III; 1094, IT Operations Support Admin IV; 1095, IT Operations Support Admin V; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4; 9976, 9976; 1091, IT Operations Support Administrator I; 1092, IT Operations Support Administrator II; 1093, IT Operations Support Administrator III; 1094, IT Operations Support Administrator IV; 1094, IT Operations Support Administrator IV; 1095, IT Operations Support Administrator V;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will provide a proprietary software specifically designed for this purpose. The selected provider was selected and approved by the State as the single platform providers must use to access CURES database through the duration of the contract awarded by the State of California.

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

The Department is required to use the software platform which was selected by the State of California. The City will use City resources to support the day to operations, however the City will not have access to the proprietary code required to maintain and update the system.

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

A. Explain why civil service classes are not applicable.

This is advanced software and technology that Department does not have capability or capacity to build and support. Usage of the software is required by The State.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would be impractical to utilize Department staff to develop software. The software must be selected and approved by The State to comply with California Health Code. Civil service staff will have the opportunity to learn from the contractor on how to maintain and support an integrated database connecting to various state databases and hosted in the cloud.

**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. Staff will be using the existing Epic Electronic Health Records to access this Contractor's software platform. No training will be involve, this is a data collection platform with data from California CURES database.
- C. Are there legal mandates requiring the use of contractual services?  
Yes. Health & Safety Code section 11165(d) requires dispensing pharmacies, clinics, or other dispensers to report prescription dispensation data to the Department of Justice.
- 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 01/30/2023, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21

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

Name: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

Address: 1380 Howard Street San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49399 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/03/2023

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

Receipt of Notice for new PCS over \$100K PSC # 49399 - 22/23

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

on behalf of

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

Mon 1/30/2023 11:53 AM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; tmathews@ifpte21.org <tmathews@ifpte21.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>; Li, Joanna (DPH) <joanna.li@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccoordinator@sfgov.org>

RECEIPT for Union Notification for PSC 49399 - 22/23 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 49399 - 22/23 for \$500,000 for Initial Request services for the period 03/01/2023 – 02/28/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/19714> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

# **Additional Attachment(s)**



JUSTICE DATA AND INVESTIGATIVE SERVICES BUREAU  
CURES PROGRAM  
P.O. BOX 160447  
SACRAMENTO, CA 95816  
Telephone: (916) 210-3187

December 9, 2021

TO: ALL CURES DATA SUBMITTERS

RE: NEW DATA COLLECTION VENDOR FOR CURES

The California Department of Justice (DOJ) recently awarded Bamboo Health the contract for prescription data collection services for the Controlled Substance Utilization Review and Evaluation System (CURES). Health & Safety Code section 11165(d) requires dispensing pharmacies, clinics, or other dispensers to report prescription dispensation data to the DOJ. In a few weeks, additional details will be provided about the transition process from the current vendor, Atlantic Associates, Inc., (AAI) to Bamboo Health's PMP Clearinghouse solution.

**How It Affects Me:**

You can expect to receive further instructions, including a Data Submission Guide for Dispensers for the new PMP Clearinghouse system. This guide will walk you through registering for the new system and setting up your account for data submission. Please note, there are no plans to modify the current ASAP version as part of this transition. The Data Submission Guide for Dispensers will aid you in determining the level of effort needed to submit data in the same format. **You do not have to do anything at this time.**

**Action Steps:**

1. Beginning on 1/1/22, all uploaders that are currently submitting data to [www.aaicures.com](http://www.aaicures.com) will be required to register with the Bamboo Health PMP Clearinghouse. Once registration is made available on 1/1/22, we strongly encourage you to complete the registration process as early as possible to ensure you are prepared to begin submitting data to the new PMP Clearinghouse system on 2/9/22. You will continue to submit data to [www.aaicures.com](http://www.aaicures.com) until 2/9/22. Note: Registration instructions will be provided in the upcoming weeks.
2. During the registration window, if you have questions or need assistance, submit a ticket at <https://pmpclearinghouse.zendesk.com/hc/en-us>. A Bamboo Health customer support technician will be able to provide assistance. **Effective 2/9/22, you must begin reporting through PMP Clearinghouse.** The last day you will be able to send data to AAI is 2/8/22.

**Note for data submitters registered with PMP Clearinghouse in other states:** If you are currently registered with the Bamboo Health PMP Clearinghouse system as a Data Submitter for another state, you *will not* need to register for a new account. You will be able to add California to your existing account for data submissions. Instructions for this process will be included in the PMP Clearinghouse Data Submission Guide for Dispensers that will be sent to you in the upcoming weeks.

Within the next two to three weeks, you can expect to receive additional information and notifications from Bamboo Health regarding the aforementioned Data Submission Guide for Dispensers, which will provide you with the necessary details for registration and data submission processes for PMP Clearinghouse.

**For questions, please contact Bamboo Health at (855)-502-0999 (Office) or submit a ticket at <https://pmpclearinghouse.zendesk.com/hc/en-us>**



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 41289 - 16/17)

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

Type of Service: Access to Online Applications for Clinical Information, and Health Information Exchanges

Funding Source: General Funds, Federal, State

PSC Original Approved Amount: \$5,000,000 PSC Original Approved Duration: 11/01/16 - 10/31/21 (5 years)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 11/01/21-12/31/26 (5 years 8 weeks)

PSC Mod#2 Amount: \$2,200,000 PSC Mod#2 Duration: 03/02/23-12/31/29 (3 years 1 day)

PSC Cumulative Amount Proposed: \$7,200,000 PSC Cumulative Duration Proposed: 13 years 9 weeks

**1. Description of Work**

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

The contractor(s) will provide access to a variety of online applications such as Health Information Exchanges which collect, store, benchmark clinical outcomes, share data between providers, and provide online educational and or reference resources to the Department of Public Health.

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

In order to provide effective health care services to patients and clients of the Department there is an ever-present need to subscribe, procure, or collaborate and share data with other health care providers by using online applications or information exchanges. In addition, many resources which were previously procured through commodities such as books or stand-alone DVDs and CD-ROMs have moved to online Software as a Service (SaaS) models of delivery. The transition to an SaaS model has also moved the procurement vehicle used by the City from a traditional commodity Purchase Order (PO) to a formal contract. Denial of this request will result in the Department being unable to participate in Health Information Exchanges, which will result in a lack of visibility when providing health care services to patients, and which will in turn result in substandard patient care.

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 41289 - 16/17

D. Will the contract(s) be renewed?

Yes, if there is a continued need.

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

The requested approval is in excess of five years because the Department will have an ongoing need to access and utilize information in these applications. Typically, these applications contain data that is either proprietary to the vendor, or in the case of a Health Information Exchange or clinical data sharing application, data that is collected by a vendor and shared among all participating users of a given application. Hence, no one user of a shared application could recreate the full functionality afforded to all the users of a system if they were to develop their own standalone application. Therefore, the Department forecasts a continuing need to access such applications for a period of longer than five years.

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

A. Display all that apply

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

Explain the qualifying circumstances:

Proprietary software and national access to patient data and best practices is needed in order to obtain the needed services for access to Health Information Exchanges and online educational/reference resources, which are not available through the City/civil service due to the proprietary nature of the information systems and the specific knowledge required to bring this new technology to full production status in the DPH environment.

B. Reason for the request for modification:

This modification extends the term of the PSC and increases the amount of the approved PSC in order to access additional online information platforms for clinical information tools for pharmacy and nursing.

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

- A. Specify required skills and/or expertise: Contractors must have a commercially available application(s) in a variety of healthcare focus areas. Applications may range from in-production Healthcare Information Exchanges which compile patient data from other healthcare providers throughout the country, current and updated resource material available through online portals, compiled and curated data from various healthcare providers used for patient outcomes and benchmarking or best practices processes, to online reference materials used in treatment plans or to establish baseline pharmaceutical formularies and/or listed benefits and adverse reactions or drug interactions of specific drugs.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1053, IS Business Analyst-Senior; 1070, IS Project Director; 1091, IT Operations Support Admin I; 1092, IT Operations Support Admin II; 1093, IT Operations Support Admin III; 1094, IT Operations Support Admin IV; 1095, IT Operations Support Admin V; 0923, Manager II; 0931, Manager III; 0932, Manager IV; 0933, Manager V; 1091, IT Operations Support Administrator I; 1092, IT Operations Support Administrator II; 1093, IT Operations Support Administrator III ; 1094, IT Operations Support Administrator IV ; 1094, IT Operations Support Administrator IV ; 1095, IT Operations Support Administrator V;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The Contractor will provide the proprietary software over a SaaS (Software as a Service) model over the internet as well as the proprietary software and required hardware for remote data processing services.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
Civil service classes are not applicable due to the proprietary nature of the information systems and the specific knowledge required to bring this new technology to full production status in the DPH environment. It is also necessary to augment existing DPH information systems positions with contractual support services to complete the healthcare business project deliverables, due to DPH's specific customization needs. Civil service staff will work with the Contractor in order to obtain the necessary knowledge for the day-to-day maintenance of the application.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, it is not practical to adopt a new civil service class because the new class would need to develop the relevant application, gather all of the resources and or data to populate the application, and most importantly in the case of a Health Information Exchange, the new class would need to establish ongoing relationships with the various health care providers which

would need to be willing to share their health information with the developer of the application and in turn manage the information exchange on a national or regional level.

**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. Civil service staff will work with the Contractor in order to obtain the necessary knowledge for the day-to-day maintenance of the application. Use of the software is expected to provide significant knowledge transfer for physicians and other clinical staff, enabling them to provide better patient care.
  
- 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 02/24/23, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Municipal Executive Association; Management & Superv 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: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

Address: 101 Grove St., Rm. 307, San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41289 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 03/07/2023

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 41698 - 19/20)

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

Type of Service: Various Software Licensing, Maintenance, and related services

Funding Source: General Fund, federal and State funds

PSC Original Approved Amount: \$10,000,000 PSC Original Approved Duration: 12/01/19 - 12/31/24 (5 years 4 weeks)

PSC Mod#1 Amount: \$4,800,000 PSC Mod#1 Duration: 07/01/21-06/01/27 (2 years 21 weeks)

PSC Mod#2 Amount: \$5,000,000 PSC Mod#2 Duration: 12/17/21-12/31/31 (4 years 30 weeks)

PSC Mod#3 Amount: \$9,500,000 PSC Mod#3 Duration: 02/01/23-12/31/35 (4 years 1 day)

PSC Cumulative Amount Proposed: \$29,300,000 PSC Cumulative Duration Proposed: 16 years 4 weeks

**1. Description of Work**

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

The contractor(s) will be used on an as-needed basis to maintain and enhance existing applications used in various functional areas within the Department. Functional areas shall include both clinical and non-clinical areas, such as services supporting an integrated communicable disease data system, SharePoint development services, archiving and data management, data warehouse(s), laboratory information, connected diagnostic, financial analysis and eligibility, access to proprietary online databases, clinical and financial bench marking tools, and pharmaceutical systems. The value of this request covers estimated costs for licensing, maintenance, and related professional services such as training and consultation.

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

These services are necessary in order to maintain existing legacy applications and to provide enhancements as needed to such systems in order to maintain their effectiveness and achieve full functionality. The Department has established both clinical and operational workflows around these systems, and denial of this request would result in inefficiencies and impaired response capacity, lessening the quality of services provided.

**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 41698 - 19/20

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

As needed and as 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:**

The Department has a continued need for the services previously approved by the Commission under the same scope.

**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:**

These services are utilized intermittently and as needed, and deal with proprietary products that are already developed and available for commercial use. The services are necessary in order to maintain existing legacy

applications and provide enhancements as needed to such systems in order to maintain their effectiveness and to achieve full functionality.

B. Reason for the request for modification:

To increase the duration and amount of the PSC in order to include support and maintenance services of several ongoing applications such as the department-wide patient experience application, clinical applications in support of biomedical devices, financial support applications, and legacy data and imaging storage applications.

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

A. Specify required skills and/or expertise: Contractor(s) must have a commercially available product in the relevant field, and sufficient resources to provide implementation and development services and ongoing support, including guarantees that the application meets minimum performance standards.

B. Which, if any, civil service class(es) normally perform(s) this work? 1022, IS Administrator 2; 1023, IS Administrator 3; 1024, IS Administrator-Supervisor; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal; 1070, IS Project Director; 1824, Pr Administrative Analyst; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4;

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 classes are not applicable because these are proprietary products requiring services which include technical components beyond the scope of expertise of in-house staff to develop within quality parameters. Civil service staff will provide connectivity to the application and monitor connectivity issues at both the desktop and network levels.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: Services are intermittent and as-needed, and deal with proprietary products that are already developed and available for commercial use. Civil service staff will work with contractor(s) to obtain knowledge necessary for day-to-day use and upkeep of applications. Staff will also have the ongoing opportunity to gain insight and knowledge of current best practices for public health data system applications through their interactions with contractor and their product.

**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.

Specific training in the use and operation of specific software solutions and business process improvements will be provided if the project requires such training. City staff will have the opportunity to learn industry best practices in a given field and the use of new applications. Employees who may receive training would be varied depending on the specific project, and could include the IS Engineer series 1042, 1043, 1052, 1053, and 1054; Medical Records Clerk 2210; Project Managers series 5502, 5504, 5506, and 5508; Administrative Analyst 1824; and Manager classifications 0923 and 0931.

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 02/01/23, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

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

Name: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

Address: 1380 Howard Street, 4th Floor, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41698 - 19/20

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/15/2023

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: Security Services

Funding Source: Water Enterprise Operating Funds

PSC Duration: 3 years

PSC Amount: \$600,000

**1. Description of Work**

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

After-hour roving security to make rounds in the town of Sunol between the Sunol Yard, the Storage Yard, and the San Antonio Pump Station – all locations within several miles of each other.

The Storage Yard and San Antonio Pump Station will require a thorough drive through to look for vandalism, perimeter fencing, gates and door intrusion into the facility and loitering. The Sunol Yard will require perimeter fence and gate inspections for intrusion, walking the perimeter of the buildings and scanning a badge at a few exterior doors while looking for any intrusion and vandalism.

This service is expected to last until the security apparatus in the Yard is fully upgraded, including exterior lighting and camera systems. It is anticipated that this will occur by the middle of 2024; although it may take up to an additional year to complete installation.

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

Two of the three location were vandalized and had intrusions. One location had 10+ catalytic convertors stolen from vehicles which took them out of commission until they could be replaced. We are in the process of upgrading our exterior lighting and camera systems. Not having a contract in place could expose these essential public utilities facilities to further vandalism, theft, destruction, and intrusions.

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

N/A

D. Will the contract(s) be renewed?

No

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

N/A

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

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

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

B. Explain the qualifying circumstances:

Our newly upgraded security and lighting system will replace the need for security guards.

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

A. Specify required skills and/or expertise: Security guard team trained in identifying intrusion and vandalism.

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: N/A

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

Staff conducted research for comparable security services within the City and found none.

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

A. Explain why civil service classes are not applicable.

These security guards will be expected to provide their own equipment such as a vehicle. They must drive from location to location frequently and at any notice. Furthermore, the service provides the resource of providing as many backup personnel as would be required to cover for last minute absences. Furthermore, these guards are already trained and have additional resources and backup support provided by their firm. WSTD does not have the knowledge, personnel, or other resources to train security guards.

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. This is a temporary service currently needed until our security system is upgraded to not require security guards

**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. This service is temporary and the City will not have an on-going need once the newly upgraded security and lighting system is installed.

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 02/24/2023, 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 Ave 8th Floor San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45026 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/03/2023

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

**From:** [dhr-psccoordinator@sfgov.org](mailto:dhr-psccoordinator@sfgov.org) on behalf of [shale@sfgwater.org](mailto:shale@sfgwater.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.;ewallace@ifpte21.org;ewallace@ifpte21.org;plangrooferlocal40@gmail.com;rooferslocal40@gmail.com;seichenberger@local39.org;dtuttle@oe3.org;dtubble@oe3.org;pkim@ifpte21.org;najuawanda.daniels@seiu1021.org;pking@uapd.com;president@sanfranciscodsa.com;max.porter@seiu1021.org;kennethlomba@gmail.com;snaranjo@cirseiu.org;mdennis@twusf.org;rmarenc@twusf.org;pwilson@twusf.org;cmoyer@nccrc.org;noah.frigault@sfgov.org;sfdpoa@icloud.com;Mjayne@iam1414.org;Emanuel,Rachel(DFM);laborers261@gmail.com;junko.laxamana@sfgov.org;jennifer.esteen@seiu1021.org;emathurin@cirseiu.org;abush@cirseiu.org;sbabria@cirseiu.org;anthony@dc16.us;miobre@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;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;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@opcmllocal300.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;Hale,Shawndrea.M.;dhr-psccoordinator@sfgov.org</a><br/><b>Subject:</b> Receipt of Notice for new PCS over $100K PSC # 45026 - 22/23<br/><b>Date:</b> Friday, February 24, 2023 12:00:37 PM</p><hr/></div><div data-bbox=)

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

RECEIPT for Union Notification for PSC 45026 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 45026 - 22/23 for \$600,000 for Initial Request services for the period 05/01/2023 – 04/30/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/19951> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: 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: MAINTENANCE, INSPECTION, CALIBRATION AND REPAIR OF ELECTRICAL EQUIPMENT AND INSTRUMENTATION AN

Funding Source: Wastewater Enterprise Operating Budget PSC Duration: 4 years

PSC Amount: \$300,000

**1. Description of Work**

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

The purpose of this contract is to provide annual maintenance, inspection, calibration and as-needed repair services for the electrical equipment and instrumentation and control system at the Wastewater Enterprise (WWE) Oceanside Water Pollution Control Plant (OSP) Recycled Water Treatment Facility for the San Francisco Public Utilities Commission (SFPUC). Work under this contract includes maintenance of the motor control centers (MCC), variable frequency drives (VFD), reduced voltage soft starters (RVSS), control panels, programmable logic controllers (PLC), remote telemetry units (RTU), flowmeters, transmitters and analyzers.

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

This service will ensure the performance and reliable operation of the electrical equipment and instrumentation and control system, which is essential to provide power, controls and monitoring to the new WWE OSP Recycled Water Treatment Facility. Consequences of denial will result in an interruption in the performance and service reliability of the OSP Recycled Water Treatment Facility operation that will impact delivery of recycled water to Golden Gate Park resulting in the City needing to switch to potable water for irrigation water.

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

N/A

D. Will the contract(s) be renewed?

No

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:

Maintenance and calibration services will be performed annually on WWE's electrical equipment and instrumentation and control system. Repair services will be required on an as-needed basis. The maintenance, calibration and as-needed repair services require a requisite amount of expertise and knowledge to maintain the electrical equipment and instrumentation and the control system at the new WWE OSP Recycled Water Treatment Facility. Technicians will have to test and troubleshoot the programmable logic controller (PLC) and site-specific programs.

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

- A. Specify required skills and/or expertise: Service technicians are required to have the skills, knowledge and experience to perform maintenance, calibration, operation, testing, troubleshooting and repair of the electrical and instrumentation control system equipment, site specific programs and logic code for the system, which is highly specialized work requiring the service technician to have extensive knowledge, experience, skills and training in this area and with the control system of the new WWE OSP Recycled Water Treatment Facility. Service technicians shall ensure that the electrical equipment and instrumentation control system equipment is 100% compatible with the controls system operations and interface.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7336, Electr Instrmntn Tech Wtr Poll;
- 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?**

SFPUC - WWE is the only agency that has this job class 7336, Electronic Instrumentation Technician that supports this work. There are no other City agencies to contact. We discussed this contract with internal City Staff, and they were supportive of this contract, indicating that they do not have the capacity and expertise to perform this work. They indicated that they will shadow the Contractor when they perform on site services to obtain the necessary knowledge and experience.

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

- A. Explain why civil service classes are not applicable.  
Currently, City Staff performs some maintenance, repairs, and troubleshooting on some of the electrical equipment and instrumentation at various Wastewater Enterprise facilities but does not have the staffing nor expertise to perform the work at the new OSP Recycled Water Treatment Facility. This PSC is to provide annual maintenance, calibration and as-needed repair services that will augment current staffing levels that are currently occupied performing other higher priority work. As future hires fill these vacant positions, the work will be reassessed to determine if staffing levels can support this work. In addition, our civil service staff does not also have the specialized expertise and required knowledge to perform maintenance, testing and troubleshooting of the programmable logic controller (PLC) and site-specific programs of the new OSP Recycled Water Treatment Facility.
- 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. Our civil service staff does not also have the specialized expertise and required knowledge to perform maintenance, testing and troubleshooting of the programmable logic controller (PLC) and site-specific programs of the new OSP Recycled Water Treatment Facility.

**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. Contractor will perform one (1) annual maintenance per year for a duration of two (2) years. Civil service employees (7336 Electronic Instrumentation Technician) will receive on-the-job training when Contractor performs annual maintenance, calibration and any as-needed repair services. Contractor will provide on-site field training and answer any questions that the civil service employees may have to help them learn and gain the knowledge to service the electrical equipment and instrumentation and control system on the new WWE OSP Recycled Water Treatment Facility.
- 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 02/03/2023, the Department notified the following employee organizations of this PSC/RFP request:

Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfgwater.org

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46193 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/03/2023

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [shale@sfgov.org](mailto:shale@sfgov.org)  
**To:** [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); [junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46193 - 22/23  
**Date:** Friday, February 3, 2023 3:02:58 PM

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RECEIPT for Union Notification for PSC 46193 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 46193 - 22/23 for \$300,000 for Initial Request services for the period 09/04/2023 – 09/03/2027. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/19847> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: 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: Engineering Services for Emergency Firefighting and Water Distribution System

Funding Source: GO Bonds ESER 2014 and 2020

PSC Duration: 8 years 2 days

PSC Amount: \$8,000,000

**1. Description of Work**

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

Emergency Firefighting Water System (EFWS), historically referred to as the Auxiliary Water Supply System (AWSS), is an independent high pressure water supply system dedicated to fire protection. It was installed in 1913 in response to the Great Earthquake and Fire of 1906 and consists of a 135-mile-long pipeline network, a high elevation reservoir with two large capacity tanks, two pumping stations, three fireboats and underground water storage tanks (cisterns).

The selected Consultant will work under the direction of the SFPUC to provide planning and engineering design services for the EFWS and City's Water Distribution System pipelines. Some assignments may require SFPUC engineering staff to be integrated into the consultant project team. The Consultant's work objective will be to perform planning and engineering design services applying all applicable codes and SFPUC Procedures and regulatory requirements/guidelines administered by the State Water Resources Control Board, Division of Drinking Water. Projects are expected to pertain to pipelines, pump stations and fireboat manifold systems.

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

The Emergency Firefighting Water System (EFWS) has unique capabilities, including the ability to deliver water at extremely high pressures and to use water from the Bay to battle fire. The EFWS is used as the secondary defense against large fires, specifically those that could occur after a large earthquake when the domestic water system may be impacted. If the City's domestic water system is damaged because of an earthquake – as it previously has been – sufficient water from the domestic water system will not be available to suppress fires. The EFWS will serve as the alternative water source and will be vital to extinguishing large fires, thus saving lives and protecting against the loss of buildings and homes after a large earthquake or other disaster.

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.

Similar specialized fire flow hydraulic modeling and seismic planning services to address delivery of the AWSS were performed under PSC 4114 10/ 11 for Contract CS199, Planning Support Services for Auxiliary Water Supply System.

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.

The duration of the projects from planning, design, engineering services during construction, and project closeout will take approximately 8 years, due to complexity of the planning, design and construction support given the various existing underground utilities that will need to be relocated and the major construction impacts along the streets of San Francisco.

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

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

- Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.
- 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).
- Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

B. Explain the qualifying circumstances:

This project requires specialized skills, expertise and knowledge to complete the work. The SFPUC will provide project engineer(s) to lead, coordinate and oversee consulting engineers. In addition, the SFPUC project engineer(s) will ensure the project meets SFPUC-Infrastructure standards and procedures.

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

A. Specify required skills and/or expertise: The Consultant will be asked to provide supplemental geotechnical information, perform condition assessment tasks, prepare operations and maintenance plans, or develop designs for portions of the EFWS and City's Water Distribution System. Such services could include specialized technical expertise (e.g., trenchless installations, fire flow) and other services at the discretion of the SFPUC.

B. Which, if any, civil service class(es) normally perform(s) this work? 5241, Engineer;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, drilling and other equipment for geotechnical/hazardous material investigation and pipeline condition assessments that will be required.

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

SFPUC has reviewed the staffing plan and confirmed that such expertise is not available within current City resources for the trenchless installations, fire flow hydraulic modeling, seismic, and geotechnical services. All related services that City can provide such as project engineering efforts, coordination with utility conflicts, environmental approval work, pump station, water distribution pipeline design will be performed by City resources, in collaboration with the selected consultant team.

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

A. Explain why civil service classes are not applicable.

Typically, the design of large diameter pipelines, earthquake resistant ductile iron pipes, and trenchless installations in seismically active areas requires extensive specialized engineering support services (e.g., geotechnical, utility engineering and potholing, and pipeline finite element modeling in seismic hazard zones). These projects will be led by City staff and consultant staff support as needed. Depending on available funding, portions of the work can be intermittent and of a short-term duration and/or these engineering services will be utilized as needed during peak workloads.

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, there is insufficient continuous, long-term workload to support the staffing of these types of specialized trenchless installations, fire flow hydraulic modeling, seismic, and geotechnical services.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
Yes. To foster the transfer of technical expertise relevant to tunnel design and construction to City staff, this contract will include provisions for consultant-led, in office training sessions at the SFPUC. Training topics will be determined jointly between Consultant the SFPUC during each phase of work.

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 12/20/2022, the Department notified the following employee organizations of this PSC/RFP request:

Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfgwater.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47313 - 22/23

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 04/03/2023

Civil Service Commission Action:

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [shale@sfgov.org](mailto:shale@sfgov.org)  
**To:** [Hale, Shawndrea M.](mailto:Hale, Shawndrea M.); [junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [Hale, Shawndrea M.](mailto:Hale, Shawndrea M.); [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 47313 - 22/23  
**Date:** Tuesday, December 20, 2022 1:18:39 PM

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RECEIPT for Union Notification for PSC 47313 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 47313 - 22/23 for \$8,000,000 for Initial Request services for the period 09/01/2023 – 09/01/2031. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/19579> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

**From:** [Kyger, Todd](#)  
**To:** [Hale, Shawndrea M.](#)  
**Subject:** FW: Receipt of Notice for new PCS over \$100K PSC # 47313 - 22/23  
**Date:** Friday, January 20, 2023 2:01:12 PM

---

Thanks, t

Todd Kyger  
Project Labor Agreement Administrator, Infrastructure  
**Workforce & Economic Program Services**  
Cell: 415-308-0839  
*Pronouns: he, him, his*  
sfpu.org | [tkyger@sflower.org](mailto:tkyger@sflower.org)

---

**From:** Timothy Mathews <tmathews@ifpte21.org>  
**Sent:** Friday, January 20, 2023 12:51 PM  
**To:** Kyger, Todd <TKyger@sflower.org>  
**Cc:** Garcia, Ramon <RGarcia@sflower.org>; Baradaran, Reza (DPW) <Reza.Baradaran@sfdpw.org>; Alicia Flores <aflores@ifpte21.org>; Tung, Kit (DPW) <kit.tung@sfdpw.org>; Sum, Jeanne <JSum@sflower.org>  
**Subject:** RE: FW: Receipt of Notice for new PCS over \$100K PSC # 47313 - 22/23

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Todd,

Thank you and Ramon for meeting with our committee representatives, yesterday.

After our discussion we are able to drop our objection to PSC # 47313 - 22/23, at it may proceed with the same condition as # 49656 - 20/21, that the PUC shall report back to the Civil Service on the status of this PSC in 4-years.

Thank you.

For the Union,

-Timothy

---

**Timothy Mathews**  
*Pronouns: He/him/his*  
Research Specialist

**IFPTE Local 21**

1167 Mission Street, 2<sup>nd</sup> Floor  
San Francisco, CA 94103

**Office:** [415-914-7345](tel:415-914-7345)

---

**From:** Timothy Mathews <[tmathews@ifpte21.org](mailto:tmathews@ifpte21.org)>  
**Date:** Thursday, December 29, 2022 at 10:23 AM  
**To:** Hale, Shawndrea M. <[SHale@sfgov.org](mailto:SHale@sfgov.org)>, L21PSC Review  
<[L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)>, DHR <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>  
**Cc:** Kyger, Todd <[TKyger@sfgov.org](mailto:TKyger@sfgov.org)>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 47313 - 22/23

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Shawndrea,

The Union wishes to meet with the PUC over the proposed PSC # 47313 - 22/23 to discuss alternatives to contracting out Local 21 bargaining unit work. We will work with our committee to suggest a number of dates/times to meet, early in January 2023.

For the Union,

-Timothy

---

Timothy Mathews  
Pronouns: He/him/his  
Research Specialist

IFPTE Local 21  
[1167 Mission Street, 2nd Floor](#)  
[San Francisco, CA 94103](#)

[Office: 415-914-7345](tel:415-914-7345)

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

From: [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)> On Behalf Of  
[shale@sfgov.org](mailto:shale@sfgov.org)

Sent: Tuesday, December 20, 2022 1:12 PM

To: [shale@sfgov.org](mailto:shale@sfgov.org); [junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com);  
[wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); Timothy Mathews <[tmathews@ifpte21.org](mailto:tmathews@ifpte21.org)>; Kristen Schumacher



<[kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org)>; [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); L21PSC Review  
<[L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)>; [shale@sfgwater.org](mailto:shale@sfgwater.org); DHR <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>  
Subject: Receipt of Notice for new PCS over \$100K PSC # 47313 - 22/23

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RECEIPT for Union Notification for PSC 47313 - 22/23 more than \$100k

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(60 days for SEIU) is required.

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<http://apps.sfgov.org/dhrdrupal/node/19579> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

# **Additional Attachment(s)**



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

E. DENNIS NORMANDY  
PRESIDENT

DONALD A. CASPER  
VICE PRESIDENT

MORGAN R. GORRONO  
COMMISSIONER

MARY Y. JUNG  
COMMISSIONER

LISA SEITZ GRUWELL  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

MINUTES  
Regular Meeting  
June 6, 2011

2:00 p.m.  
ROOM 400, CITY HALL  
1 Dr. Carlton B. Goodlett Place

## CALL TO ORDER

2:08 p.m.

## ROLL CALL

President E. Dennis Normandy	Present (Left at 5:15 p.m. Missed Item #s16 to 18)
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrondo	Present
Commissioner Mary Y. Jung	Present
Commissioner Lisa Seitz Gruwell	Present

President E. Dennis Normandy presided on Items #s 1 to 15.  
Vice President Donald A. Casper presided on Item #s 16 to 18.

The Commission convened its meeting with a moment of silence in honor of Lieutenant Vincent Perez and Firefighter/Paramedic Anthony Valerio, who recently gave their lives in the service of the City in a recent fire in Diamond Heights.

## REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

Larry Wong, IFPTE Local 21 spoke regarding the conditional approval on April 19, 2010 of PSC #4123-09/10 from the Public Utilities Commission. Mr. Wong stated that in accordance with the conditional approval, the PUC has not provided the bi-annual report on the use of consultants and City staff for the period ending March 31, 2011. The Commission requested the Executive Officer to obtain the report from the PUC and calendar the item at the next Civil Service Commission meeting.

**APPROVAL OF MINUTES**

Special Meeting of May 16, 2011

**Action:** Adopt. (Vote of 5 to 0)

Regular Meeting of May 16, 2011

**Action:** Adopt. (Vote of 5 to 0)

**0161-11-1 ELECTION OF OFFICERS (Item No. 5)**

**Action:** Commissioner E. Dennis Normandy was elected President for the term of office ending May 31, 2012. (Vote of 5 to 0)  
 Commissioner Donald A. Casper was elected Vice President for the term of office ending May 31, 2012. (Vote of 5 to 0)

**HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 6)**

No report.

**EXECUTIVE OFFICER'S REPORT (Item No. 7)**

**0162-11-1 Report on Department Budget Allocation Process – Response to Commissioners' Request. (Item No. 7)**

**Speakers:** Anita Sanchez, Executive Officer

**Action:** Accept the report. (Vote of 5 to 0)

**0154-11-8 Review of request for approval of proposed personal services contract. (Item No. 8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4107-10/11	Adult Probation	\$80,000	The Court ordered conditions of probation require all probationers to not use any illegal drugs. Drug Testing will enable the Adult Probation Department to better protect public safety by monitoring and enforcing probationer compliance with Court orders.	Regular	06/30/12
4108-10/11	Airport Commission	\$500,000	Staffing/consulting services to the airport's noise reduction community forum, known as the Airport/Community Roundtable. The forum is a means for residents from the surrounding communities to voice their concerns about noise from the airport. San Mateo County, as the coordinating lead for the Roundtable, provides staffing and consultants to evaluate the impact of noise on affected communities created by aircraft flying into and out of the airport and the effectiveness of noise reduction programs at the airport to mitigate or abate aircraft noise.	Regular	06/30/14

Civil Service Commission Meeting Minutes

Regular Meeting of June 6, 2011

4109-10/11	Airport Commission	\$600,000	The proposed work includes using Engineered Arresting Systems Corporation's (ESCO) proprietary, FAA-validated computer modeling to conduct performance modeling evaluations for four EMAS bed configurations at both ends of runways 1R-19L and 1L-19R; providing detailed product installation requirements and guidance to support Airport Engineers in preparation of detailed construction drawings; reviewing construction drawings specific to arrestor bed design; and providing comments and recommendations to ensure EMAS product specifications and requirements have been met.	Regular	12/31/15
4110-10/11	Controller	\$500,000	Identify and correct sales and use tax allocations errors, identify businesses from which the City has not been receiving sales/use tax revenue, conduct local sales and use tax audits of State Board of Equalization records and provide legislative impact analyses, identify and correct improperly registered permits, develop and maintain a database of sales tax information for use by City employees, and provide as-needed tax revenue enhancement services.	Regular	06/30/16
4111-10/11	District Attorney	\$72,500	This contract will provide services to women and transgender individuals who have experienced sexual exploitation and violence and professional services coordinating monthly FOPP classes as a diversion model for men arrested for their first prostitution offense. The proposed contract would include speakers, logistics, training and support of FOPP speakers. This program also acts as a diversion model for women, providing them an opportunity to receive counseling and education as an alternative to incarceration.	Regular	06/30/12
4112-10/11	General Services Agency	\$375,000	This is a request to contract for after-hours, weekend and holiday emergency veterinary services on an as-needed basis. Department will pay only for work actually performed. The department is initiating a RFP process for a 1-year contract with 4 possible 1-year extensions.	Regular	06/30/16
4113-10/11	Port Commission	\$600,000	Development of a comprehensive media and strategic marketing program targeting national, regional and local audiences. This proactive media campaign is necessary as a result of the Port/City undertaking the 34 <sup>th</sup> America's Cup event and the Port's 150th Anniversary Celebration.	Regular	06/30/14
4114-10/11	Public Utilities Commission	\$2,000,000	The primary role of the selected Proposer will be to provide professional services to assist in engineering planning and alternative analysis for improvements to Auxiliary Water Supply System (AWSS) pipelines and associated facilities.	Regular	06/30/16

<p>4115-10/11</p> <p><i>Postpone to the meeting of 6/20/11</i></p>	<p>Public Works</p>	<p>\$2,500,000</p>	<p>The Forensic Services Division (FSD) of the SF Police Department and the Office of Chief Medical Examiner (OCME) require specialized facilities that meet requirements of accreditation agencies for autopsy complexes and forensic science laboratories and that can ensure the chain-of-custody for evidence expectation of the courts of law. The original PSC #4065-07/08 was approved on 12/03/2007 for \$450,000, and modified on 10/20/2008 for \$950,000. In this regard, a consultant has been under contract and has thus far provided specialized architectural, engineering, and related professional services for programming the facilities and the development of essential design criteria. The services proposed within this PSC will enable the further development of both specialized facilities through the Schematic Design Phase and the work products of this effort will assist City staff in preparing for the Bond Measure scheduled for the November 2013 Ballot.</p>	<p>Regular</p>	<p>12/31/17</p>
<p>4066-08/09</p>	<p>Mayor</p>	<p>Increase Amount \$200,000 New Amount \$424,500</p>	<p>The consultant will continue to assist OEWD with design and implementation of a web based secure software tool to support client tracking and performance management for Workforce Investment Act (WIA), CityBuild, and other OEWD workforce programs. The system developed and utilized so far has proven to material in allowing OEWD to track and report to the California Employment Development Department (EDD), through required file export and upload, activities and outcomes as required for WIA and other special demonstration grants. EDD recently awarded a contract to a new vendor to develop a replacement file upload system to sync with the new State system. Additionally we anticipate additional reporting and some system development will be required by the department resulting from OEWD's grantee portfolio shifting and anticipated new funding streams. OEWD will need to be prepared to adjust tracking and reporting to ensure that WIA funding is properly accounted for, monitored, and ultimately not jeopardized.</p>	<p>Modification</p>	<p>12/31/13</p>
<p>4099-09/10</p> <p><i>Appealed by IFPTE Local 21. On Regular Agenda</i></p>	<p>Airport Commission</p>	<p>Increase Amount \$6,700,000 New Amount \$9,200,000</p>	<p>Subsequent to our initial request, we determined that essential Airport wide BHS improvements were required to support operations (excluding Terminal 2); and we received federal grants to: 1) modernize the TSA's CBIS and associated BHS at the International Terminal and Terminal 3, Boarding Area F; and 2) provide baggage safety screening and optimization to existing systems in order to improve TSA maintenance activities. All of this requires additional BHS design, construction management, and construction activities. Terminal 3, Boarding Area E will be vacated by American Airlines in early 2011 when American Airlines moves to Terminal 2. The BHS has insufficient capacity and reliability for the three new airlines that will occupy the facility. The International Terminal BHS includes the first in-line EDS system in the USA, and the PLC and other systems are beyond their useful life, and must be replaced to maintain operations. The Boarding Area B and E PBB's were originally designed for aircraft that are now obsolete, equipment is beyond its useful life, and parts are unavailable. PBB's must be reconfigured in some cases to support airline relocations.</p>	<p>Modification</p>	<p>06/30/15</p>

3154-07/08	Children & Families Commission	Increase Amount \$16,400 New Amount \$65,600	The audit will provide opinions as to whether the Commission's basic financial statements are fairly presented, in all material respects, in conformity with the accounting principles generally accepted in the United States of America (GAAP), and certain laws and regulations under the Children and Families Program, issued by the State Controllers Office. The audit will include testing of accounting records of the Commission and an evaluation of the Commission's compliance with the following requirements: contracting and procurement, administrative costs, conflicts of interest, County ordinance, long-range financial plans, financial conditions of the Commission, program evaluation, salaries and benefits policies. The auditor will also prepare the fiscal portion of the annual report.	Modification	11/01/12
4049-05/06	Department of Technology	Increase Amount \$0 New Amount \$7,150,000	Due to more delays in finalizing the agreement terms to the federally mandated requirement to complete reconfiguration of the radio frequencies used by the City and even further delays in securing approvals for re-design of the work, this contract requires an additional extension of time to complete work originally planned to be completed in June 2011. This frequency reconfiguration requires that all the frequency dependent devices must be retuned, reprogrammed or replaced. This will involve work on over 9,250 subscriber units, over 250 fixed stations, and associated frequency sensitive equipment. The radio systems affected are Citywide Emergency Radio System (CERS) and the Public Works Emergency System (PERS), as well as the backup system. This effort requires specialized skill to plan and implement the reconfiguration in these complex systems.	Modification	08/31/12

**Speakers:**

Cynthia Avakian and E.R. Ganoung, Jr., Airport Commission spoke on PSC #4108-10/11.  
 Cynthia Avakian, Airport Commission spoke on PSC #4109-10/11.  
 Michelle Allersma, Office of the Controller spoke on PSC #4110-10/11.  
 David Myerson, Public Utilities Commission spoke on PSC #4114-10/11.  
 Derik Aoki, Children and Families Commission, 1<sup>st</sup> Five-SF spoke on PSC #3154-07/08.

**Action:**

- (1) Sever PSC #4099-09/10 and move to Regular agenda as an appeal by IFPTE Local 21. (Vote of 5 to 0)
- (2) Adopt the report; Approve request for PSC #4108-10/11. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 1; Commissioner Seitz Gruwell dissents.)
- (3) Continue PSC #4115-10/11 to the meeting of June 20, 2011, with the presence of a DPW representative. (Vote of 5 to 0)
- (4) Adopt the report; Approve request for all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

**0142-11-8 Review of request for approval of proposed personal services contract. (Item No. 9)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4106-10/11 <i>Withdrawn by DPW</i>	Public Works	\$100,000	The Furniture Fixtures & Equipment (FF&E) Asset Management Consultant (AMC) shall participate with the Executive Architect and the Bureau of Architecture in the development and maintenance of the furniture program and create a base building database for the Public Safety Building (PSB) that accurately catalogs FF&E and related systems required for preparing a solicitation to the prospective vendor(s) of these systems. The AMC shall be responsible for ensuring that all furniture specified shall be completely installed by the manufacturers and/or vendors selected through a separate RFQ process.	Regular	12/31/13

May 16, 2011: Postpone PSC #4106-10/11 to the meeting of June 6, 2011 by mutual agreement of the Department of Public Works and IFPTE Local 21.

**Speakers:** None.

**Action:** Withdraw PSC #4106-10/11 at the request of the Department of Public Works. (Vote of 5 to 0)

**0156-11-8 Appeal by IFPTE Local 21 of PSC #4099-09/10 from the Airport Commission. (Item No. 10)**

**Speakers:** Cynthia Avakian, Airport Commission and Larry Wong, IFPTE Local 21

**Action:** Adopt the report; Approve request for proposed personal services contract. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

**0155-11-2 Proposed Secondary Criteria for Q-60 Lieutenant, San Francisco Police Department. (Item No. 11)**

**Speakers:** Saru Cownan, Department of Human Resources

**Action:** Accept the recommendation of the Human Resources Director and approve the proposed secondary criteria for Q-60 Lieutenant, San Francisco Police Department. (Vote of 5 to 0)



# **Modification**

## **Personal Services Contracts**

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 # 38576 - 22/23)

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

Type of Service: As needed emergency veterinary care for shelter animals

Funding Source: General fund

PSC Original Approved Amount: \$67,500 PSC Original Approved Duration: 08/15/22 - 03/14/25 (2 years 30 weeks)

PSC Mod#1 Amount: \$532,500 PSC Mod#1 Duration: 08/16/22-07/15/28 (3 years 17 weeks)

PSC Cumulative Amount Proposed: \$600,000 PSC Cumulative Duration Proposed: 5 years 48 weeks

**1. Description of Work**

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

This is a request for as-needed, intermittent, after-hours, weekend and holiday emergency veterinary services. Services are needed between 5:30 pm and 8:30 am, which are the hours when Animal Care & Control (ACC) veterinary staff is off-duty. In addition, services may be needed on holidays between 8:30 am and 5:30 pm when City veterinary staff may not be on duty.

The vendor may also accept custody animals from San Francisco Police Department responding to incidents involving animals where the owner/guardian is unavailable (e.g., in the hospital) or when the animal requires impound for safety purposes (stray, nuisance). The vendor will maintain medical records to ACC on each animal and transmit them electronically.

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

ACC staff veterinarians are not available 24 hours per day, 7 days per week, 365 days per year. Medical emergencies occur while the staff veterinarians are unavailable to perform the services required. California Penal Code 597 requires prompt veterinary care for insured and sick animals. Denial of this request might result in the death or unnecessary suffering of animals in our care.

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.

By contract

D. Will the contract(s) be renewed?

Likely, yes

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

PSC 45942 20-21 was approved May 3, 2021. However, a contract was not executed. We are issuing a new RFP with services to July 15, 2028. Therefore, we are requesting this modification to this, PSC 38576 22-23.

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

A. Display all that apply

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

Explain the qualifying circumstances:

Emergency veterinary services will be provided as-needed, on an intermittent basis.

B. Reason for the request for modification:

The duration and the dollars are being increased.

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

- A. Specify required skills and/or expertise: Licensed Doctor of Veterinary Medicine and fully equipped and staffed animal hospital available to receive and treat animals 24/7/365.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2292, Shelter Veterinarian; 3375, Animal Health Technician;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor will provide a fully equipped veterinary hospital.

**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 perform these services when they are available to do so. This request is for as-needed and emergency work. This request is for as-needed work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Civil service classes exist and perform the work.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No training will be provided.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification: On 12/29/22, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU 1021 Miscellaneous; Physicians and Dentists - 8CC;**

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 38576 - 22/23

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 04/03/2023

Civil Service Commission Action:

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

## Lubamersky, Joan (ADM)

---

**From:** dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org  
**Sent:** Thursday, December 29, 2022 9:26 PM  
**To:** Lubamersky, Joan (ADM); Najuawanda Daniels; Jason Klumb; Frigault, Noah (HRC); Julie.Meyers@sfgov.org; Thomas Vitale; Ricardo.lopez@sfgov.org; Kbasconcillo@sfgwater.org; pcamarillo\_seiu@sbcglobal.net; Wendy Frigillana; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; david.canham@seiu1021.org; jtanner940@aol.com; Pierre King - UAPD; tjenkins@uapd.com; jduritz@uapd.com; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 38576 - 22/23 - 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 \$532,500 for services for the period August 16, 2022 – July 15, 2028. 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/19595>

Email sent to the following addresses: jduritz@uapd.com tjenkins@uapd.com pking@uapd.com 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@sfgwater.org Ricardo.lopez@sfgov.org thomas.vitale@seiu1021.org Julie.Meyers@sfgov.org noah.frigault@sfgov.org jason.klumb@seiu1021.org najuawanda.daniels@seiu1021.org

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: As needed emergency veterinary care for shelter animals

Funding Source: General fund

PSC Duration: 2 years 30 weeks

PSC Amount: \$67,500

**1. Description of Work**

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

This is a request for as-needed, intermittent, after-hours, weekend and holiday emergency veterinary services. Services are needed between 5:30 pm and 8:30 am, which are the hours when Animal Care & Control (ACC) veterinary staff is off-duty. In addition, services may be needed on holidays between 8:30 am and 5:30 pm when City veterinary staff may not be on duty.

The vendor may also accept custody animals from San Francisco Police Department responding to incidents involving animals where the owner/guardian is unavailable (e.g., in the hospital) or when the animal requires impound for safety purposes (stray, nuisance). The vendor will maintain medical records to ACC on each animal and transmit them electronically.

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

ACC staff veterinarians are not available 24 hours per day, 7 days per week, 365 days per year. Medical emergencies occur while the staff veterinarians are unavailable to perform the services required. California Penal Code 597 requires prompt veterinary care for insured and sick animals. Denial of this request might result in the death or unnecessary suffering of animals in our care.

**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.**

By contract and a Personal Services Contract (PSC) approved by the Civil Service Commission.

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

Likely, yes

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

not applicable

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

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

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



B. Explain the qualifying circumstances:

Emergency veterinary services will be provided as-needed, on an intermittent basis.

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

A. Specify required skills and/or expertise: Licensed Doctor of Veterinary Medicine and fully equipped and staffed animal hospital available to receive and treat animals 24/7/365.

B. Which, if any, civil service class(es) normally perform(s) this work? 2292, Shelter Veterinarian; 3375, Animal Health Technician;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor will provide a fully equipped veterinary hospital.

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

These services are not available within the City.

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

A. Explain why civil service classes are not applicable.

Civil service employees perform these services when they are available to do so. This request is for as-needed and emergency work. This request is for as-needed work.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Civil service classes exist and perform the work.

**6. Additional Information**

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

No.

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

No. No training will be provided.

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

No.

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

No.

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

No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

7. **Union Notification:** On 07/29/2022, the Department notified the following employee organizations of this PSC/RFP request:  
Physicians and Dentists - 8CC; SEIU 1021 Miscellaneous

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 38576 - 22/23

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 08/23/2022

PERSONAL SERVICES CONTRACT SUMMARY (PSC FORM 1)

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Emergency veterinary care of shelter animals

Funding Source: General Fund

PSC Duration: 5 years 26 weeks

PSCAmount: \$600,000

**1. Description of Work**

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

This is a request for as-needed, after-hours, weekend and holiday emergency veterinary services. Services are needed between 5:30 pm and 8:30 am, which are the hours when Animal Care & Control (ACC) veterinary staff is off-duty. In addition, services may be needed on holidays between 8:30 am and 5:30 pm when City veterinary staff may not be on duty.

The vendor may also accept custody animals from San Francisco Police Department responding to incidents involving animals where the owner/guardian is unavailable (e.g., in the hospital) or when the animal requires impound for safety purposes (stray, nuisance). The vendor will maintain medical records to ACC on each animal and transmit them electronically. The Department of Animal Care and Control (ACC) will pay only for work performed. ACC is preparing a Request for Proposal (RFP) for these services.

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

ACC staff veterinarians are not available 24 hours per day, 7 days per week, 365 days per year. Medical emergencies occur while the staff veterinarians are unavailable to perform the services required. California Penal Code 597 requires prompt veterinary care for insured and sick animals. Denial of this request might result in the death or unnecessary suffering of animals in our care.

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.

By contract and a Personal Services Contract (PSC) approved by the Civil Service Commission.

D. Will the contract(s) be renewed?

Likely, yes.

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

We are requesting authorization for a five and one half year duration for this PSC. ACC is especially busy during the end of the fiscal year, which is July 31. We are requesting a duration to the end of the calendar year, December 31. This will improve the efficiency of ACC administrative operations as well as medical care of the animals.

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

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

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

B. Explain the qualifying circumstances:

Emergency veterinary services are provided only as-needed.

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

A. Specify required skills and/or expertise: Licensed Doctor of Veterinary Medicine and fully equipped and staffed animal hospital available to receive and treat animals 24/7/365.

B. Which, if any, civil service class(es) normally perform(s) this work? 2292, Shelter Veterinarian; 3375, Animal Health Technician;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor provides a fully equipped veterinary hospital.

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

Other City departments do not employ individuals who can perform this work

## **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 perform these services when they are available to do so. This request is for as-needed and emergency work.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Civil service classifications exist and perform the work when available to do so.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. No training will be provided.

C. Are there legal mandates requiring the use of contractual services?  
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 12/18/2020, the Department notified the following employee organizations of this PSC/RFP request:  
Physicians and Dentists - 8CC; SEIU 1021 Miscellaneous

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45942 - 20/21

DHR Analysis/Recommendation:

Commission Approval Required

05/03/2021 DHR Approved for 05/03/2021

action date: 05/03/2021

Approved by Civil Service Commission

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT

Dept. Code: ECN

Type of Request:  Initial  Modification of an existing PSC (PSC # 36452 - 19/20)

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

Type of Service: Consulting - Employment Training Panel (ETP) Reporting

Funding Source: State Employment Training Panel funds

PSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 11/15/19 - 06/30/21 (1 year 32 weeks)

PSC Mod#1 Amount: \$100,000 PSC Mod#1 Duration: 01/01/21-06/30/22 (1 year)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 07/01/22-06/30/23 (1 year)

PSC Mod#3 Amount: \$50,000 PSC Mod#3 Duration: 07/01/23-06/30/25 (2 years 1 day)

PSC Cumulative Amount Proposed: \$250,000 PSC Cumulative Duration Proposed: 5 years 32 weeks

**1. Description of Work**

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

The Office of Economic and Workforce Development (OEWD) received a training cost reimbursement grant from the California Employment Training Panel (ETP). In order for OEWD to be reimbursed for these costs, training information and data must be reported on a monthly basis to the ETP. A contract was secured to submit this data on behalf of OEWD through ETP's online system in prior years and successfully secured reimbursement for the Department. This service is essential to ensure that OEWD can continue to receive reimbursement for the training services.

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

The Employment Training Panel (ETP) strongly recommended that the Department seek assistance from a contractor with previous experience reporting on ETP activities due to the complex and laborious nature of the paperwork and the intricacies of the reporting system. Though the prior contractor performed the work exceptionally, OEWD is in the process of rebidding these services to ensure that the City is paying a fair and current price for the services. If the request to contract out is not approved, OEWD may not be able to secure the full reimbursement amount set aside as each request must be submitted with extensively documented post-training work hours from participants. Additionally, OEWD would like to use the consultant to review other currently offered training programs to assist with determining if it's appropriate to apply for ETP grants to diversify the funding streams on locally resourced programs.

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, this is a request to extend the existing authorization

D. Will the contract(s) be renewed?

Unknown at this time.

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

In Spring 2023, OEWD received another round of State funding for this program, and is requesting to increase the PSC authorization in order to continue the work.

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

A. Display all that apply

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

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

Explain the qualifying circumstances:

Due to the specific knowledge and expertise necessary for the work, and the short term activity, there are no resources or departments within the City that perform this work. Further, these services are only necessary if and when the Department receives a new grant from the State.

B. Reason for the request for modification:

Requesting an additional 2 years and \$50,000 due to receipt of a new round of State Employment Training Program (ETP) funding.

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

A. Specify required skills and/or expertise: Extensive knowledge and expertise for the collection, analysis and submission of the training and post-training work hours data that will be submitted to the California Employment Training Panel.

B. Which, if any, civil service class(es) normally perform(s) this work? 0922, Manager I;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The project is short-term and requires specific skills.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: Not at this time, due to the short-term and specialized nature of the services.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
Contractor will provide the Department with documentation of all reimbursements requested and will train staff so they ensure requests are correct and auditable.

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 - this extension is a continuation of existing work.

**7. Union Notification:** On 02/27/23, 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: Jenny Collins Phone: 415-701-4842 Email: Jenny.Collins@sfgov.org

Address: 1 South Van Ness Avenue, 5th FL, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 36452 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/03/2023

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

## Receipt of Modification Request to PSC # 36452 - 19/20 - MODIFICATIONS

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

on behalf of

Jenny.Collins@sfgov.org <jenny.collins@sfgov.org>

Mon 2/27/2023 3:06 PM

To: Collins, Jenny (ECN) <jenny.collins@sfgov.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>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

PSC RECEIPT of Modification notification sent to Unions and DHR

The ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN has submitted a modification request for a Personal Services Contract (PSC) for \$50,000 for services for the period July 1, 2023 – June 30, 2025. 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/15426>

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)**

PERSONAL SERVICES CONTRACT SUMMARY (“PSC FORM 1”)

Department: ECONOMIC AND WORKFORCE DEVELOPMENT

Dept. Code: ECN

Type of Request:  Initial  Modification of an existing PSC (PSC # 36452 - 19/20)

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

Type of Service: Consulting - Employment Training Panel (ETP) Reporting

Funding Source: State Employment Training Panel funds

PSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 11/15/19 - 06/30/21 (1 year 32 weeks)

PSC Mod#1 Amount: \$100,000 PSC Mod#1 Duration: 01/01/21-06/30/22 (1 year)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 07/01/22-06/30/23 (1 year)

PSC Cumulative Amount Proposed: \$200,000 PSC Cumulative Duration Proposed: 3 years 32 weeks

**1. Description of Work**

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

The Office of Economic and Workforce Development (OEWD) received a training cost reimbursement

grant from the California Employment Training Panel (ETP). In order for OEWD to be reimbursed for these costs, training information and data must be reported on a monthly basis to the ETP. A contract

was secured to submit this data on behalf of OEWD through ETP’s online system in prior years and successfully secured reimbursement for the Department. This service is essential to ensure that OEWD

can continue to receive reimbursement for the training services.

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

The Employment Training Panel (ETP) strongly recommended that the Department seek assistance from a contractor with previous experience reporting on ETP activities due to the complex and laborious nature of the paperwork and the intricacies of the reporting system. Though the prior contractor performed the work exceptionally, OEWD is in the process of rebidding these services to ensure that the City is paying a fair and current price for the services. If the request to contract out is not approved, OEWD may not be able to secure the full reimbursement amount set aside as each request must be submitted with extensively documented post-training work hours from participants. Additionally, OEWD would like to use the consultant to review other currently offered training programs to assist with determining if it's appropriate to apply for ETP grants to diversify the funding streams on locally resourced programs.

- 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, this is a request to extend the existing authorization
- D. Will the contract(s) be renewed?  
Unknown at this time.
- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:  
Not applicable

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

A. Display all that apply

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

Explain the qualifying circumstances:

Due to the specific knowledge and expertise necessary for the work, and the short term activity, there are no resources or departments within the City that perform this work. Further, these services are only necessary if and when the Department receives a new grant from the State.

B. Reason for the request for modification:

This modification requests an additional year of services (no additional funding) in order to realign with the State funding source, which extended the service term due to COVID delays. Current authorization runs through 6/30/22, and this modification requests extension through 6/30/23.

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

- A. Specify required skills and/or expertise: Extensive knowledge and expertise for the collection, analysis and submission of the training and post-training work hours data that will be submitted to the California Employment Training Panel.
- B. Which, if any, civil service class(es) normally perform(s) this work? 0922, Manager I;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
The project is short-term and requires specific skills.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: Not at this time, due to the

short-term and specialized nature of the services.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
Contractor will provide the Department with documentation of all reimbursements requested and will train staff so they ensure requests are correct and auditable.
- 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 - this extension is a continuation of existing work.

**7. Union Notification:** On 04/27/21, 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: Jenny Collins Phone: 415-701-4842 Email: Jenny.Collins@sfgov.org

Address: 1 South Van Ness Avenue, 5th FL, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 36452 - 19/20

DHR Analysis/Recommendation:

06/07/2021

Commission Approval Required

Approved by Civil Service Commission

06/07/2021 DHR Approved for 06/07/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC LIBRARY

Dept. Code: LIB

Type of Request:  Initial  Modification of an existing PSC (PSC # 46332 - 20/21)

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

Type of Service: Accredited Online, Career-Based High School Completion

Funding Source: Library Preservation Fund

PSC Original Approved Amount: \$95,000 PSC Original Approved Duration: 02/01/22 - 01/31/25 (3 years)

PSC Mod#1 Amount: \$200,000 PSC Mod#1 Duration: 01/01/24-01/31/32 (7 years 1 day)

PSC Cumulative Amount Proposed: \$295,000 PSC Cumulative Duration Proposed: 10 years 1 day

**1. Description of Work**

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

Library seeks a qualified vendor to provide an 18-credit, career-based online high school diploma program for students to earn an accredited high school diploma plus a career certificate. The scope of services includes online assessment to identify potential students; customized program implementation training for library staff facilitators working directly with the students; student coaching (online and by phone); student recruiting and marketing support, curriculum including 18 credits (14 academic and 4 career); coursework in language arts, social studies, mathematics, and science, plus career electives offering eight career tracks, evaluate student transcripts and give course credit where appropriate, provide high school diplomas for graduates, and provide transcripts for students and graduates upon request. The Contractor shall be required to enroll and educate as follows:

- up to 25 students during the first year,
- up to 25 students during the second year (50 total students)
- up to 25 students during the third year (75 total students).

**Scope Change**

The City is looking for a vendor who can provide an online high school education program (the Program), fully accessible via website on a computer or mobile device, through which enrolled students can earn a high school diploma accredited by one or more of the following recognized organizations (the Agencies): Cognia; Middle States Association; New England Association; Western Association. Contractor must maintain its accreditation by one of the Agencies, without any lapses, for the length of the contract.

Contractor must offer a diploma fully accredited by one of the Agencies to all students who successfully complete the requirements under the Program. Contractor shall provide student registration services; orientation information for students; online and telephone academic support and coaching for enrolled students; technical support to access the Program for enrolled students and library staff; and curriculum and graduation materials to students, including certified transcripts and a copy of their high school diploma, if applicable.

Within the three-year term of this Agreement, Contractor shall be required to enroll and educate up to 120 San Francisco Public Library students for the term of the contract. Upon expiration of this Agreement or for



any reason it should terminate before the Agreement's expiration date, Contractor shall allow any already-enrolled students up to their full enrollment time period to complete the program and be awarded diplomas.

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

It expands the Library's role by providing opportunities for people who have not succeeded in traditional educational settings. It aligns with City workforce development goals and has been identified as a priority by the Mayor. It fills a gap between what SFUSD and City College by providing opportunities for motivated adults to obtain diplomas & career certificates. Students who achieve diplomas through Career Online High School can pursue work in the career tracks for which they have studied and potentially go on to City College or other higher education settings. The consequence of denial is fewer individual opportunities for the City to address issues of inequality and lack opportunities for its less-privileged residents.

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, Contract #1000021400

D. Will the contract(s) be renewed?

Yes

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

Requesting over 5 years to accommodate upcoming solicitation for 3-year initial term with 2 3-year options for extension.

## 2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The resources that the City lacks to accomplish this program are an accredited online high school/career certificate program for adult learners, including a dedicated online platform for the program and qualifying coursework. Career Online High School is the only accredited online high school in the nation adapted specifically for public libraries.

B. Reason for the request for modification:

We need more seats for the upcoming years. We would like to increase the not-to-exceed amount and extend the time on the previous PCS. This modification will allow the Library to purchase additional seats and offer the program in the near future.

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: 1. Ability and authority to evaluate prospective students' transcripts and enter results in database managed by accredited online high school, 2. Teaching and counseling training and experience sufficient to provide support an academic coaching for high school level coursework; and 3. Ability to train Library staff to act as facilitators to students in the program.

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. Contractor will provide an online platform containing both administrative modules and coursework for students.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The work of evaluating transcripts must be done within the authority of the accredited school offering the diplomas, so City staff cannot do that part. The contractor must also provide teachers to counsel and coach student if they need assistance with the online coursework, and trainers to train library staff in how to market the program and screen candidates, use administrative software and etc.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The work must be performed by the staff of an accredited online high school for adult learners, with its own dedicated web-based class curriculum, which it is not financially feasible for CCSF to create.

**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. Students work with library facilitators who are trained by Career Online High School On how to administer the program, including how to conduct additional screening beyond the online assessment. Approximately a dozen library staff (including librarians and Project Read staff, who are classified as library technicians) will receive a full-day of training at the commencement of the contract and more will be trained as needed over the course of the contract.

C. Are there legal mandates requiring the use of contractual services?  
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification: On 03/01/23, 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: marcus lange Phone: 415-557-4214 Email: marcus.lange@sfpl.org

Address: 100 Larkin Street, room 680, San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46332 - 20/21

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 04/03/2023

Civil Service Commission Action:

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

## Choi, Suzanne (HRD)

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**From:** dhr-psccordinator@sfgov.org on behalf of marcus.lange@sfpl.org  
**Sent:** Wednesday, March 1, 2023 1:48 PM  
**To:** Lange, Marcus (LIB); khughes@ibew6.org; ewallace@ifpte21.org; ewallace@ifpte21.org; 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; sbalaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; @sfpoa.org; Tracy McCray; 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@sflower.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; Yoshida, Shirley (LIB); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 46332 - 20/21 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC LIBRARY -- LIB has submitted a modification request for a Personal Services Contract (PSC) for \$200,000 for services for the period January 1, 2024

– January 31, 2032. 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/19934>

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 LIBRARY -- LIB

Dept. Code: LIB

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

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

Type of Service: Accredited Online, Career-Based High School Completion

Funding Source: Library Preservation Fund

PSC Amount: \$95,000 PSC Est. Start Date: 02/01/2022 PSC Est. End Date 01/31/2025

**1. Description of Work**

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

Library seeks a qualified vendor to provide an 18-credit, career-based online high school diploma program for students to earn an accredited high school diploma plus a career certificate. The scope of services includes online assessment to identify potential students; customized program implementation training for library staff facilitators working directly with the students; student coaching (online and by phone); student recruiting and marketing support, curriculum including 18 credits (14 academic and 4 career); coursework in language arts, social studies, mathematics, and science, plus career electives offering eight career tracks, evaluate student transcripts and give course credit where appropriate, provide high school diplomas for graduates, and provide transcripts for students and graduates upon request. The Contractor shall be required to enroll and educate as follows:

- up to 25 students during the first year,
- up to 25 students during the second year (50 total students)
- up to 25 students during the third year (75 total students).

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

It expands the Library's role by providing opportunities for people who have not succeeded in traditional educational settings. It aligns with City workforce development goals and has been identified as a priority by the Mayor. It fills a gap between what SFUSD and City College by providing opportunities for motivated adults to obtain diplomas & career certificates. Students who achieve diplomas through Career Online High School can pursue work in the career tracks for which they have studied and potentially go on to City College or other higher education settings. The consequence of denial is fewer individual opportunities for the City to address issues of inequality and lack opportunities for its less-privileged residents.

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.

Smart Horizons Career Online Education (SHCOE) was partnering with Cengage Gale to offer this service to the Library. Since the beginning of this year, SHCOE will started offering the program directly and no longer through any other vendors. The most recent personal service contract approval number is PSC#45648

D. Will the contract(s) be renewed?

Yes

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

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

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

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

B. Explain the qualifying circumstances:

The resources that the City lacks to accomplish this program are an accredited online high school/career certificate program for adult learners, including a dedicated online platform for the program and qualifying coursework. Career Online High School is the only accredited online high school in the nation adapted specifically for public libraries.

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

A. Specify required skills and/or expertise: 1. Ability and authority to evaluate prospective students' transcripts and enter results in database managed by accredited online high school, 2. Teaching and counseling training and experience sufficient to provide support an academic coaching for high school level coursework; and 3. Ability to train Library staff to act as facilitators to students in the program.

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. Contractor will provide an online platform containing both administrative modules and coursework for students.

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

None. The City does not have its own accredited online high school program for adult learners, and it is outside the scope of what City College and the San Francisco Unified School District offer.

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

A. Explain why civil service classes are not applicable.

The work of evaluating transcripts must be done within the authority of the accredited school offering the diplomas, so City staff cannot do that part. The contractor must also provide teachers to counsel and coach student if they need assistance with the online coursework, and trainers to train library staff in how to market the program and screen candidates, use administrative software and etc.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The work must be performed by the staff of an accredited online high school for adult learners, with its own dedicated web-based class curriculum, which it is not financially feasible for CCSF to create.

**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. Students work with library facilitators who are trained by Career Online High School On how to administer the program, including how to conduct additional screening beyond the online assessment. Approximately a dozen library staff (including librarians and Project Read staff, who are classified as library technicians) will receive a full-day of training at the commencement of the contract and more will be trained as needed over the course of the contract.



- 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.

**7. Union Notification:** On 04/23/2021, 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: marcus lange Phone: 415-557-4214 Email: marcus.lange@sfpl.org

Address: 100 Larkin Street, room 680 San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46332 - 20/21

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 05/17/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request:  Initial  Modification of an existing PSC (PSC # 4045 11/12)

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

Type of Service: Helicopter Transport and Aerial Surveying Services (CS-217/CS-329/PRO.0078)

Funding Source: Hetch Hetchy Operating Funds

PSC Original Approved Amount: \$96,500 PSC Original Approved Duration: 11/07/11 - 08/31/16 (4 years 42 weeks)

PSC Mod#1 Amount: \$500,000 PSC Mod#1 Duration: 09/01/16-11/30/16 (13 weeks 1 hour)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 12/01/16-11/30/21 (5 years 1 day)

PSC Mod#3 Amount: no amount added PSC Mod#3 Duration: 12/01/21-09/30/23 (1 year 43 weeks)

PSC Mod#4 Amount: \$250,000 PSC Mod#4 Duration: no duration added

PSC Mod#5 Amount: \$240,000 PSC Mod#5 Duration: 02/24/23-09/30/25 (2 years 1 day)

PSC Cumulative Amount Proposed: \$1,086,500 PSC Cumulative Duration Proposed: 13 years 47 weeks

**1. Description of Work**

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

The contractor will provide helicopters and certified pilots to provide as needed services including: Aerial surveying and patrol services to support the maintenance of the power transmission system; transportation services for emergency repairs of infrastructure to areas not accessible all year; transportation to San Francisco Public Utilities Commission(SFPUC) and Hetch Hetchy Water and Power facilities in the event of unforeseen disasters or emergencies; and, priority shuttle service between the SFPUC facilities in the Sierra Nevada and the Bay Area.

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

The SFPUC generates electricity from power houses located on the Tuolumne River and Cherry Creek in Tuolumne County. High voltage support towers carry transmission lines from the powerhouses over the Sierra Foothills and across the Central Valley to Newark. SFPUC line crews are required to patrol and inspect the support towers yearly, looking for damage to the tower members, insulators and other tower hardware. Without these patrols, SFPUC cannot detect and identify critical components (ie insulators and busses) and overall damage to the transmission towers, all of which are integral in delivering Power to the Grid. Transportation to remote locations for repair to infrastructure during winter months is not possible by other methods. This request is for additional capacity which will allow the SFPUC to solicit and award a contract to a firm who can offer backup services.

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

Services have been provided in the past through earlier PSC request. See 4045 11/12

D. Will the contract(s) be renewed?

Yes.

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

is The duration for this five year extension is being requested in order to provide continued use of helicopter services for aerial inspection of transmission towers and transmission lines, and other projects as needed.

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

A. Display all that apply

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

Explain the qualifying circumstances:

The City needs a helicopter and licensed pilots. Current Civil service classes do not provide these services. And it would not be practical for a new civil service class to perform this work as it is economically infeasible. The cost of procuring equipment, hiring and training qualified flight personnel, and providing funding for management and support services for a helicopter operation is extremely cost prohibitive.

B. Reason for the request for modification:

The purpose of this amendment is to ensure that we retain these helicopter services while we develop the new RFP. The current contract is set to expire on 9/31/2023. We will need to use the helicopter in spring to do aerial patrols of vegetation and check our overhead electrical equipment for any potential repairs before summer and “wildfire season.”

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

- A. Specify required skills and/or expertise: The service requires trained and qualified helicopter pilot licensed by the Federal Aviation Administration to conduct Part 135 flight operations at low altitude in elevations up to 6,000 feet above sea level. Pilot(s) are required to carry “Long Line” and “External Human Load (EHL)” certifications.
- 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. A helicopter of the appropriate make and model and all safety equipment necessary for use by City Employees while being transported.

**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.  
There is no civil service class that provides these services.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: It would not be practical for a new civil service class to perform this work as it is economically infeasible. The cost of procuring equipment, hiring and training qualified flight personnel, and providing funding for management and support services for a helicopter operation is extremely cost prohibitive.

**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. SFPUC employees will be certified in Helicopter and equipment safety training. 20-30 hours total. A total of approximately 10 employees will receive this training.
- 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 02/24/23, 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 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4045 11/12

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/03/2023

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

**From:** [dhr-psccoordinator@sfgov.org](mailto:dhr-psccoordinator@sfgov.org) on behalf of [shale@sfwater.org](mailto: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.; ewidth@ifpte21.org; ewidth@ifpte21.org; plangrooferlocal40@gmail.com; rooferslocal40@gmail.com; seichenberger@local39.org; dtuttle@oe3.org; dtubble@oe3org; pkim@ifpte21.org; najuwawanda.daniels@seiu1021.org; pking@uapd.com; president@sanfranciscodsa.com; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; rmarenc@twusf.org; pwilson@twusf.org; cmoyer@nccrc.org; noah.frigault@sfgov.org; sfdpoa@icloud.com; Mjayne@iam1414.org; Emanuel, Rachel (DFM); laborers261@gmail.com; janko.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; 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; 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@opcmllocal300.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; iduritz@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; Sanchez, Daniel; dhr-psccoordinator@sfgov.org</a><br/><b>Subject:</b> Receipt of Modification Request to PSC # 4045 11/12 - MODIFICATIONS<br/><b>Date:</b> Friday, February 24, 2023 2:10:31 PM</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 \$240,000 for services for the period February 24, 2023 – September 30, 2025. 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/8073>

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 COMMISSIONDept. Code: PUCType of Request:  Initial  Modification of an existing PSC (PSC # 4045 11/12)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Helicopter Transport and Aerial Surveying Services (CS-217/CS-329/PRO.0078)Funding Source: Hetch Hetchy Operating FundsPSC Original Approved Amount: \$96,500PSC Original Approved Duration: 11/07/11 - 08/31/16 (4 years 42 weeks)PSC Mod#1 Amount: \$500,000PSC Mod#1 Duration: 09/01/16-11/30/16 (13 weeks 1 hour)PSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 12/01/16-11/30/21 (5 years 1 day)PSC Mod#3 Amount: no amount addedPSC Mod#3 Duration: 12/01/21-09/30/23 (1 year 43 weeks)PSC Mod#4 Amount: \$250,000PSC Mod#4 Duration: no duration addedPSC Cumulative Amount Proposed: \$846,500PSC Cumulative Duration Proposed: 11 years 47 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will provide helicopters and certified pilots to provide as needed services including: Aerial surveying and patrol services to support the maintenance of the power transmission system; transportation services for emergency repairs of infrastructure to areas not accessible all year; transportation to San Francisco Public Utilities Commission(SFPUC) and Hetch Hetchy Water and Power facilities in the event of unforeseen disasters or emergencies; and, priority shuttle service between the SFPUC facilities in the Sierra Nevada and the Bay Area.

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

The SFPUC generates electricity from power houses located on the Tuolumne River and Cherry Creek in Tuolumne County. High voltage support towers carry transmission lines from the powerhouses over the Sierra Foothills and across the Central Valley to Newark. SFPUC line crews are required to patrol and inspect the support towers yearly, looking for damage to the tower members, insulators and other tower hardware. Without these patrols, SFPUC cannot detect and identify critical components (ie insulators and busses) and overall damage to the transmission towers, all of which are integral in delivering Power to the Grid. Transportation to remote locations for repair to infrastructure during winter months is not possible by other methods. This request is for additional capacity which will allow the SFPUC to solicit and award a contract to a firm who can offer backup services.



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

Services have been provided in the past through earlier PSC request. See 4045 11/12

D. Will the contract(s) be renewed?

Yes.

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

is The duration for this five year extension is being requested in order to provide continued use of helicopter services for aerial inspection of transmission towers and transmission lines, and other projects as needed.

## 2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The City needs a helicopter and licensed pilots. Current Civil service classes do not provide these services. And it would not be practical for a new civil service class to perform this work as it is economically infeasible. The cost of procuring equipment, hiring and training qualified flight personnel, and providing funding for management and support services for a helicopter operation is extremely cost prohibitive.

B. Reason for the request for modification:

This contract is needed to provide both routine and emergency helicopter services for Hetch Hetchy Water and Power. There are two helicopter service providers in our rural area – A&P Helicopters, and Intermountain Helicopters. Intermountain Helicopter has indicated they have long-term contracts with the USDA Forest Service for fire-fighting, and cannot provide service during the summer months. For this reason, we are requesting an amendment to the PSC for A&P Helicopters to allow service throughout the calendar year, including the summer months, when we also experience high fire danger.”

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The service requires trained and qualified helicopter pilot licensed by the Federal Aviation Administration to conduct Part 135 flight operations at low altitude in elevations up to 6,000 feet above sea level. Pilot(s) are required to carry “Long Line” and “External Human Load (EHL)” certifications.

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. A helicopter of the appropriate make and model and all safety equipment necessary for use by City Employees while being transported.

**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.

There is no civil service class that provides these services.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: It would not be practical for a new civil service class to perform this work as it is economically infeasible. The cost of procuring equipment, hiring and training qualified flight personnel, and providing funding for management and support services for a helicopter operation is extremely cost prohibitive.

**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. SFPUC employees will be certified in Helicopter and equipment safety training. 20-30 hours total. A total of approximately 10 employees will receive this training.

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 09/20/21, 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@sflower.org

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4045 11/12

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 10/12/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request:     Initial                     Modification of an existing PSC (PSC # 4045 11/12)

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

Type of Service: Helicopter Transport and Aerial Surveying Services (CS-217/CS-329/PRO.0078)

Funding Source: Hetch Hetchy Operating Funds

PSC Original Approved Amount: \$96,500

PSC Original Approved Duration: 11/07/11 - 08/31/16 (4 years 42 weeks)

PSC Mod#1 Amount: \$500,000

PSC Mod#1 Duration: 09/01/16-11/30/16 (13 weeks 1 hour)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 12/01/16-11/30/21 (5 years 1 day)

PSC Mod#3 Amount: no amount added

PSC Mod#3 Duration: 12/01/21-09/30/23 (1 year 43 weeks)

PSC Cumulative Amount Proposed: \$596,500

PSC Cumulative Duration Proposed: 11 years 47 weeks

**1. Description of Work**

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

The contractor will provide helicopters and certified pilots to provide as needed services including: Aerial surveying and patrol services to support the maintenance of the power transmission system; transportation services for emergency repairs of infrastructure to areas not accessible all year; transportation to San Francisco Public Utilities Commission(SFPUC) and Hetch Hetchy Water and Power facilities in the event of unforeseen disasters or emergencies; and, priority shuttle service between the SFPUC facilities in the Sierra Nevada and the Bay Area.

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

The SFPUC generates electricity from power houses located on the Tuolumne River and Cherry Creek in Tuolumne County. High voltage support towers carry transmission lines from the powerhouses over the Sierra Foothills and across the Central Valley to Newark. SFPUC line crews are required to patrol and inspect the support towers yearly, looking for damage to the tower members, insulators and other tower hardware. Without these patrols, SFPUC cannot detect and identify critical components (ie insulators and busses) and overall damage to the transmission towers, all of which are integral in delivering Power to the Grid. Transportation to remote locations for repair to infrastructure during winter months is not possible by other methods. This request is for additional capacity which will allow the SFPUC to solicit and award a contract to a firm who can offer backup services.

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

Services have been provided in the past through earlier PSC request. See 4045 11/12

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

Yes.

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

is The duration for this five year extension is being requested in order to provide continued use of helicopter services for aerial inspection of transmission towers and transmission lines, and other projects as needed.

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

**A. Display all that apply**

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

**Explain the qualifying circumstances:**

The City needs a helicopter and licensed pilots. Current Civil service classes do not provide these services. And it would not be practical for a new civil service class to perform this work as it is economically infeasible. The cost of procuring equipment, hiring and training qualified flight personnel, and providing funding for management and support services for a helicopter operation is extremely cost prohibitive.

**B. Reason for the request for modification:**

To provide continued use of helicopter services for aerial inspection of transmission towers and lines; transport for emergency response and equipment to inaccessible areas; 'short haul' transport of personnel for training and; other as-needed flights.

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

- A. Specify required skills and/or expertise: The service requires trained and qualified helicopter pilot licensed by the Federal Aviation Administration to conduct Part 135 flight operations at low altitude in elevations up to 6,000 feet above sea level. Pilot(s) are required to carry "Long Line" and "External Human Load (EHL)" certifications.
- 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. A helicopter of the appropriate make and model and all safety equipment necessary for use by City Employees while being transported.

**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.  
There is no civil service class that provides these services.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: It would not be practical for a new civil service class to perform this work as it is economically infeasible. The cost of procuring equipment, hiring and training qualified flight personnel, and providing funding for management and support services for a helicopter operation is extremely cost prohibitive.

**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. SFPUC employees will be certified in Helicopter and equipment safety training. 20-30 hours total. A total of approximately 10 employees will receive this training.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 04/07/20, 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 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4045 11/12

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 04/27/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request:  Initial  Modification of an existing PSC (PSC # 4045 11/12)

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

Type of Service: Helicopter Transport and Aerial Surveying Services (CS-217/CS-329/PRO.0078)

Funding Source: Hetch Hetchy Operating Funds

PSC Original Approved Amount: \$.96,500 PSC Original Approved Duration: 11/07/11 - 08/31/16 (4 years 42 weeks)

PSC Mod#1 Amount: \$.500,000 PSC Mod#1 Duration: 09/01/16-11/30/16 (13 weeks 1 hour)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 12/01/16-11/30/21 (5 years 1 day)

PSC Cumulative Amount Proposed: \$.596,500 PSC Cumulative Duration Proposed: 10 years 3 weeks

**1. Description of Work**

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

The contractor will provide helicopters and certified pilots to provide as needed services including: Aerial surveying and patrol services to support the maintenance of the power transmission system; transportation services for emergency repairs of infrastructure to areas not accessible all year; transportation to San Francisco Public Utilities Commission(SFPUC) and Hetch Hetchy Water and Power facilities in the event of unforeseen disasters or emergencies; and, priority shuttle service between the SFPUC facilities in the Sierra Nevada and the Bay Area.

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

The SFPUC generates electricity from power houses located on the Tuolumne River and Cherry Creek in Tuolumne County. High voltage support towers carry transmission lines from the powerhouses over the Sierra Foothills and across the Central Valley to Newark. SFPUC line crews are required to patrol and inspect the support towers yearly, looking for damage to the tower members, insulators and other tower hardware. Without these patrols, SFPUC cannot detect and identify critical components (ie insulators and busses) and overall damage to the transmission towers, all of which are integral in delivering Power to the Grid. Transportation to remote locations for repair to infrastructure during winter months is not possible by other methods. This request is for additional capacity which will allow the SFPUC to solicit and award a contract to a firm who can offer backup services.

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

Services have been provided in the past through earlier PSC request. See 4045 11/12

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

Yes.

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

is The duration for this five year extension is being requested in order to provide continued use of helicopter services for aerial inspection of transmission towers and transmission lines, and other projects as needed.

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

**A. Display all that apply**

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

**Explain the qualifying circumstances:**

The City needs a helicopter and licensed pilots. Current Civil service classes do not provide these services. And it would not be practical for a new civil service class to perform this work as it is economically infeasible. The cost of procuring equipment, hiring and training qualified flight personnel, and providing funding for management and support services for a helicopter operation is extremely cost prohibitive.

- B. Reason for the request for modification:  
To align PSC duration with contract duration.

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

- A. Specify required skills and/or expertise: The service requires trained and qualified helicopter pilot licensed by the Federal Aviation Administration to conduct Part 135 flight operations at low altitude in elevations up to 6,000 feet above sea level. Pilot(s) are required to carry "Long Line" and "External Human Load (EHL)" certifications.
- 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. A helicopter of the appropriate make and model and all safety equipment necessary for use by City Employees while being transported.

**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.  
There is no civil service class that provides these services.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: It would not be practical for a new civil service class to perform this work as it is economically infeasible. The cost of procuring equipment, hiring and training qualified flight personnel, and providing funding for management and support services for a helicopter operation is extremely cost prohibitive.

**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. SFPUC employees will be certified in Helicopter and equipment safety training. 20-30 hours total. A total of approximately 10 employees will receive this training.
- 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 09/12/16, 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: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfwater.org

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4045 11/12

DHR Analysis/Recommendation:

10/17/2016

Commission Approval Required

Approved by Civil Service Commission

10/17/2016 DHR Approved for 10/17/2016



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request:  Initial  Modification of an existing PSC (PSC # 49868 - 17/18)

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

Type of Service: Tunnel Engineering Design (PRO.0101)

Funding Source: SSIP Funded

PSC Original Approved Amount: \$7,000,000 PSC Original Approved Duration: 08/01/18 - 08/01/20 (2 years 1 day)

PSC Mod#1 Amount: \$2,700,000 PSC Mod#1 Duration: 08/01/20-11/01/23 (3 years 13 weeks)

PSC Mod#2 Amount: \$7,000,000 PSC Mod#2 Duration: 02/24/23-02/01/28 (4 years 13 weeks)

PSC Cumulative Amount Proposed: \$16,700,000 PSC Cumulative Duration Proposed: 9 years 26 weeks

**1. Description of Work**

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

The primary scope of work is to design conveyance infrastructure to alleviate flooding for a susceptible portion of the City. Work will consist of engineering design and construction support for San Francisco Public Utilities Commission (SFPUC's) Folsom Area Stormwater Improvement Project. This includes up to 4,000 linear feet of approximately 12' inside diameter tunnel from Alameda and Treat Streets to approximately 7th and Berry Streets, launching and receiving shafts, and all related site investigation work (e.g., geotechnical and hazardous material).

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

The neighborhood surrounding 17th, 18th, and Folsom Streets has been historically subject to flooding during moderate to heavy storms. The design of this project is part of Sewer System Improvement Program (SSIP) Phase 1 to advance the City's goal of managing stormwater and minimizing flooding in the City's design storm. Design and construction of conveyance infrastructure protection is needed to alleviate flooding for a susceptible portion of the City and without this project, the 17th, 18th and Folsom Street areas will remain vulnerable to flooding.

**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 49868 - 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:**

Modification No. 1 to PSC 49868-17/18 is requested to authorize a five-year term from November 1, 2018 through November 1, 2023 for SFPUC Agreement No. PRO.0101, Tunnel Engineering Services for the Folsom Area Stormwater Improvement Project. A five-year term is needed to explore alternatives and possible redesign of the tunnel due to unforeseen site conditions. The PSC duration of five years and thirteen weeks exceeds the contract duration because the PSC term begins three months before the contract term.

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

**A. Display all that apply**

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

**Explain the qualifying circumstances:**

Design and construction of tunnels occurs infrequently and there is no continuous, long-term workload for this specialized service, nor is such expertise available from within City resources.

**B. Reason for the request for modification:**

To allow the consultant to provide unanticipated advanced engineering analysis and cost estimating services to complete the tunnel design.

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

- A. Specify required skills and/or expertise: Highly specialized expertise is required to assist City staff to provide engineering design services for a large diameter sewer tunnel in Seismic Zone 4, including associated comprehensive geotechnical and hazardous material investigations and advanced numerical modeling.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 5362, Engineering Assistant; 5364, Engineering Associate 1; 5366, Engineering Associate 2; 5602, Utility Specialist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, drilling equipment for geotechnical/hazardous material investigation will be required.

**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.  
Design and construction of tunnels occurs infrequently. There is no reliably continuous, long-term workload for this service, which renders the hiring of long-term City employees unviable. Note that this project will be jointly performed by both City staff (SFPW & SFPUC) in areas of the project where these departments are qualified to engage, and the consultant team for the design work specific to the tunnel portion of the project.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, there is insufficient continuous, long term workload to support a long-term staff of tunnel designers.

**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.  
To foster the transfer of technical expertise relevant to tunnel design and construction to City staff, this contract will include provisions for approximately 40 hours of consultant-led, in-office training sessions at the SFPUC. While training topics will be determined jointly with SFPUC during the Design Phase, potential topics may include: tunnel safety, maintenance and rehabilitation strategies for tunnels, construction management of tunnel projects, pipeline fault crossing design, retrofitting of portals and pipelines for seismic hazards, geotechnical considerations related to rock or mixed soil tunnel design, tunnel lining design, tunneling methodology and shaft construction, alternative tunnel portal designs. Training will be relevant but not limited to: civil engineers, mechanical engineers, geotechnical engineers, structural engineers, construction managers, and project managers.
- 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 02/24/23, the Department notified the following employee organizations of this PSC/RFP request:

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@sfgwater.org

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49868 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/03/2023

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [shale@sfgov.org](mailto:shale@sfgov.org)  
**To:** [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M@sfgov.org); [junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [kpage@ifpte21.org](mailto:kpage@ifpte21.org); [eerbach@ifpte21.org](mailto:eerbach@ifpte21.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [Irwin, William](mailto:Irwin.William@sfgov.org); [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)  
**Subject:** Receipt of Modification Request to PSC # 49868 - 17/18 - MODIFICATIONS  
**Date:** Friday, February 24, 2023 1:10:19 PM

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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 \$7,000,000 for services for the period February 24, 2023 – February 1, 2028. 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/15373>

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

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request:  Initial  Modification of an existing PSC (PSC # 49868 - 17/18)

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

Type of Service: Tunnel Engineering Design (PRO.0101)

Funding Source: SSIP Funded

PSC Original Approved Amount: \$7,000,000 PSC Original Approved Duration: 08/01/18 - 08/01/20 (2 years 1 day)

PSC Mod#1 Amount: \$2,700,000 PSC Mod#1 Duration: 08/01/20-11/01/23 (3 years 13 weeks)

PSC Cumulative Amount Proposed: \$9,700,000 PSC Cumulative Duration Proposed: 5 years 13 weeks

**1. Description of Work**

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

The primary scope of work is to design conveyance infrastructure to alleviate flooding for a susceptible portion of the City. Work will consist of engineering design and construction support for San Francisco Public Utilities Commission (SFPUCC's) Folsom Area Stormwater Improvement Project. This includes up to 4,000 linear feet of approximately 12' inside diameter tunnel from Alameda and Treat Streets to approximately 7th and Berry Streets, launching and receiving shafts, and all related site investigation work (e.g., geotechnical and hazardous material).

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

The neighborhood surrounding 17th, 18th, and Folsom Streets has been historically subject to flooding during moderate to heavy storms. The design of this project is part of Sewer System Improvement Program (SSIP) Phase 1 to advance the City's goal of managing stormwater and minimizing flooding in the City's design storm. Design and construction of conveyance infrastructure protection is needed to alleviate flooding for a susceptible portion of the City and without this project, the 17th, 18th and Folsom Street areas will remain vulnerable to flooding.

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 49868 - 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:

Modification No. 1 to PSC 49868-17/18 is requested to authorize a five-year term from November 1, 2018 through November 1, 2023 for SFPUCC Agreement No. PRO.0101, Tunnel Engineering Services for the Folsom Area Stormwater Improvement Project. A five-year term is needed to explore alternatives and possible redesign of the tunnel due to unforeseen site conditions. The PSC duration of five years and thirteen weeks exceeds the contract duration because the PSC term begins three months before the contract term.

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

A. Display all that apply

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

Explain the qualifying circumstances:

Design and construction of tunnels occurs infrequently and there is no continuous, long-term workload for this specialized service, nor is such expertise available from within City resources.

B. Reason for the request for modification:

Modification No. 1 to PSC 49868-17/18 is requested to add \$4,000,000 and three years to SFPUC Contract PRO.0101 Tunnel Engineering Services for the Folsom Area Stormwater Improvement Project to provide a redesign of the tunnel alignment due to unforeseen site conditions. After Modification No. 1 PSC 49868-17/18 will have the same \$9,700,000 contract amount and 5-year term as SFPUC Contract PRO.0101.

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

- A. Specify required skills and/or expertise: Highly specialized expertise is required to assist City staff to provide engineering design services for a large diameter sewer tunnel in Seismic Zone 4, including associated comprehensive geotechnical and hazardous material investigations and advanced numerical modeling.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 5362, Engineering Assistant; 5364, Engineering Associate 1; 5366, Engineering Associate 2; 5602, Utility Specialist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, drilling equipment for geotechnical/hazardous material investigation will be required.

**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.  
Design and construction of tunnels occurs infrequently. There is no reliably continuous, long-term workload for this service, which renders the hiring of long-term City employees unviable. Note that this project will be jointly performed by both City staff (SFPW & SFPUC) in areas of the project where these departments are qualified to engage, and the consultant team for the design work specific to the tunnel portion of the project.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, there is insufficient continuous, long term workload to support a long-term staff of tunnel designers.

**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.  
To foster the transfer of technical expertise relevant to tunnel design and construction to City staff, this contract will include provisions for approximately 40 hours of consultant-led, in-office training sessions at the SFPUC. While training topics will be determined jointly with SFPUC during the Design Phase, potential topics may include: tunnel safety, maintenance and rehabilitation strategies for tunnels, construction management of tunnel projects, pipeline fault crossing design, retrofitting of portals and pipelines for seismic hazards, geotechnical considerations related to rock or mixed soil tunnel design, tunnel lining design, tunneling methodology and shaft construction, alternative tunnel portal designs. Training will be relevant but not limited to: civil engineers, mechanical engineers, geotechnical engineers, structural engineers, construction managers, and project managers.
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- 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 08/07/20, the Department notified the following employee organizations of this PSC/RFP request:  
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: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfgwater.org

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49868 - 17/18

DHR Analysis/Recommendation:

09/21/2020

Commission Approval Required

Approved by Civil Service Commission

09/21/2020 DHR Approved for 09/21/2020