



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

**LONDON N. BREED  
MAYOR**

**Sent via Electronic Mail**

April 20, 2023

**NOTICE OF CIVIL SERVICE COMMISSION MEETING**

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT 43590-22/23; 42173-22/23; 42708-22/23; 49799-22/23; 41953-22/23; 43889-22/23; 45463-22/23; 43603-22/23; 49077-22/23; 45005-22/23; 43103-18/19; 47501-16/17; AND 48369-17/18.**

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 **May 1, 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: Cynthia Avakian, Airport  
Alexander Burns, Department of Public Works  
Edward de Asis, Board of Supervisors  
Jolie Gines, Technology  
Shawndrea Hale, Public Utilities Commission  
Kelly Hiramoto, Department of Public Health  
Daniel Kwon, Public Utilities Commission  
Vincent Lee, Police Department  
Amy Nuque, Municipal Transportation Agency  
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: April 14, 2023  
To: The Honorable Civil Service Commission  
Through: Carol Isen  
Human Resources Director  
From: Edward de Asis, BOS  
Amy Nuque, MTA  
Vincent Lee, POL  
Kelly Hiramoto, DPH  
Shawndrea Hale / Daniel Kwon, PUC  
Alexander Burns, DPW  
Jolie Gines, TIS  
Cynthia Avakian, AIR  
Subject: **Personal Services Contracts Approval Request**

This report contains thirteen (13) 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<br>FY2022-2023 | Total for FY2022-2023 |
|----------------------|--|-----------------------|
| \$112,850,000        | \$248,717,951                          | \$3,245,679,619       |

Edward de Asis  
Board of Supervisors  
1 Dr. Carlton B. Goodlett Pl., Rm. 244  
San Francisco, CA 94102  
(415) 356 - 2850

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

Vincent Lee  
Police  
1245 3<sup>rd</sup> St., 6<sup>th</sup> Floor  
San Francisco, CA 94158

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

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

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

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

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

Table of Contents  
PSC Submissions

| <b>Regular PSCs</b>      | <b>Department</b>               | <b>Page</b> |
|--------------------------|---------------------------------|-------------|
| 43590 - 22/23            | Board of Supervisors            | 1           |
| 42173 - 22/23            | Municipal Transportation Agency | 13          |
| 42708 - 22/23            | Police                          | 23          |
| 49799 - 22/23            | Public Health                   | 39          |
| 41953 - 22/23            | Public Utilities Commission     | 45          |
| 43889 - 22/23            | Public Utilities Commission     | 50          |
| 45463 - 22/23            | Public Utilities Commission     | 55          |
| 43603 - 22/23            | Public Works                    | 60          |
| 49077 - 22/23            | Public Works                    | 65          |
| 45005 - 22/23            | Technology                      | 80          |
| <b>Modification PSCs</b> |                                 |             |
| 43103 - 18/19            | Airport                         | 86          |
| 47501 - 16/17            | Airport                         | 97          |
| 48369 - 17/18            | Airport                         | 109         |

# POSTING FOR

May 01, 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>43590 - 22/23</u> | BOARD OF SUPERVISORS            | \$540,000.00 | <p>The Office of the Clerk of the Board (COB) seeks a vendor to enhance or replace the current aging and costly LMS with a state-of-the-art solution to effectively address mandated requirements, streamline legislative workflow, and meet stakeholder expectations. The COB will adopt a legislative system that will streamline the process of 1) drafting, submitting, and accessing status of legislation, 2) developing and managing public meeting agendas and minutes, 3) ensuring the integrity and retention of legislative records, 4) providing a legislative drafting tool for city departments, and 5) providing a public portal accessible to the public for tracking legislation. The LMS would not only support the core business of the Board of Supervisors, but all City Departments and agencies that submit and recommend legislation and/or amendments. The technology solution will be developed, implemented, and supported through a software development and support agreement with the Contractor and internal COB IT staff.</p> | September 1, 2023        | August 31, 2028        | REGULAR          |
| <u>42173 - 22/23</u> | MUNICIPAL TRANSPORTATION AGENCY | \$500,000.00 | <p>San Francisco Chained Activity Modeling Process (SF-CHAMP) is the official transportation modeling tool for San Francisco and is certified as compliant with the Regional Transportation Plan by the Metropolitan Transportation Commission (MTC). San Francisco</p>   | April 1, 2023            | March 31, 2028         | REGULAR          |

| <u>PSC No</u>        | Dept Designation            | PSC Amount     | Description of Work   | PSC Estimated Start Date | PSC Estimated End Date | Type of Approval |
|----------------------|-----------------------------|----------------|---|--------------------------|------------------------|------------------|
|                      |                             |                | <p>Municipal Transportation Agency (SFMTA) seeks the services of a consultant for the care, maintenance, and updates of SF-CHAMP, the San Francisco travel forecasting software program, in order to implement new relevant features, reporting tools, and up-to-date assumptions about travel behavior.</p> <p>Consultant will analyze the SFMTA transportation impacts on potential land use, employment, housing, transit service, and transportation infrastructure changes and provide as-needed travel demand monitoring.</p> |                          |                        |                  |
| <u>42708 - 22/23</u> | POLICE                      | \$360,000.00   | <p>The contractor will provide factory certified technicians to manage print services for 632 Hewlett Packard (HP) and Canon printers and 4 plotters for the San Francisco Police Department (SFPD) at 32 City locations. The contractor will provide timely service, parts, toner, toner cartridge recycling and printer utilization reports for 65 different HP models.</p>   | April 1, 2023            | March 30, 2026         | REGULAR          |
| <u>49799 - 22/23</u> | PUBLIC HEALTH               | \$1,000,000.00 | <p>Contractor will compile and generate reports that meet Provider and County reporting and reconciliation requirements to manage capitated and fee-for-service managed care plans for Inpatient and Outpatient specialty mental health and substance use disorder Programs' service claims, adjustments, and corrections; and, for data needed to prepare Fiscal Year Cost Reports, to benchmark performance, monitor budgets, and for other, various, reporting purposes.</p>   | July 1, 2023             | June 30, 2027          | REGULAR          |
| <u>41953 - 22/23</u> | PUBLIC UTILITIES COMMISSION | \$300,000.00   | <p>The San Francisco Public Utilities Commission (SFPUC) is seeking an auditor to provide post-enrollment verification (PEV) program design,</p>  | July 1, 2023             | June 30, 2026          | REGULAR          |



| <u>PSC No</u>        | Dept Designation            | PSC Amount     | Description of Work  | PSC Estimated Start Date | PSC Estimated End Date | Type of Approval |
|----------------------|-----------------------------|----------------|--|--------------------------|------------------------|------------------|
|                      |                             |                | auditing, and communication with and support for low-income and historically marginalized communities navigating audit processes.<br>The primary role of the auditor will be to design the PEV programs for the SFPUC Customer Assistance Program (CAP) and SuperGreen Saver; conduct outreach, customer support, and document review for annual PEV for Water/Wastewater and Hetch Hetchy Power CAP and SuperGreen Saver; and train SFPUC staff to conduct PEV's in the future.<br><br>The auditor will work under the direction of SFPUC Business Services and the Audit Bureau. | June 15, 2023            | December 15, 2024      | REGULAR          |
| <u>43889 - 22/23</u> | PUBLIC UTILITIES COMMISSION | \$1,000,000.00 | Wastewater Enterprise will be purchasing two trailers for an approximate cost of \$1,000,000. The service amount from the total purchase amount is estimated at \$150,000, which is attributed to the installation of these trailers by the trailer manufacturer. The work includes delivery of the trailer; block and leveling; install foundation tie-downs, custom ramp and wood skirting.  |                          |                        |                  |
| <u>45463 - 22/23</u> | PUBLIC UTILITIES COMMISSION | \$300,000.00   | The purpose of this contract is to provide technical support and data analysis for system performance evaluation, operational protocol recommendations, equipment performance assessment, membrane cleaning training and assistance, instrumentation calibration and maintenance services and operator training of the Biwater Reverse Osmosis equipment at the Wastewater Enterprise (WWE) Oceanside Water Pollution Control Plant (OSP) Recycled Water Treatment Facility for the City and County of San Francisco Public Utilities Commission (SFPUC).                          | September 4, 2023        | September 1, 2026      | REGULAR          |

| <u>PSC No</u>        | Dept Designation                          | PSC Amount      | Description of Work  | PSC Estimated Start Date | PSC Estimated End Date | Type of Approval |
|----------------------|---|-----------------|--|--------------------------|------------------------|------------------|
| <u>43603 - 22/23</u> | GENERAL SERVICES<br>AGENCY - PUBLIC WORKS | \$150,000.00    | Support the Operations division of SF Public Works in implementing the action items from the SF Public Works Racial Equity Action Plan, Phase One (2021) by 1) developing and supporting a racial equity working group of about 15 frontline staff from Operations; 2) supporting the Operations Racial Equity Working Group in developing policy, procedures and communications recommendations to further racial equity in Operations' workplaces; leading racial equity trainings at Operations for the Working Group and other key staff.  | April 1, 2023            | April 1, 2026          | REGULAR          |
| <u>49077 - 22/23</u> | GENERAL SERVICES<br>AGENCY - PUBLIC WORKS | \$3,500,000.00  | Public Works is seeking a qualified Architectural and Engineering (A/E) team led by an executive architect to provide design and engineering services in assisting the City with the San Francisco Homelessness and Supportive Housing (HSH) Shelter project located at 1001 Polk Street, San Francisco, CA. This project will seismically retrofit an existing congregate shelter and convert it into a renovated family shelter with 40 family rooms, and a congregate space for an additional 40 individuals. The Consultant Team is to be integrated with the City Team to deliver specialty design and engineering consultant services for the project. | May 29, 2023             | May 26, 2032           | REGULAR          |
| <u>45005 - 22/23</u> | GENERAL SERVICES<br>AGENCY - TECHNOLOGY   | \$55,000,000.00 | The current Citywide Microsoft ELA will expire on August 31, 2023. The Department of Technology intends to conduct a new solicitation to procure licenses for the continued use of Microsoft products. The Microsoft products consist of software, software maintenance, hardware and software-as-a-service  | September 1, 2023        | August 31, 2026        | REGULAR          |

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

(SaaS). There will be no professional services or labor of any kind in the solicitation or final contract.  
This request is being submitted solely at the direction of the Civil Service Commission and OCA as it pertains to software maintenance, hardware maintenance and software-as-a-service.

**TOTAL AMOUNT \$62,650,000**

# POSTING FOR

May 01, 2023

## PROPOSED PERSONAL SERVICES CONTRACTS – MODIFICATIONS

| PSC Number                    | Commission Hearing Date | Department                | Additional Amount | Cumulative Total | Description  | Start Date  | End Date    | Approval Type |
|-------------------------------|-------------------------|---------------------------|-------------------|------------------|--|-------------|-------------|---------------|
| 43103 - 18/19 - MODIFICATIONS | May 1, 2023             | AIRPORT COMMISSION -- AIR | \$200,000         | \$700,000        | The Transportation Security Administration (TSA) under federal regulation Part 1542 and the Federal Aviation Administration (FAA) under federal regulation Part 139 requires the Airport to provide security and safety trainings to airlines, tenants, vendors, constructors and government employees in order to receive an airport security badge and operate in the Airport environment. The Contractor will update and develop computer based training (CBT) course content for security and safety training modules in Security Identification Display Area (SIDA), Security Awareness, Authorized Signatory, Non-Movement Driving in Air Operations Area, Movement Driving in Air Operations Area, Fueling, Escort Privileges, and Passenger Boarding/Jet Bridge courses. The Contractor will also provide maintenance to the | 07/01/ 2023 | 06/30/ 2028 | REGULAR       |

| PSC Number                    | Commission Hearing Date | Department                | Additional Amount | Cumulative Total | Description   | Start Date | End Date   | Approval Type |
|-------------------------------|-------------------------|---------------------------|-------------------|------------------|---|------------|------------|---------------|
|                               |                         |                           |                   |                  | operating software/system of the CBT known as iLS (Instructional Learning System), update course content and develop additional program as required by regulatory changes.  |            |            |               |
| 47501 - 16/17 - MODIFICATIONS | May 1, 2023             | AIRPORT COMMISSION -- AIR | \$50,000,000      | \$400,000,000    | Project Management Support Services (PMSS) and Design-Build (DB) service teams with airport design and management expertise are required to manage the design and construction of the Terminal 2 (T2) to Terminal 3 (T3) Secure Connector Project (Project). Services to be provided include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the project. The scope of work of this Project includes, 1) the design and construction of a new, elevated, secure connector for passengers to efficiently and securely connect between T2 and T3, and 2) an associated building addition that will provide additional square footage for passenger amenities, lounge areas, and airline or other tenant office space. To accommodate the new building addition, the Project will relocate the Airport's Emergency | 01/25/2025 | 01/31/2027 | REGULAR       |

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

|  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  | <p>Operations Center and Communication Center. Both are critical to safe and secure airport operations and neither can be out of service for any period of time. Relocation of these facilities includes complex infrastructure modifications and specialized handling of equipment. Additionally, work related to airport security systems, airfield geometry and aircraft systems will be required for the new build out and this Project will facilitate systems connections and the future installation of new baggage handling system transfer line between the terminals. Sustainable growth and continuing the San Francisco International Airport (Airport) leadership in the Green House Gas (GHG) reduction and achieving a minimum for a Leadership in Energy and Environmental Design (LEED) Gold Certification will be requirements. Sustainable building practices for The Project will consist of being Net Zero ready including but not limited to energy, carbon and waste. The PMSS portion will be approximately \$20,000,000. The DB portion will be approximately</p> |  |  |  |
|--|--|--|--|--|--|--|--|--|

| PSC Number                       | Commission Hearing Date | Department                | Additional Amount | Cumulative Total | Description  | Start Date | End Date   | Approval Type |
|----------------------------------|-------------------------|---------------------------|-------------------|------------------|--|------------|------------|---------------|
| 48369 - 17/18 - MODIFICATIONS    | May 1, 2023             | AIRPORT COMMISSION -- AIR | \$0               | \$2,000,000      | <p>\$260,000,000 which includes approximately \$20,000,000 for design and \$240,000,000 for construction.</p> <p>The proposed work is an overnight bus service to and from the San Francisco International Airport (SFO) between Millbrae BART and Caltrain stations, and all local bus stops on Route 292 between downtown San Francisco and south to Palo Alto. This is a late night bus service that operates 7 days per week between the hours of 12:45 a.m. and 6:00 a.m. Additionally, SamTrans will provide emergency replacement bus service when Airtrain is shut down due to unforeseen circumstances.</p> | 07/01/2023 | 06/30/2028 | REGULAR       |
| <b>TOTAL AMOUNT \$50,200,000</b> |                         |                           |                   |                  |  |            |            |               |

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



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: BOARD OF SUPERVISORS -- BOS

Dept. Code: BOS

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

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

Type of Service: New Legislative Management System

Funding Source: General Fund

PSC Amount: \$540,000

PSC Est. Start Date: 09/01/2023

PSC Est. End Date 08/31/2028

**1. Description of Work**

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

The Office of the Clerk of the Board (COB) seeks a vendor to enhance or replace the current aging and costly LMS with a state-of-the-art solution to effectively address mandated requirements, streamline legislative workflow, and meet stakeholder expectations. The COB will adopt a legislative system that will streamline the process of 1) drafting, submitting, and accessing status of legislation, 2) developing and managing public meeting agendas and minutes, 3) ensuring the integrity and retention of legislative records, 4) providing a legislative drafting tool for city departments, and 5) providing a public portal accessible to the public for tracking legislation. The LMS would not only support the core business of the Board of Supervisors, but all City Departments and agencies that submit and recommend legislation and/or amendments. The technology solution will be developed, implemented, and supported through a software development and support agreement with the Contractor and internal COB IT staff.

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

The San Francisco Board of Supervisors (BOS) is the legislative branch of government that responds to the needs of the people of the City and County of San Francisco, establishes city policies, and adopts ordinances and resolutions. The Office of the Clerk of the Board (COB) has a chartered duty to process and maintain legislation impacting the lives of over 800,000 San Franciscans. On average, the COB processes over 1,400 legislative files/items on average annually and subject to legal noticing timeframes for meetings. The current contract for the existing LMS expires on 8/31/2023. Denial of this request will leave the city without an LMS for passing legislation and running Board and Committee Meetings.

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

In consultation with DT, the city considered bringing this service in-house. The functionality and scope of the LMS are complex making development and implementation of the LMS beyond the capabilities and job descriptions of existing city staff. This service has been provided in the past through a contractor. The second to the last LMS contract was approved in 2006 by Civil Service Commission Resolution No. 0617-06-8 (PSC No. 4039-06/07), and extended in 2013. The last LMS contract was approved in 2006 by Civil Service Commission Resolution No. 0617-06-8 (PSC No. 4039-06/07), and extended in 2013. The last LMS contract was approved in 2018 by Civil Service Commission (PSC No. 47220-16/17 , and extended in February 6, 2023.

D. Will the contract(s) be renewed?

Yes, the contract will include options to renew.

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

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

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

- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

The San Francisco Board of Supervisors (BOS) is the legislative branch of government that responds to the needs of the people of the City and County of San Francisco, establishes city policies, and adopts ordinances and resolutions. The Office of the Clerk of the Board (COB) has a chartered duty to process and maintain legislation impacting the lives of over 800,000 San Franciscans. On average, the Office of the Clerk of the Board's (COB) processes over 1,400 legislative files/items on average annually and subject to legal noticing timeframes for meetings. The LMS is a mission-critical tool necessary to support the core business of the Board of Supervisors. Training by the selected Contractor is necessary due to the proprietary nature of LMS software, and will be required during the implementation stages. Contractor will also be providing a customized software solution, infrastructure, and support to ensure accountability and mitigate risk - resources that the City cannot provide.

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

- A. Specify required skills and/or expertise: Requires experience and knowledge of proprietary LMS software and infrastructure. The Contractor will develop, customize, install, and provide user training for Legislative Management software to assist in meeting mandated requirements and unique business processes of the Board of Supervisors.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1033, IS Trainer-Senior; 1044, IS Engineer-Principal; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the Contractor will provide a customized software solution, infrastructure, and support overhead.

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

This work requires proprietary knowledge of legislative software for proper development, implementation, and training. The department has scoped business requirements and determined that there will be significant liability and overhead by bringing services in-house.

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

- A. Explain why civil service classes are not applicable.  
The City does not have the proprietary resources and expertise required to provide a customized solution and training program on the LMS.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical to adopt a new civil service class to perform this work. Training will be specialized and required during the implementation stages only. The as-needed software support is also specialized and does not warrant the overhead of creating a new classification. Day-to-day maintenance can be provided by existing staff once they are trained.

**6. Additional Information**

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



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

## De Asis, Edward (BOS)

---

**From:** dhr-psccordinator@sfgov.org on behalf of edward.deasis@sfgov.org  
**Sent:** Friday, February 24, 2023 3:22 PM  
**To:** De Asis, Edward (BOS); ewallace@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; De Asis, Edward (BOS); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 43590 - 22/23

RECEIPT for Union Notification for PSC 43590 - 22/23 more than \$100k

The BOARD OF SUPERVISORS -- BOS has submitted a request for a Personal Services Contract (PSC) 43590 - 22/23 for \$540,000 for Initial Request services for the period 09/01/2023 – 08/31/2028. 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/19949> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

# **Additional Attachment(s)**

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: BOARD OF SUPERVISORSDept. Code: BOSType of Request:  Initial  Modification of an existing PSC (PSC # 47220 - 16/17)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Legislative Management SystemFunding Source: General FundPSC Original Approved Amount: \$390,000PSC Original Approved Duration: 01/01/18 - 12/31/23  
(6 years)PSC Mod#1 Amount: \$150,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 12/23/22-12/31/25 (2 years 1 day)PSC Cumulative Amount Proposed: \$540,000PSC Cumulative Duration Proposed: 8 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Office of the Clerk of the Board's (COB) seeks a vendor to enhance or replace an aging and costly LMS with a solution to effectively address mandated requirements, streamline legislative workflow, and meet stakeholder expectations. The COB will adopt a legislative system that will streamline the process of 1) drafting, submitting, and accessing status of legislation, 2) developing and managing public meeting agenda, and 3) ensuring the integrity and retention of legislative records. The LMS would not only support the core business of the Board of Supervisors, but all City Departments and agencies that submit and recommend legislation and/or amendments. The technology solution will be developed, implemented, and supported through a software development and support agreement with the Contractor and internal COB IT staff.

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

The San Francisco Board of Supervisors (BOS) is the legislative branch of government that responds to the needs of the people of the City and County of San Francisco, establishes city policies, and adopts ordinances and resolutions. The Office of the Clerk of the Board (COB) has a chartered duty to process and maintain legislation impacting the lives of over 800,000 San Franciscans. On average, the COB processes over 1,400 legislative files/items on average annually and subject to legal noticing timeframes for meetings. Denial of this request will not allow a support agreement to be made with the LMS Contractor for this project, which would not hold the vendor accountable for oversight.

**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

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

Yes, there will be the possibility of modification for extension up to an additional five years.

- 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 current Legislative Management System (LMS) contract was approved in 2006 by Civil Service Commission Resolution No. 0617-06-8 (PSC No. 4039-06/07), and extended in 2013. The Office of the Clerk of the Board (COB) requires a Contractor to provide a mission-critical legislative system and support for the next 5 years to ensure the ongoing management, integrity, and retention of legislative actions and records.

## 2. Reason(s) for the Request

- A. Display all that apply

- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

The San Francisco Board of Supervisors (BOS) is the legislative branch of government that responds to the needs of the people of the City and County of San Francisco, establishes city policies, and adopts ordinances and resolutions. The Office of the Clerk of the Board (COB) has a chartered duty to process and maintain legislation impacting the lives of over 800,000 San Franciscans. On average, the Office of the Clerk of the Board's (COB) processes over 1,400 legislative files/items on average annually and subject to legal noticing timeframes for meetings. The LMS is a mission-critical tool necessary to support the core business of the Board of Supervisors. Training by the selected Contractor is necessary due to the proprietary nature of LMS software, and will be required during the implementation stages. Contractor will also be providing a customized software solution, infrastructure, and support to ensure accountability and mitigate risk - resources that the City cannot provide.

- B. Reason for the request for modification:

The modification is for a no-cost extension to the existing contract with Granicus, Inc. The term of the existing contract ends August 31, 2023. The Board of Supervisors will amend the existing contract to extend the contract by two years and four months so that the term of the agreement ends on December 31, 2025.

## 3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Requires experience and knowledge of proprietary LMS software and infrastructure. The Contractor will develop, customize, install, and provide user training for Legislative Management software to assist in meeting mandated requirements.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1033, IS Trainer-Senior; 1044, IS Engineer-Principal; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the Contractor will provide a customized software solution, infrastructure, and support overhead.



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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The City does not have the proprietary resources and expertise required to provide a customized solution and training program on the LMS.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, it would not be practical to adopt a new civil service class to perform this work. Training will be specialized and required during the implementation stages only. The as-needed software support is also specialized and does not warrant the overhead of creating a new classification. Day-to-day maintenance can be provided by existing staff once they are trained.

**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 required training to ensure successful implementation and operation of the new LMS system. See attached for training requirements.

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 12/23/22, 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: Wilson Ng Phone: 4155547725 Email: wilson.l.ng@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47220 - 16/17

DHR Analysis/Recommendation:

02/06/2023

Commission Approval Required

Approved by Civil Service Commission

02/06/2023 DHR Approved for 02/06/2023

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 8/22/06

DEPARTMENT NAME Board of Supervisors DEPARTMENT NUMBER 01

TYPE OF APPROVAL: [ ] EXPEDITED [x] REGULAR (OMIT POSTING [ ])
[ ] CONTINUING [ ] ANNUAL

TYPE OF REQUEST:

[x] INITIAL REQUEST [ ] MODIFICATION (PSC# [ ])

TYPE OF SERVICE: Software Acquisition, customization, installation, and user training

FUNDING SOURCE: General Fund

PSC AMOUNT: \$325,000

PSC DURATION: October 2006-October 2007

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Legislative tracking software will be acquired, customized by vendor to meet some SF requirements not already met by off-the-shelf system, installed on the Board of Supervisors' server. Users will be trained by vendor, including 'Train the Trainer' sessions.

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

The Board of Supervisors must replace its obsolete legislative tracking system. Denial places the department at risk by continuing use of a system that may not be repairable should a system crash occur.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

This is a one-time service.

D. Will the contract(s) be renewed: The contract will not be renewed.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

local 21 Union Name, [Signature] Signature of person mailing / faxing form, 8/22/06 Date

RFP sent to local 21 Union Name, on 8/9/06 Date, [Signature] Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4039-06/07
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

approved [Signature]

RECEIVED BY DEPARTMENT OF HUMAN RESOURCES 06/22/06 8:32 AM 7:43

20

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: **The contractor will install a proprietary legislative tracking software system, as customized/modified for the San Francisco legislative environment, and will provide training to department staff, including Train the Trainer sessions for department civil service staff.**

B. Which, if any, civil service class normally performs this work? **1053, 1054, 1063, 1064**

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: **The off-the-shelf system already meets 90% of the Board of Supervisors' requirements. Customization of the existing system should be performed by the vendor's programmer staff.**

B. Would it be practical to adopt a new civil service class to perform this work? **No** Explain. **The work to be performed is proprietary, and is being done on a one-time basis.**

5. ADDITIONAL INFORMATION (if "yes", attach explanation)

Yes No

A. Will the contractor directly supervise City and County employees?

B. Will the contractor train City and County employees?

- Describe training and indicate approximate number of hours. **System user and Administrator training. Approximately 100 hours.**

- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. **Legislative data entry clerks, legislative aides, BOS IT staff.**

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

D. Are there federal or state grant requirements regarding the use of contractual services?

E. Has a board or commission determined that contracting is the most effective way to provide this service?

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

*Madeleine Licavoli*

Signature of Departmental Personal Services Contract Coordinator

Madeleine Licavoli  
Print or Type Name

(415) 554-7722  
Telephone Number

1 Carlton B. Goodlett Place

Room 244

Address

21

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: As-Needed Travel Demand Modeling and Maintenance

Funding Source: Local and Operating Funds

PSC Duration: 5 years 1 day

PSC Amount: \$500,000

**1. Description of Work**

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

San Francisco Chained Activity Modeling Process (SF-CHAMP) is the official transportation modeling tool for San Francisco and is certified as compliant with the Regional Transportation Plan by the Metropolitan Transportation Commission (MTC). San Francisco Municipal Transportation Agency (SFMTA) seeks the services of a consultant for the care, maintenance, and updates of SF-CHAMP, the San Francisco travel forecasting software program, in order to implement new relevant features, reporting tools, and up-to-date assumptions about travel behavior.

Consultant will analyze the SFMTA transportation impacts on potential land use, employment, housing, transit service, and transportation infrastructure changes and provide as-needed travel demand monitoring.

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

Service is necessary to determine the number of buses and trains to meet customer demand. Additional modes of transportation are also included. The need for this service is driven by project demand. An as-need MOU agreement maximizes efficiency. Without this service, SFMTA would not be able to strategize and target transit needs within a project, which could result in shortage or overage (waste) of funding. SF-CHAMP is a robust travel forecasting tool that benefits City planning projects, grants and policy development. Tailored to the unique conditions of San Francisco, the CHAMP model generates unique and valuable quantitative data regarding future trips and travel patterns that staff rely on across SFMTA divisions. CHAMP is a cost-effective tool to generate important quantitative data about multimodal transportation projects that impact local communities. The CHAMP model has also helped to secure over \$50,000,000 in funds by supporting grants such as the FY 2019 TIRCP grant proposal. Our agency is increasingly reliant on accurate and quantitative data to support investments, and if not provided by CHAMP we would likely need to pay for similar data from another source.

**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 services have been provided by San Francisco County Transportation Authority (SFCTA) as recently as 2021 under PSC #2021-52. And prior to that, under PSC #2017-51; and in October 2012 as part of the Transit Fleet Management Plan update under PSC #3036-12/13; and also, PSC #4069-12/13.

D. Will the contract(s) be renewed?

The new contract under this PSC is intended to be a long-term solution for the as-needed travel demand modeling needs of the division, and thus the intent is to renew for additional years.

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.

Consistent and ongoing need for this service. SFMTA is increasingly reliant on accurate and quantitative data to support investments, and if not provided by CHAMP we would likely need to pay for similar data from another source.

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

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

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

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

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

B. Explain the qualifying circumstances:

The work is only performed occasionally for short periods (2-3 months part-time and once or twice per year). This work is as needed and requires very specific knowledge. SFCTA is the sole administrator and only qualified agency to modify and operate the model.

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

A. Specify required skills and/or expertise: At least five years of continuous transit modeling experience using SF-CHAMP model. Requires expertise in calibrating the regional model, computer programming, database management, analytics, and urban planning with a focus on transportation. Specific to the SF-CHAMP travel forecasting model, SFCTA is the sole administrator and only qualified agency to modify and operate the proprietary model.

B. Which, if any, civil service class(es) normally perform(s) this work? 1023, IS Administrator 3; 1044, IS Engineer-Principal; 5289, Transportation Planner III; 5290, Transportation Planner IV;

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?**

Existing staff does not have the technical background and training using SF-CHAMP and applying the regional travel demand model. Consultant will build custom travel demand models specific to the specified need for the modeling work. SFCTA is the sole administrator and only qualified agency to modify and operate the model.

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

A. Explain why civil service classes are not applicable.

Existing staff does not have the technical background and training using SF-CHAMP and applying the regional travel demand model. Consultant will build custom travel demand models specific to the specified need for the modeling work. SFCTA is the sole administrator and only qualified agency to modify and operate the model.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. This work is as needed and requires very specific knowledge. The work is only performed occasionally for short periods (2-3 months part-time and once or twice per year). Therefore, it is not practical to adopt a new civil class.

**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. SFCTA is the sole administrator and only qualified agency to modify and operate the model. This work is as needed and requires very specific knowledge. The work is only performed occasionally for short periods (2-3 months part-time and once or twice per year). Therefore, it is not practical to have City and County employees undergo such trainings.

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 03/06/2023, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

Address: 1 South Van Ness, 6th Floor San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42173 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/01/2023

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



## Nuque, Amy

---

**From:** dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com  
**Sent:** Monday, March 6, 2023 4:36 PM  
**To:** Nuque, Amy; junko.laxamana@sfgov.org; amakayan@ifpte21.org; ewallace@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; L21PSCReview@ifpte21.org; Nuque, Amy; dhr-psccordinator@sfgov.org  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 42173 - 22/23

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

RECEIPT for Union Notification for PSC 42173 - 22/23 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 42173 - 22/23 for \$500,000 for Initial Request services for the period 04/01/2023 – 03/31/2028. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrDrupal/node/19991> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY Dept. Code: MTA

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 4069 - 12/13)

Type of Approval: [ ] Expedited [x] Regular [ ] Omit Posting

Type of Service: As-Needed Travel Demand Modeling

Funding Source: Federal and Local Funds

PSC Original Approved Amount: \$500,000 PSC Original Approved Duration: 03/04/13 - 03/03/18 (5 years)
PSC Mod#1 Amount: \$2,500,000 PSC Mod#1 Duration: 05/17/16-06/30/21 (3 years 17 weeks)
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$3,000,000 PSC Cumulative Duration Proposed: 8 years 17 weeks

1. Description of Work

A. Scope of Work:

The consultant will analyze the San Francisco Municipal Transportation Agency's (SFMTA) transportation (all modes) impacts on potential land use, employment, housing, transit service, and transportation infrastructure changes. The SF-CHAMP San Francisco Regional Travel Model is the official transportation modeling tool for San Francisco and is certified as compliant with the Regional Transportation Plan by the Metropolitan Transportation Commission. The consultant is an expert working with this unique proprietary software product and will use the model to forecast changes in regional travel.

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

This service is necessary to determine the number of buses and trains to meet customer demand. Additional modes of transportation are also included in this model. The need for this service is driven by project demand. Rather than request an expedited approval process and develop a new contract each time the need occurs, SFMTA is requesting a long-term, as-needed contract for efficiency purposes. Without this service SFMTA would not be able to strategize and target transit needs within a project that could also result in a shortage or overage (waste) of funding.

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

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

2. Union Notification: On 04/12/16, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21;

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4069 - 12/13

DHR Analysis/Recommendation:

05/16/2016

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 05/16/2016

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

A. Specify required skills and/or expertise:

At least five years of continuous transit modeling experience using the SF-CHAMP model. Requires expertise in calibrating the regional model, computer programming, database management, analytics, and urban planning with a focus on transportation. Specific to the SF-CHAMP travel forecasting model, San Francisco County Transportation Authority (SFCTA) is the sole administrator and only qualified agency to modify and operate the proprietary model.

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

5289,5290,1823,1023,1024,1044,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No.

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

A. Explain why civil service classes are not applicable:

The existing staff does not have the technical background and training using SF-CHAMP and applying the regional travel demand model. The consultant will build custom travel demand models specific to the specified need for the modeling work. SFCTA is the sole administrator and only qualified agency to modify and operate the model.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. This service is as-needed and requires very specific knowledge. The work is only performed occasionally for short periods (2-3 months part-time and once or twice a year). Therefore, it is not practical to adopt a new civil service class.

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

**YES NO**

- |  |                          |                                     |
|--|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?<br>Training is not included in this contract as SFCTA is the sole administrator | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?                            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?                           | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 04/12/16 BY:

Name: Cynthia Hamada Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com

Address: 1 South Van Ness Avenue, 6th Floor San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 22, 2012

DEPARTMENT NAME: San Francisco Municipal Transportation Agency (SFMTA) DEPARTMENT NUMBER 68

TYPE OF APPROVAL: (X) EXPEDITED ( ) REGULAR (OMIT POSTING \_\_\_)  
( ) CONTINUING ( ) ANNUAL

TYPE OF REQUEST: (X) INITIAL REQUEST ( ) MODIFICATION (PSC# \_\_\_\_\_)

TYPE OF SERVICE: Travel Demand Forecasting for Fleet (Vehicle) Management Plan Update

FUNDING SOURCE: Federal Transit Administration Grant

PSC AMOUNT: \$ 44,000.00

PSC DURATION: November 1, 2012 to May 31, 2013

1. **DESCRIPTION OF WORK**

**A. Concise description of proposed work:**

The consultant will analyze the cumulative ridership and transportation impacts of potential transit service changes as part of the Fleet (Vehicle) Management Plan Update. The SF-CHAMP San Francisco Travel Demand Forecasting Model is the official transportation modeling tool for San Francisco and is certified as compliant with the Regional Transportation Plan by the Metropolitan Transportation Commission. The SF-CHAMP model is used for the San Francisco Municipal Transportation Agency (SFMTA) travel demand forecasts and was developed by the San Francisco County Transportation Authority (SFCTA). The consultant is an expert working with this unique proprietary software product and will use the model to forecast transit ridership (and associated traffic congestion effects) under six scenarios.

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

System-wide, corridor, and route-specific ridership estimates are needed to assess both the near- and long-term fleet management needs of the SFMTA. These services are also necessary to provide Federal Transit Administration a fleet and operating plan for the Central Subway project by January 2013. Failure to meet this commitment would jeopardize federal funding for procurement of Light Rail Vehicles necessary for the Central Subway operations.

**C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):**

Similar services were provided as recently as June 2012 as part of the Transit Effectiveness Project (TEP) for environmental clearance process under PSC 3105-11/12.

**D. Will the contract(s) be renewed: No**

2. **UNION NOTIFICATION:** Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

IFPTE Local 21 [Signature] 10/22/12  
Union Name Signature of person mailing / faxing form Date

\_\_\_\_\_  
Union Name Signature of person mailing / faxing form Date

RFP sent to \_\_\_\_\_ on \_\_\_\_\_  
Union Name Date Signature

\*\*\*\*\*  
FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3036-12/13

STAFF ANALYSIS/RECOMMENDATION:  
CIVIL SERVICE COMMISSION ACTION:

Approved W 10/29/12 SFMTA approved  
10-22-12

3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**

A. **Specify required skills and/or expertise:**

At least five years of transit modeling experience using the SF-CHAMP model. Requires expertise in calibrating the regional model, developing and coding model inputs, analyzing results for accuracy and adjusting inputs based on trade knowledge. Specific to the SF-CHAMP travel forecasting model, SFCTA is the sole administrator and only qualified agency to modify and operate the proprietary model.

B. **Which, if any, civil service class normally performs this work?**

Transit Planner III (#5289) and Transit Planner IV (#5290)

C. **Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:**

No

4. **WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**

A. **Explain why civil service classes are not applicable:**

The existing staff do not have the technical background and training using SF-CHAMP and applying the regional travel demand model. The consultant will build a custom travel demand model specific to the Fleet Management Plan that hasn't been done before. SFCTA is the sole administrator and only qualified agency to modify and operate the model.

B. **Would it be practical to adopt a new civil service class to perform this work? Explain.**

No. This service is short-term, part-time and requires very specific knowledge. Therefore, it is not practical to adopt a new civil service class.

5. **ADDITIONAL INFORMATION** (if "yes", attach explanation)

Yes No

- A. Will the contractor directly supervise City and County employees? ( ) (X)
- B. Will the contractor train City and County employees? ( ) (X)
  - Describe training and indicate approximate number of hours.
  - Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
- C. Are there legal mandates requiring the use of contractual services? ( ) (X)
- D. Are there federal or state grant requirements regarding the use of contractual services? ( ) (X)
- E. Has a board or commission determined that contracting is the most effective way to provide this service? ( ) (X)
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? (X) ( )  
*San Francisco County Transportation Authority*

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

*Parveen Boparai*

\_\_\_\_\_  
 Signature of Departmental Personal Services Contract Coordinator  
 Parveen Boparai 415-701-5377  
 \_\_\_\_\_  
 Print or Type Name Telephone Number  
 San Francisco Municipal Transportation Agency

\_\_\_\_\_  
 1 South Van Ness Ave., 6<sup>th</sup> Floor, San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POL

Dept. Code: POL

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

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

Type of Service: Managed Print Services and Scanning Needs for SFPD

Funding Source: General Fund

PSC Duration: 2 years 52 weeks

PSC Amount: \$360,000

**1. Description of Work**

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

The contractor will provide factory certified technicians to manage print services for 632 Hewlett Packard (HP) and Canon printers and 4 plotters for the San Francisco Police Department (SFPD) at 32 City locations. The contractor will provide timely service, parts, toner, toner cartridge recycling and printer utilization reports for 65 different HP models.

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

This service requires specialized Hewlett Packard and Canon printer and peripheral expertise to respond to service calls generated by the SFPD. The City does not have a citywide contract with Hewlett Packard for service and parts. If denied, the Department will not be able to maintain the equipment effectively and efficiently, which can impact critical law enforcement printing functions for some SFPD divisions.

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.

PSC# 47662 - 19/20

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):

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

B. Explain the qualifying circumstances:

The requested services from certified technicians are on an as-needed basis

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

A. Specify required skills and/or expertise: Contractor staff will be HP and Canon Printer Certified Technicians with expertise to resolve error codes, provide appropriate replacement parts, replace toner cartridge, improve print quality, network printers, monitor toner usage remotely, and manage tools and services remotely.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1092, IT Operations Support Admin II; 1092, IT Operations Support Administrator II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

The City does not employ HP or Canon factory certified technicians to service printers and plotters

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

- A. Explain why civil service classes are not applicable.  
The City does not employ HP or Canon factory certified technicians to service printers and plotters
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Work is as-needed and will be reduced in the future

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

**7. Union Notification: On 02/07/2023, 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: Vincent Lee Phone: 4158377127 Email: vincent.lee@sfgov.org



Address: 1245 3rd St, 6th Fl San Francisco, CA

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42708 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/01/2023

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

## Choi, Suzanne (HRD)

---

**From:** dhr-psccordinator@sfgov.org on behalf of vincent.lee@sfgov.org  
**Sent:** Tuesday, February 07, 2023 12:35 PM  
**To:** Lee, Vincent (POL); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Lee, Vincent (POL); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 42708 - 22/23

RECEIPT for Union Notification for PSC 42708 - 22/23 more than \$100k

The POLICE -- POL has submitted a request for a Personal Services Contract (PSC) 42708 - 22/23 for \$360,000 for Initial Request services for the period 04/01/2023 – 03/30/2026. 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/19863> 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)**

# Appendix A: Statement of Work (SOW)

## Sourcing Event #0000007907

### Summary

SFPD is looking to establish a ‘Managed Services Contract’ with a vendor to fulfill the Management of Print Services and Scanning needs within SFPD. We are requesting vendors to submit their proposals to manage the scope of services defined within this SOW.

SFPD would like to partner with vendor who will staff member (Managed Services Coordinator) from their team physically located at SFPD Police Headquarter [1245 Third Street, San Francisco, CA-94512]. The expected support window for onsite member is Monday through Friday from 8am to 5pm. The Managed Services Coordinator position shall be staffed on all working days, there should be back-up to cover for any planned or unplanned absences.

SFPD will provide Managed Service Coordinator a cubicle space, desk phone & computer with access to ServiceNow (CRM Tracking Tool). All service tickets will initiate within SFPD ServiceNow System and will be assigned to the coordinator. It is expected that members supporting the effort will follow SFPD Support policies and procedures, attend to service tickets timely & resolve them to satisfaction.

As needed Managed Services Coordinator will work with other vendors CRM tracking systems to schedule for service, parts replacement, toner management & field support engineer scheduling. It is expected that Managed Service Coordinator will have CA driving license and be mobile to support SFPD printer fleet in 32 difference locations within the City and County of San Francisco. Vendor proposal should include vehicle provisioning, fuel, parking, cellular phone with services at vendor’s cost.

Table: Current SFPD Print Fleet

| Contracted Equipment/Software                                      | Number of Units |
|--|-----------------|
| All HP Desktop Printer models used by SFPD                         | 81              |
| Canon Wide Format (Plotters) (Model TX-4100)                       | 4               |
| Zebra Printers (520, 521 and other models)                         | 300             |
| Canon (Model # C5850) Multi-function Printer/ Copier               | 115             |
| Canon (Model # C5850) Multi-function Printer/ Copier with Finisher | 10              |
| Canon Scanners<br>DR-G2110   | 1               |
| uniFLOW Secure Print & Secure Scan Enterprise Management           | 125             |

**HP Printers** are owned by SFPD, this contract will bind vendors to provide service, toners, parts replacements and provide break-fix support. If the cost of break-fix is higher than the cost of the printer itself, vendor should bring this to SFPD’s attention for replacement. SFPD will then replace the printers.

## Appendix A: Statement of Work (SOW) Sourcing Event #0000007907

**Cannon Wide Format (Plotters)** – It is expected that proposals include support & services relationship with Cannon to streamline support when needed through this managed services contract. Current agreement with Cannon includes toner, ink cartridge replenishments and break fix support.

**Cannon Multi-Function Copiers/Printers** – It is expected that proposals include support & services relationship with Cannon to streamline support through Onsite Managed Services Coordinator who will manage the support needs. Cannon currently provides support according to the Copy Smart Agreement with City and County of San Francisco.

**Zebra Printers** – Currently SFPD owns these printers this contract will bind vendors to provide service, toners, parts replacements and provide break-fix support. If the cost of break-fix is higher than the cost of the printer itself, vendor should bring this to SFPD’s attention for replacement. SFPD will then replace the printers.

### Scope of Services

The table below references the type of service expected in proposals. High level details of expected service in each of the categories of SFPD print fleet is listed below.

| uniFLOW<br>Secure Print<br>& Secure<br>Scan<br>Enterprise<br>Management | Cannon<br>MFP | Cannon<br>Scanners<br>&<br>Plotters | Desktop<br>Printers<br>(HP) | Zebra<br>Printers |
|---|---------------|-------------------------------------|-----------------------------|-------------------|
| Level 1   | Level 1       |                                     |                             |                   |
| Level 2   | Level 2       | Level 2                             | Level 2                     | Level 2           |
| Level 3   | Level 3       | Level 3                             | Level 3                     | Level 3           |
| Level 4   | Level 4       | Level 4                             | Level 4                     | Level 4           |

### Level 1 - Remote

- Managed Services Vendor should provide 24/7/365 live phone escalation support for any service-related to contracted products.
- It is expected that Vendor work with Partner (Cannon) to establish support procedure for ‘Managed Services Coordinator’ or SFPD management or on-call staff to:
  - Have remote support procedure for any Production System Down issues with Secure Print & Scan Feature of Uniflow with Cannon MFP devices.
  - Stand-By Support and Escalation should be provided by a single point of contact by Vendor who can either be ‘Managed Services Coordinator’ or someone else who will work with Cannon team(s) to resolve the issue.
  - Expected Service Level for Production System Down Issue: Initial value add Response Goal within 15 minutes of call received. Resolution of the issue within 1 hour.

- All reported incidents and service requests should be recorded and managed in SFPD

# Appendix A: Statement of Work (SOW)

## Sourcing Event #0000007907

ticketing system.

### Level 2 – Field Support

- Managed Services Coordinator shall engage Cannon Field Support teams as necessary to service Cannon Fleet of Products at various locations within city and county of San Francisco.
- Managed Services Coordinator shall engage with vendor HP Field Support teams as needed to service HP Printers at various locations within City and County of San Francisco.
- Managed Services Coordinator shall engage with vendor Zebra Field Support teams as needed to service Zebra Printers at various locations within City and County of San Francisco.
- Managed Services Coordinator can also provide field support by visiting all locations where the print fleet is installed.
- All service-related calls shall be responded to with a courtesy call within the first 60 minutes.
- Average resolution time of service tickets will be within 4 business hours. To be calculated as the average of all service calls within the reporting timeframe.
- All reported incidents and service requests will be recorded and managed in SFPD ticketing system.
- All Service Technicians shall carry a reasonable stock of parts, toner, and supplies in their vehicle to service reported issues.

### Level 3 – Onsite Support

- Vendor will provide dedicated onsite staff referred to as Managed Services Coordinator, Monday through Friday from 8:00 a.m. to 5:00 p.m. with a 1-hour lunch and two 15-minute breaks (am/pm).
- Vendor will provide backup staffing with a trained Field Support Representative when our primary staff calls in sick or is on vacation. SFPD management shall be notified in advance in the event of vacation and on the day of in the event of any other change in staffing.
- All service-related calls will be responded to with a courtesy call within the first 60 minutes.
- Average resolution time of service ticket will be within 4 business hours. To be calculated as the average of all service calls within the reporting timeframe.
- Managed Services Coordinator will provide pro-active monitoring and replacement of toner using remote network management tools.
- Managed Services Coordinator shall manage toner recycling for each location.
- Managed Services Coordinator will deliver and install toner into contracted devices.
- Managed Services Coordinator will store service parts and supplies to provide immediate service repair on 98% of service calls.
- MSP Vendor will manage all changes (moves, adds, removals) to the extent that MSP Vendor is made aware of those needs by customer. All changes will be tracked and communicated back

## Appendix A: Statement of Work (SOW) Sourcing Event #0000007907

to the customer in the monthly report. MSP Vendor will coordinate the removal of old equipment at no charge to customer.

- Provide basic proactive key-op duties to all contracted printer devices per the following schedule:
- Provide the following duties for proactive key-op:
  - Clean printer surface area of paper clips, sticky notes, paper, etc.
  - Check printer toner levels (Replenish if necessary)
  - Add printer paper if necessary – check paper levels during each visit and replenish if necessary
  - Clean/organize common convenience areas of the printers (as needed)
  - Periodically check quality output by printing configuration sheets or examining left over output located near the printer.
  - MSP Vendor will maintain toner inventory and set PAR levels to ensure toner availability is at optimum levels. All printer toners will be ordered through the MSP Vendor onsite center and stored in a central location. Provide toner usage reports by location and by model segment.

### **Level 4- Management Reports**

- Account Management – Quarterly Reporting shall be provided and reviewed with CCSF designated contact to review health of fleet and to ensure that Managed Services Coordinator is continuously aligned with the Business needs and goals of CCSF.
- Ensure SLAs are met and to regularly assess additional savings and operating opportunities
- Managed Services Coordinator will provide the following reports to CCSF on a quarterly basis:
  - Removal Report
  - Monthly Volume Report
  - Install Report
  - Service Level Report
  - Other (as requested)



## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICEDept. Code: POL

Type of Request:  Initial  Modification of an existing PSC (PSC # 47662 - 19/20)

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

Type of Service: Managed Services for Hewlett Packard Printers and Plotter FleetFunding Source: General Fund

PSC Original Approved Amount: \$420,000 PSC Original Approved Duration: 04/01/20 - 03/31/23 (2 years 52 weeks)

PSC Mod#1 Amount: \$180,000 PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$600,000 PSC Cumulative Duration Proposed: 2 years 52 weeks

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

The contractor will provide factory trained technicians to manage print services for 175 Hewlett Packard (HP) printers and 4 HP plotters for the San Francisco Police Department (SFPD) at 32 City locations. The contractor will provide timely service, parts, toner, toner cartridge recycling and printer utilization reports for 65 different HP models.

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

This service requires specialized Hewlett Packard printer and peripheral expertise to respond to service calls generated by the SFPD. The City does not have a citywide contract with Hewlett Packard for service and parts. If denied, the Department will not be able to maintain the equipment effectively and efficiently, which can impact critical law enforcement printing functions for some SFPD divisions.

**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 47662 - 19/20

**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:****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:

Most work for this contract is as-needed.

B. Reason for the request for modification:

Increase PSC amount due to higher than anticipated pricing proposals

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

- A. Specify required skills and/or expertise: Contractor staff will be HP Printer Certified Technicians with expertise to resolve error codes, provide appropriate replacement parts, replace toner cartridge, improve print quality, network printers, monitor toner usage remotely, and manage tools and services remotely.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1092, IT Operations Support Admin II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
The City does not employ HP factory trained technicians to service printers and plotters.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Work is as-needed and will be reduced in the future.

**6. Additional Information**

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

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

7. **Union Notification:** On 01/24/20, 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: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: Genie Wong, 1245 - 3rd Street, 6th Floor San Francisco, CA 94158

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47662 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 02/10/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POL

Dept. Code: POL

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

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

Type of Service: Managed Services for Hewlett Packard Printers and Plotter Fleet

Funding Source: General Fund

PSC Duration: 2 years 52 weeks

PSC Amount: \$420,000

**1. Description of Work**

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

The contractor will provide factory trained technicians to manage print services for 175 Hewlett Packard (HP) printers and 4 HP plotters for the San Francisco Police Department (SFPD) at 32 City locations. The contractor will provide timely service, parts, toner, toner cartridge recycling and printer utilization reports for 65 different HP models.

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

This service requires specialized Hewlett Packard printer and peripheral expertise to respond to service calls generated by the SFPD. The City does not have a citywide contract with Hewlett Packard for service and parts. If denied, the Department will not be able to maintain the equipment effectively and efficiently, which can impact critical law enforcement printing functions for some SFPD divisions.

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.  
PSC 4032-13/14

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):

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

B. Explain the qualifying circumstances:  
Most work for this contract is as-needed.

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

A. Specify required skills and/or expertise: Contractor staff will be HP Printer Certified Technicians with expertise to resolve error codes, provide appropriate replacement parts, replace toner cartridge, improve print quality, network printers, monitor toner usage remotely, and manage tools and services remotely.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1092, IT Operations Support Admin II; 1092, IT Operations Support Administrator II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

None.

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

- A. Explain why civil service classes are not applicable.  
The City does not employ HP factory trained technicians to service printers and plotters.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Work is as-needed and will be reduced in the future.

**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 is not needed.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification: On 08/05/2019, 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: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: Genie Wong 1245 - 3rd Street, 6th Floor San Francisco, CA 94158

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47662 - 19/20

DHR Analysis/Recommendation:

action date: 10/07/2019

Commission Approval Required

Approved by Civil Service Commission

10/07/2019 DHR Approved for 10/07/2019

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: Health Insurance Portability and Accountability Act Electronic Data Interchange Transactions

Funding Source: General Fund

PSC Duration: 4 years

PSC Amount: \$1,000,000

**1. Description of Work**

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

Contractor will compile and generate reports that meet Provider and County reporting and reconciliation requirements to manage capitated and fee-for-service managed care plans for Inpatient and Outpatient specialty mental health and substance use disorder Programs' service claims, adjustments, and corrections; and, for data needed to prepare Fiscal Year Cost Reports, to benchmark performance, monitor budgets, and for other, various, reporting purposes.

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

This service is necessary for the San Francisco Department of Public Health Behavioral Health Services (BHS) to reconcile mental health and substance use disorder treatment services, claims, remittance advices to electronic fund transfers, Explanation of Benefit payments and denials information by Payor Source. These reports will allow BHS Billing to submit timely claim adjustments and corrections, as required by the Short-Doyle Medi-Cal program. They will provide information that is needed by San Francisco Department of Public Health (SFDPH) Fiscal to process Invoices, prepare Fiscal Year cost reports and, to accurately process cost settlements with BHS Contract Providers. The consequences of denial include non-compliance with Federal Medicare and Medicaid laws, failure to meet State Medi-Cal billing and timely reporting requirements, and lost revenues.

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.

Dimension Reports provided this service in the past thru a subscription service that was paid annually using direct purchase orders thru the IT Computer Store.

D. Will the contract(s) be renewed?

Yes, if there is a continued need and funding 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.

Contractor will compile and generate reports that meet Provider and County reporting and reconciliation requirements to manage capitated and fee-for-service managed care plans for Inpatient and Outpatient specialty mental health and substance use disorder Programs' service claims, adjustments, and corrections; and, for data needed to prepare Fiscal Year Cost Reports, to benchmark performance, monitor budgets, and for other, various, reporting purposes.

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

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

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

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

B. Explain the qualifying circumstances:

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload): CMS Waivers are time limited and subject to change. The DHCS rules and requirements have or are changing; for example, new procedure code sets will be required beginning July 1, 2023. Services that require resources that the City lacks (e.g., office space, facilities, or equipment with an operator): The Contractor must have a strong computing environment and data analytical skills; and thorough understanding of SDMC transactional relationships between the State, County behavioral healthcare systems, Providers, and Medi-Cal Beneficiaries served. They must have the ability to manage large amounts of data, be able to quickly adapt to mandated changes from the State, to meet SFDPH and our Behavioral Health System's management information needs.

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

- A. Specify required skills and/or expertise: Knowledge and expertise in the various types of Health Insurance Portability and Accountability Act (HIPAA) electronic transactions, its complex file formats, and the different code sets that are used specifically by the State's Short-Doyle Medi-Cal program (SDMC), and by Medicare for Specialty Mental Health (MH) and ODS Substance Use Disorder (SUD) services are required. SDMC program requirements are administered by the California Department of Health Care Services (DHCS) under Center for Medicare and Medicaid Services (CMS) approved 1915(b) and 1115 Waivers. SDMC is California's Medicaid demonstration project for behavioral health service systems that aim to test improvements in coverage, access, and quality using innovative approaches for the provision of healthcare services. As such, there are different sets of rules and reporting requirements for our Health Insurance Portability and Accountability Act Electronic Data Interchange (HIPAA EDI) transactions. The Contractor must have a strong computing environment and data analytical skills; and thorough understanding of SDMC transactional relationships between the State, County behavioral healthcare systems, Providers, and Medi-Cal Beneficiaries served. They must have the ability to manage large amounts of data, be able to quickly adapt to mandated changes from the State, to meet SFDPH and our Behavioral Health System's management information needs.
- 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; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1070, IS Project Director; 0923, Manager II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:  
The Contractor will not provide any facilities or equipment.

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

There are no available resources that can provide these services within the City based on research and surveys conducted due to the level of required knowledge and expertise in the various types of HIPAA electronic transactions, its complex file formats, and the different code sets that are used specifically by the State's Short-Doyle Medi-Cal program (SDMC), and by Medicare for Specialty Mental Health (MH) and ODS Substance Use Disorder (SUD) services.



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

A. Explain why civil service classes are not applicable.

It would not be timely nor cost effective to have civil service staff perform this work. CMS Waivers are time limited and subject to change. The DHCS rules and requirements have or are changing; for example, new procedure code sets will be required beginning July 1, 2023. Ensuring enough staff maintain current knowledge, skills and abilities to support the data analytics in this rapidly changing environment would not be practical or feasible.

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. There are existing civil service classes that could perform this work but it would not be timely nor cost effective to create or adopt a new civil service class to perform this work. CMS Waivers are time limited and subject to change. The DHCS rules and requirements have or are changing; for example, new procedure code sets will be required beginning July 1, 2023. Ensuring enough staff maintain current knowledge, skills and abilities to support the data analytics in this rapidly changing environment would not be practical or feasible.

**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 on how to use the HIPAA EDI dashboard and electronic files within the application that are or can be created by the user will be provided to various BHS Staff, including Fiscal Cost Reports and other Accounting staff, Healthcare Analysts, San Francisco Mental Health Plan and Organized Delivery System Substance Use Disorder Services Program management and claim processing Staff as needed.

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

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 02/24/2023, the Department notified the following employee organizations of this PSC/RFP request:

Municipal Executive Association; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

Address: 1380 Howard St, Room 419B San Francisco, CA

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49799 - 22/23

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 05/01/2023

Civil Service Commission Action:

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

Receipt of Notice for new PCS over \$100K PSC # 49799 - 22/23

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

on behalf of

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

Fri 2/24/2023 10:26 AM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; ewart@ifpte21.org <ewart@ifpte21.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>; l21pscreeview@ifpte21.org <l21pscreeview@ifpte21.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>; Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccoordinator@sfgov.org>

RECEIPT for Union Notification for PSC 49799 - 22/23 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 49799 - 22/23 for \$1,000,000 for Initial Request services for the period 07/01/2023 – 06/30/2027. 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/19948> 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: Audit and outreach

Funding Source: Audit Bureau

PSC Duration: 3 years

PSC Amount: \$300,000

**1. Description of Work**

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

The San Francisco Public Utilities Commission (SFPUC) is seeking an auditor to provide post-enrollment verification (PEV) program design, auditing, and communication with and support for low-income and historically marginalized communities navigating audit processes.

The primary role of the auditor will be to design the PEV programs for the SFPUC Customer Assistance Program (CAP) and SuperGreen Saver; conduct outreach, customer support, and document review for annual PEV for Water/Wastewater and Hetch Hetchy Power CAP and SuperGreen Saver; and train SFPUC staff to conduct PEVs in the future.

The auditor will work under the direction of SFPUC Business Services and the Audit Bureau.

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

In order to ensure that limited public funds are being delivered to those customers who are eligible for and in need of assistance, it is imperative that we are able to verify their eligibility. At the same time, it is important to avoid overly burdening eligible enrollees and creating unnecessary roadblocks to their enrollment. An external auditor is needed with the capacity to analyze enrollee data to identify customer characteristics that are associated with increased risk of ineligibility while avoiding any racial, socioeconomic, or other bias in selecting customers for review. Failure to achieve these objectives will result in assistance not being granted to those customers that need it, but instead to those that are ineligible, and may result in the termination of the assistance 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.

N/A

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.

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.

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

B. Explain the qualifying circumstances:

We need independent services to assess the program and assist with program design, after which we should be able to conduct the verifications in-house.

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

A. Specify required skills and/or expertise: A minimum of ten (10) years of cumulative experience and skills within the last fifteen (15) years in statistical analysis and financial and performance auditing using accepted standards such as GAGAS or AICPA.

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

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

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

Audit Bureau was contacted but does not have sufficient staffing.

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

A. Explain why civil service classes are not applicable.  
Independent review of the program is needed.

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. Independent review of the program is 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.  
Yes. The intent is for SFPUC employees to be trained to conduct the post-enrollment verification after the program is established. I very roughly estimate 40 hours of training. The work of performing PEV going forward will likely be conducted by one or two 1304 or 1324 employees.

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

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 03/08/2023, 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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41953 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/01/2023

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



**From:** [dhrrpscordinator@sfgov.org](mailto:dhrrpscordinator@sfgov.org) on behalf of [shale@sfgwater.org](mailto:shale@sfgwater.org)  
**To:** [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); [junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.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.); [dhrrpscordinator@sfgov.org](mailto:dhrrpscordinator@sfgov.org)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 41953 - 22/23  
**Date:** Wednesday, March 8, 2023 4:23:49 PM

---

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

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

RECEIPT for Union Notification for PSC 41953 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41953 - 22/23 for \$300,000 for Initial Request services for the period 07/01/2023 – 06/30/2026. 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/dhrrupal/node/20020> 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: Trailer Installation Services for Southeast Wastewater Treatment Plant

Funding Source: Wastewater Maintenance Operating Fund PSC Duration: 1 year 26 weeks

PSC Amount: \$1,000,000

**1. Description of Work**

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

Wastewater Enterprise will be purchasing two trailers for an approximate cost of \$1,000,000. The service amount from the total purchase amount is estimated at \$150,000, which is attributed to the installation of these trailers by the trailer manufacturer. The work includes delivery of the trailer; block and leveling; install foundation tiedowns, custom ramp and wood skirting.

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

This service is required to achieve proper installation of the trailers since the trailer manufacturer will certify the installation and provide a warranty. Consequences of denial may result in voiding the warranty and associated problems with the trailers in the future.

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 service was provided in the past but the acquisition and installation of the trailers went through a construction contract. The purchase of these trailers is required to replace some existing trailers that are failing (i.e. experiencing wood rot) and beyond its useful life. This purchase is anticipated to be one-time 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.

N/A

**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:

These services are a one-time need for the Wastewater Enterprise and staff does not have the required skills or knowledge to install these trailers. The trailer manufacturer's installer will certify the installation and maintain the manufacturer's warranty.

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

- A. Specify required skills and/or expertise: The installers will be from the trailer manufacturer or manufacturer's certified installers that has the required expertise and skills, and perform this type of work on a regular basis that can maintain the warranty of the trailer. The installers shall be knowledgeable in the product provided by the trailer manufacturer so that they can certify the installation for warranty.
- 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?**

None. The purchase of trailers and installation of these trailers is not a routine activity for the City so obtaining these services is not justified.

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

- A. Explain why civil service classes are not applicable.  
The installation of trailers requires specialized knowledge that is provided only by the specific trailer manufacturer to maintain the warranty. All wiring for electrical, phones, network, etc. are being provided by the trailer manufacturer to one central panel. City staff will provide the connections to power up the trailer, provide network connections for phones and computers, 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. It would not be practical to obtain a civil service classification to perform this work since the work is so infrequent. Different knowledge and skills are required depending on the trailer manufacturer.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. It would not be practical to provide training. Different knowledge and skills are required depending on the trailer manufacturer.
- 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 03/21/2023, 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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43889 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/01/2023

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

**From:** dhr-psccoordinator@sfgov.org on behalf of shale@sfgwater.org  
**To:** Hale, Shawndrea M.; cpark@local39.org; cpark@local39.org; khughes@ibew6.org; ewallace@ifpte21.org; ewallace@ifpte21.org; plangrooferlocal40@gmail.com; rooferslocal40@gmail.com; seichenberger@local39.org; dtuttle@oe3.org; dtubble@oe3.org; pkim@ifpte21.org; najuwanda.daniels@seiu1021.org; pking@uapd.com; president@sanfranciscodsa.com; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; rmarenco@twusf.org; pwilson@twusf.org; cmoyer@nccrc.org; noah.frigault@sfgov.org; sfdpoa@icloud.com; Mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; junko.laxamana@sfgov.org; jennifer.eesteen@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@sffdlocal798.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; Hale, Shawndrea M.; dhr-psccoordinator@sfgov.org  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 43889 - 22/23  
**Date:** Tuesday, March 21, 2023 3:39:49 PM

---

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

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

RECEIPT for Union Notification for PSC 43889 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 43889 - 22/23 for \$1,000,000 for Initial Request services for the period 06/15/2023 -- 12/15/2024. 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/20071> 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: TECHNICAL AND PROCESS SUPPORT SERVICES, INSTRUMENTATION CALIBRATION AND MAINTENANCE (MEMBRANE

Funding Source: Wastewater Enterprise Operating Budget PSC Duration: 2 years 51 weeks

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 technical support and data analysis for system performance evaluation, operational protocol recommendations, equipment performance assessment, membrane cleaning training and assistance, instrumentation calibration and maintenance services and operator training of the Biwater Reverse Osmosis equipment at the Wastewater Enterprise (WWE) Oceanside Water Pollution Control Plant (OSP) Recycled Water Treatment Facility for the City and County of San Francisco Public Utilities Commission (SFPUC).

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

This service will ensure the performance and reliable operation of the new Reverse Osmosis equipment which is an essential water purification process to treat wastewater effluent and provide sustainable recycled water for irrigation water to Golden Gate Park. Consequences of denial will impact the performance of the system resulting in the quality of the recycled water to be non-compliant. This will interrupt the delivery of recycled water to Golden Gate Park resulting in the City needing to switch to potable water for irrigation, wasting a natural resource particularly when California is overcoming drought conditions.

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

No

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.

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:

Technical support and data analysis for system performance evaluation, operation protocol recommendations, equipment performance review and assessment, membrane cleaning training and assistance, maintenance assistance services, equipment calibration, operation, testing, troubleshooting and repair services will be performed quarterly on-site and monthly off-site for a duration of one (1) year on the new Biwater Reverse Osmosis equipment at the new WWE OSP Recycled Water Treatment Facility. Repair services will be required on an as-needed basis. The operation, maintenance, calibration and as-needed repair services require a requisite amount of expertise and knowledge to maintain and operate the new Biwater Reverse Osmosis equipment.

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

- A. Specify required skills and/or expertise: Service technicians are required to be certified OEM (original equipment manufacturer) technicians that have the skills, knowledge and experience to perform technical support and data analysis service for system performance evaluation, operation protocol recommendations, equipment performance assessment, membrane cleaning training and assistance, maintenance assistance services, equipment calibration, operation, testing, troubleshooting and repair of the Reverse Osmosis equipment. This is highly specialized work requiring the service technician to have extensive knowledge, experience, skills and training with this specific Reverse Osmosis equipment at the new WWE OSP Recycled Water Treatment Facility.
- 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; 7252, Chf Stationary Eng, Sew Plant; 7336, Electr Instrmntn Tech Wtr Poll; 7372, Stationary Eng, Sewage Plant;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

The Biwater Reverse Osmosis is a new process and equipment package for wastewater treatment so existing staff is not familiar with this equipment and does not have the expertise and knowledge to perform this work. 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 would 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.  
Biwater Reverse Osmosis equipment because it is a new process and equipment in the wastewater treatment process. This PSC is to provide monthly system performance analysis, membrane cleaning analysis, equipment maintenance and operation service requirements, equipment calibration, field support, as-needed repair services and operation training and guidance to transition and get civil service staff more knowledgeable and experienced to operate, maintain and service the new Biwater Reverse Osmosis equipment. In addition, our civil service staff does not also have the expertise and required knowledge to perform the maintenance, testing, troubleshooting and chemical dosing of the new Biwater Reverse Osmosis equipment.
- 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 has civil service classifications that can perform this work, but staff will need to be properly trained.



**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 be performing on-site (5) technical support service visits for a duration of one (1) year. Each site visit will be two (2) days and each day will be eight (8) hour days. Contractor will provide equipment operation review and operations oversight, membrane cleaning training and assistance, equipment calibration and maintenance assistance and civil service employees will shadow the Contractor when Contractor performs any equipment calibration, troubleshooting or as-needed repair services. Contractor will provide on-site operator field training and answer any questions that the civil service employees may have to help them learn and gain the knowledge to service the new Biwater Reverse Osmosis equipment. Contractor will also provide eight (8) hours a month of off-site technical support services (data analysis, summary reports, phone and email communications) for system performance evaluation, operation protocol guidance and recommendations, equipment performance assessment, calibration and maintenance recommendations and answer any operator or maintenance questions for a duration of one (1) year.
- 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 03/03/2023, the Department notified the following employee organizations of this PSC/RFP request:  
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: 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# 45463 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/01/2023

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [shale@swater.org](mailto:shale@swater.org)  
**To:** [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); [seichenberger@local39.org](mailto:seichenberger@local39.org); [MRainsford@local39.org](mailto:MRainsford@local39.org); [grojo@local39.org](mailto:grojo@local39.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.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); [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 # 45463 - 22/23  
**Date:** Friday, March 3, 2023 3:18:51 PM

---

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

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

RECEIPT for Union Notification for PSC 45463 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 45463 - 22/23 for \$300,000 for Initial Request services for the period 09/04/2023 – 09/01/2026. 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/19986> 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 - 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: Racial Equity Consulting Services

Funding Source: DPW Director Overhead Fund

PSC Amount: \$150,000

PSC Est. Start Date: 04/01/2023

PSC Est. End Date 04/01/2026

**1. Description of Work**

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

Support the Operations division of SF Public Works in implementing the action items from the SF Public Works Racial Equity Action Plan, Phase One (2021) by 1) developing and supporting a racial equity working group of about 15 frontline staff from Operations; 2) supporting the Operations Racial Equity Working Group in developing policy, procedures and communications recommendations to further racial equity in Operations' workplaces; leading racial equity trainings at Operations for the Working Group and other key staff.

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

Without a racial equity consultant, we would be unable to meet the deadline for implementation of our Racial Equity Action Plan, nor offer our staff the essential training, deep analysis and fact-finding necessary. The role of the racial equity consultant is to build capacity about racial equity issues and tools within our department. The consultant will train, mentor and generally assist teams of Public Works staff, who are part of our Operations division, so that as we develop the racial equity plan; and build skills, knowledge and leadership in our department.

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

As this legislation is fairly new, we have not done this work before, and we don't have the internal expertise to accomplish the development of a racial equity action plan.

D. Will the contract(s) be renewed?

We do not know at this time. After a two-year contract, we do not intend to renew, but it is contingent on the hiring process and the time it to hire a racial equity manager.

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 will be for only three years.

**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.

B. Explain the qualifying circumstances:

SF Public Works does not have the internal expertise to develop and train the Operations Division racial equity leadership cohort.

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