



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

LONDON N. BREED
MAYOR

Sent via Electronic Mail

May 25, 2023

NOTICE OF CIVIL SERVICE COMMISSION MEETING

**SUBJECT: REVIEW OF PERSONAL SERVICES CONTRACT NUMBER 40941-22/23
FROM THE DEPARTMENT OF PUBLIC HEALTH – OMIT POSTING.**

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 **June 5, 2023, at 2:00 p.m.**

This item will appear on the Regular 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

Attachment

Cc: amakayan@ifpte21.org
ewallace@ifpte21.org
ecassidy@ifpte21.com
WendyWong26@yahoo.com
WendyWong26@yahoo.com
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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 and the web address is 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 (4th) 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/.

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 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, or on the City's website at 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/>.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure for Staff - Submission of
Written Reports for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Number: _____ - _____ -
2. For Civil Service Commission Meeting of: June 5, 2023
3. Check One: **Regular Agenda**
4. Subject: Personal Services Contract # 40941 - 22/23 with the
Department of Public Health; Approval, Omit Posting
5. Recommendation: Adopt the report.
6. Report prepared by: Kelly Hiramoto, Acting PSC Coordinator, Department of Public Health
Telephone number: Kelly.Hiramoto@SFDPH.org
7. Notifications: Please see page 2.
8. Reviewed and approved for Civil Service Commission Agenda:

Human Resources Director:

Date:

9. Submit the original time-stamped copy of this form and person(s) to be notified
(see Item 7 above) along with the required copies of the report to: **Executive Officer, Civil
Service Commission, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102**
10. Receipt-stamp this form in the ACSC RECEIPT STAMP≡
box to the right using the time-stamp in the CSC Office.

CSC RECEIPT STAMP

Notifications:

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

amakayan@ifpte21.org
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Municipal Executives Association

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City and County of San Francisco
London N. Breed, Mayor

San Francisco Department of Public Health

Grant Colfax, MD
Director of Health

DATE: May 19, 2023

TO: Sandra Eng, Executive Officer, Civil Service Commission

FROM: Kelly Hiramoto, Acting PSC Coordinator, Department of Public Health

DocuSigned by:
Kelly Hiramoto
E4918F30E78146B...

RE: Request for PSC 40941-22/23, Specialized Consulting Services for Long Term Care Facilities, OMIT POSTING

This is to respectfully request Omit Posting for PSC 40941-22/23, Specialized Consulting Services for Long Term Care Facilities so it can be heard at the June 5, 2023, Civil Service Commission Regular Meeting.

IFPTE Local 21 and MEA have granted DPH waiver for the 30-day notice period and we are requesting Omit Posting.

We were unable to provide the PSC request on schedule with the notification requirements due to the timing of notice received from regulators. A recent plan of correction was accepted by regulators, which includes the need to provide the services in PSC 40941-22/23. The urgency of this request is to implement the plan of correction without delay.

The contractors under this PSC will provide temporary as-needed consulting services to support the Laguna Honda Recertification priority.

In April of 2022 the California Department of Public Health and the Centers for Medicare & Medicaid Services (CMS) informed Laguna Honda Hospital that it was out of substantial compliance with the applicable Medicare Conditions of Participation and terminated the CMS provider participation agreement. Laguna Honda Hospital will be seeking reinstatement and execute a new CMS Provider Agreement, which can only occur if it can show that they are back in substantial compliance with all applicable Medicare Conditions of Participation through a re-application process that will include an application, an initial survey, a 3-month reasonable assurance period, and a second survey to ensure that Laguna Honda Hospital remains in substantial compliance.

The consultant services are necessary to complete all the required steps to obtain re-certification of Laguna Honda Hospital, and to establish an ongoing framework to ensure that the improvements that have been made are operationalized and continue post-recertification. Failure to approve this contract may result in the inability to successfully obtain recertification and jeopardize the future of Laguna Honda Hospital's ability to act as a skilled nursing facility for the most vulnerable residents of San Francisco.

The Department continues to look within DPH at all positions that may have special or unique skills that can support the LHH recertification effort. The Department continues to activate existing employees to fill in and provide support. Specialized consultants are needed to fill gaps and to address highly complicated issues which require up to date regulatory knowledge, skills and abilities of long-term care/skilled nursing regulations and issues.

We appreciate your time and consideration. Please let us know if you need further information. I can be reached at kelly.hiramoto@sfdph.org.

cc: Michelle Ruggels, Director, DPH Business Office
Robert Longhitano, Director, DPH Office of Contract Management & Compliance
Baljeet, Sangha, Laguna Honda Hospital CMS Recertification Co-Incident Commander

Attachments:

- Emails from IFPTE Local 21 and MEA granting posting waiver
- PSC request
- Union notification

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: Specialized Consulting Services for Long Term Care Facilities

Funding Source: General Funds & Hospital Funds

PSC Amount: \$18,000,000

PSC Est. Start Date: 06/06/2023

PSC Est. End Date 12/31/2024

1. Description of Work

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

Contractor(s) will assist Laguna Honda Hospital & Rehabilitation Center (LHH) efforts in obtaining the Centers for Medicare & Medicaid Services (CMS) re-certification. Specifically, the selected contractors will work on a time sensitive project (s) to address performance improvement issues. Improvement topics will be in the area of providing technical assistance in the area of recertification; participation as subject matter experts on standing committees; provide consulting services for the Nursing Home Administrator, Director of Nursing, Closure Plan, Infection Prevention, Quality Assurance and Performance Improvement (QAPI), Behavioral Health and serve as a resource for education on nursing home regulations and best practice protocols; develop curriculum and conduct instructional sessions for as needed topics as identified by LHH leadership; participate in Leadership and Executive team meetings and provide consulting services to support the coordinated efforts and preparation for CMS reapplication; provide consulting services for the selection and interviewing process for candidates being considered for key leadership positions that are currently being occupied by interim staff; provide consulting services for the development of a transition plan with LHH staff that describes the transition tasks from the selected vendor to LHH staff and assures sustainability post re-certification; provide clinical as-needed consultants for each of the 13 nursing units to assess the current day-to-day staff activities and identify areas of improvement so consistent care is provided that is in alignment with the regulations.

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

The services are necessary to complete all the required steps to obtain re-certification of Laguna Honda Hospital, and to establish an ongoing framework to ensure that the improvements that have been made are operationalized and continue on post recertification. Failure to approve this contract may result in the inability to successfully obtain recertification and may jeopardize the future of Laguna Honda Hospital's ability to act as a skilled nursing facility for the most vulnerable residents of San Francisco.

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 49607 – 15/16: complementary services focusing on other areas have been performed under contract

D. Will the contract(s) be renewed?

Only if the need continues to be present.

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:

Immediate Need: Background. On October 14, 2021, the California Department of Public Health (CDPH) completed an extended survey at Laguna Honda Hospital (LHH) of two incidents of non-fatal drug overdoses. In February 2022, the Centers for Medicare & Medicaid Services (CMS) issued LHH \$243,045 in civil monetary penalties based on those deficiencies. Between January 21, 2022, and April 13, 2022, CDPH conducted three re-visits, where it found additional deficiencies that showed that LHH was out of compliance with all applicable Medicare Conditions of Participation. On April 13, 2022, CDPH and CMS informed LHH that since it was still out of compliance with the applicable Medicare Conditions of Participation, termination of the CMS Provider Agreement and certification in the Medicare/Medicaid program would become effective at 12:01 am on April 14, 2022. LHH intends to seek reinstatement of its Medicare/Medicaid program certification and execute a new CMS Provider Agreement. To obtain reinstatement and a new Provider Agreement, DPH must demonstrate that LHH substantially complies with all applicable Medicare Conditions of Participation. The re-application process will include an application, an initial survey, a 3-month reasonable assurance period, and a second survey to ensure that LHH remains in substantial compliance. Short-term projects & as-needed intermittent service: The needed recertification effort is made up of many projects that all lead to the common goal of recertification and each subject area will be short term and intermittent. Outside experts are required to be used to fill in gaps and respond to emerging issues that directly effect the success of the recertification effort.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The contractor must provide a team of consultants with extensive knowledge and experience in regulations, implementation and operation of long term care facilities and in particular experience responding to, and implementing, plans of correction. The team provided will typically consist of individuals with direct clinical experience and also have the ability to navigate in non clinical settings and respond to various regulators and leadership.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1803, Performance Analyst I; 1805, Performance Analyst II; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 0923, Manager II; 0931, Manager III; 0932, Manager 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?

The Department continues to look within DPH at all positions that may have special or unique skills that can support the LHH recertification effort. The Department continues to activate existing employees to fill in and provide support. Specialized consultants are needed to fill gaps and to address highly complicated issues which require up to date knowledge, skills and abilities of long term care/skilled nursing regulations and issues.

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

- A. Explain why civil service classes are not applicable.
Civil Service positions are currently engaged in many areas of the recertification effort. However, there are specialized topic areas that can only be filled by highly specialized consultants. In addition, the engagements are short term, and project-based and the need for consultants will be decreased as we move towards recertification. Additionally, existing civil service staff will be able to have access to industry leaders and subject matter experts in the field of long term care operations and administration and will be able to benefit from knowledge transfer.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the need is short term, and project-based. Upon recertification it is anticipated that civil service staff will transition to performing many of the duties that are being performed by contractor resources.

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. Yes, as part of the engagement the selected contractor will develop curriculum and conduct instructional sessions for as-needed topics identified by LHH leadership. This will include using adult learning principles such as "TeachBack", case studies, return demonstrations, motivational interviewing, and in-person opportunities for question and answers. This specialized curriculum and instructional session will be available to all employees of Laguna Honda Hospital.

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

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

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

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

7. Union Notification: On 05/19/2023, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; 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. San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40941 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 49607 - 15/16)

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

Type of Service: Consulting for Assessment, Evaluation, Planning, Training, Grants, Media, and Tech. Assistance

Funding Source: Genl Fund;Federal & State Grants

PSC Original Approved Amount: \$2,000,000 PSC Original Approved Duration: 07/01/15 - 06/30/20 (5 years 1 day)

PSC Mod#1 Amount: \$5,000,000 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$10,000,000 PSC Mod#2 Duration: 07/01/20-06/30/25 (5 years 1 day)

PSC Mod#3 Amount: no amount added PSC Mod#3 Duration: 07/01/25-06/30/26 (1 year)

PSC Mod#4 Amount: \$8,000,000 PSC Mod#4 Duration: no duration added

PSC Mod#5 Amount: no amount added PSC Mod#5 Duration: 03/01/23-07/31/28 (2 years 4 weeks)

PSC Cumulative Amount Proposed: \$25,000,000 PSC Cumulative Duration Proposed: 13 years 4 weeks

1. Description of Work

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

Contractor(s) will be professional consultants who may provide services requiring broad and deep expertise in specialized areas, providing assistance to the Department as needed in areas such as assessment, evaluation, planning, grant writing, media development, and/or technical assistance services to support the planning, evaluation, promotion, and grant development needs of Department Primary Care and Prevention programs, including assistance in compliance with federal, State and local requirements. Contractor(s) will evaluate findings, assess and evaluate findings, provide technical reports, develop media promotion projects, develop grants, and provide expert technical assistance as required. Training services may include providing specialized courses or modules related to racial and cultural humility.

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

When the Department is audited by local, State and federal agencies, the use of an independent contractor and/or professional consultation firm to provide program development and evaluation services are beneficial and in some cases may be a requirement. Denial may result in failure to provide optimum patient care and failure to meet funding and regulatory requires.

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 49607 - 15/16

D. Will the contract(s) be renewed?

If there is a need and funding is available.

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

This request is to support the continuation of services. The services are as needed and dependent on the availability of funds and special State and Federal Grant initiatives.

2. Reason(s) for the Request

A. Display all that apply

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

- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.
- Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

Explain the qualifying circumstances:

Projects utilizing consultants or consulting firms under this PSC will be short-term and as-needed. Some consultants may be hired to help the Department meet regulatory requirements, such as independent review of records. Some services may require independence in order to support Department compliance with audit or funding requirements, or when there is a potential conflict of interest, for example, review of financial or medical records.

B. Reason for the request for modification:

This modification will extend the duration to support the Brief Longitudinal Incident Surveillance Study (BLISS) to assess a novel approach to identify events that may signal outbreaks of infectious diseases and changes in substance use among people who inject drugs in San Francisco and Alameda counties. Contractor services will be in the area of assessment, evaluation, planning, media development, and/or technical assistance services to support the planning and evaluation services required for the survey and study.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor(s) must be independent, professional consultants or consulting firms with appropriate level and type of experience and expertise needed to provide specialized services in one or more areas such as public health planning, operational and programmatic assessment and evaluation related implementation of and compliance with the Affordable Care Act, (please see attachment)
- B. Which, if any, civil service class(es) normally perform(s) this work? 0955, Dep Dir V;
- 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.
Existing civil service classes provide ongoing services with high levels of responsibility and authority. The services of consultants contracted under this PSC will assist civil service staff in executing their duties and help the Department to ensure maximum levels of service delivery and accountability.
- 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: Consultants retained under this PSC will work closely with executive and mid-level managers to assist them in executing their duties and functions in assigned areas. As the services augment existing staff and are as-needed and generally project-based, the Department is seeking to complement rather than replace existing staff.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Please see attachment.
- C. Are there legal mandates requiring the use of contractual services?
No.

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

7. **Union Notification:** On 02/21/23, the Department notified the following employee organizations of this PSC/RFP request:
Municipal Executive Association;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49607 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 03/07/2023

Receipt of Notice for new PCS over \$100K PSC # 40941 - 22/23

dhr-psccordinator@sfgov.org

on behalf of

kelly.hiramoto@sfdph.org

Fri 5/19/2023 8:58 AM

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

RECEIPT for Union Notification for PSC 40941 - 22/23 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 40941 - 22/23 for \$18,000,000 for Initial Request services for the period 06/06/2023 – 12/31/2024. 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/20358> 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

Union Receipt: 40941 - 22/23

Posted May 19, 2023 - 09:37 by [Criss Romero](#)

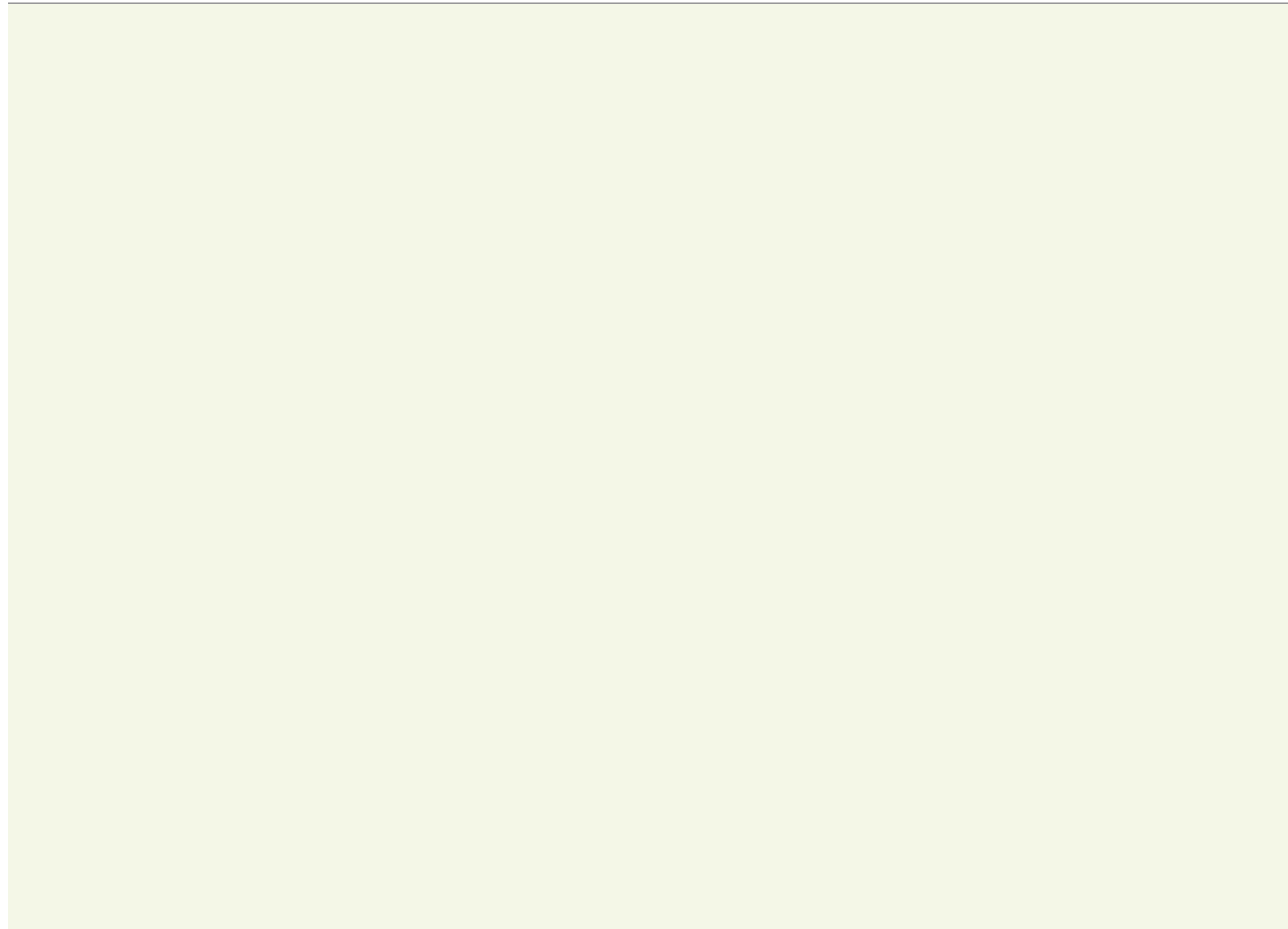
30 Day waiver - PLEASE CHECK the box if you agree to waive your 30 day right: Yes, I waive my rights to the 30 day period

Union Contact (verify correct user name): [Criss Romero](#)

Modified PSC Record:

Initial PSC Record: [40941 - 22/23](#)

Date Accessed: May 19, 2023



RE: TIME SENSITIVE Re: 40941 - 22/23 Ready to review

Kim, Luenna (DPH)

Fri 5/19/2023 11:40 AM

To: Minerva Walston <mwalston@ifpte21.org>

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

Thanks so much.

From: Minerva Walston <mwalston@ifpte21.org>

Sent: Friday, May 19, 2023 11:22 AM

To: Kim, Luenna (DPH) <luenna.kim@sfdph.org>

Subject: RE: TIME SENSITIVE Re: 40941 - 22/23 Ready to review

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

Hello Luenna,

Local 21 agrees to waive our remaining review period, and this request may proceed.

Minerva Walston

Pronouns: she/her/hers

Representative Organizer

IFPTE LOCAL 21

mwalston@ifpte21.org

T: (415)412-4851

www.ifpte21.org

From: Kim, Luenna (DPH) <luenna.kim@sfdph.org>

Date: Friday, May 19, 2023 at 11:17 AM

To: Minerva Walston <mwalston@ifpte21.org>

Subject: RE: TIME SENSITIVE Re: 40941 - 22/23 Ready to review

Apologies for the confusion- we are removing 1823 and 1824 from this list. This PSC is focused on nursing leadership.

From: Kim, Luenna (DPH)

Sent: Friday, May 19, 2023 9:54 AM

To: Minerva Walston <mwalston@ifpte21.org>

Subject: RE: TIME SENSITIVE Re: 40941 - 22/23 Ready to review

These are the classifications we think may be impacted.

Which, if any, civil service class normally	
<input type="checkbox"/>	1824
<input type="checkbox"/>	1823
<input type="checkbox"/>	0923
<input type="checkbox"/>	0931
<input type="checkbox"/>	0932
<input type="checkbox"/>	1805
<input type="checkbox"/>	1803
<input type="checkbox"/>	2591
<input type="checkbox"/>	2593

PLEASE INCLUDE a zero (0) in front of the clas

From: Kim, Luenna (DPH)
Sent: Friday, May 19, 2023 9:16 AM
To: Minerva Walston <mwalston@ifpte21.org>
Subject: TIME SENSITIVE Re: 40941 - 22/23 Ready to review

Here is the PSC attached. We are respectfully requesting that L21 waive the 30 day posting period.

This is an important contract for LHH to successfully recertify.

Thank you,

L

Link if you prefer to look it up in the database:

<https://apps.sfgov.org/dhrdrupal/node/20358>