



**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 REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT 41823-22/23; 41987-22/23; 44534-22/23; 45276-22/23; 46130-22/23; 49521-22/23; 43502-22/23; 47916-22/23; 45064-22/23; 45086-22/23; 46298-22/23; 47450-22/23; 48404-22/23; 41496-22/23; 48361-22/23; 49132-22/23; 44631-22/23; 46269-22/23; 45177-19/20; 4074-09/10; 4120-09/10; 47132-15/16; AND 46125-19/20.

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 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
Elisa Baeza, Juvenile Probation
Alexander Burns, Public Works
Thomas Chen, Emergency Management
Monique Colon, Homelessness and Supportive Housing
Johanna Gendelman, Human Services Agency
Shawndrea Hale, Public Utilities Commission
Kelly Hiramoto, Department of Public Health
Lynn Khaw, City Administrator
Daniel Kwon, Public Utilities Commission
Joan Lubamersky, City Administrator
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 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/>.



London Breed
Mayor

Carol Isen
Human Resources Director

Date: May 19, 2023

To: The Honorable Civil Service Commission

Through: Carol Isen
Human Resources Director

From: Cynthia Avakian, AIR
Joan Lubamersky / Lynn Khaw, GSA
Thomas Chen, DEM
Monique Colon, HOM
Esperanza Zapien / Johanna Gendelman, HSA
Elisa Baeza, JUV
Amy Nuque, MTA
Kelly Hiramoto, DPH
Shawndrea Hale / Daniel Kwon, PUC
Alexander Burns, DPW

Subject: **Personal Services Contracts Approval Request**

This report contains twenty-three (23) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

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

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

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

Total of this Report	YTD Expedited Approvals FY2022-2023	Total for FY2022-2023
\$106,396,100	\$276,466,461	\$3,595,317,646

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POSTING FOR

June 05, 2023

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

<u>PSC No</u>	<u>Dept Designation</u>	<u>PSC Amount</u>	<u>Description of Work</u>	<u>PSC Estimated Start Date</u>	<u>PSC Estimated End Date</u>	<u>Type of Approval</u>
41823 - 22/23	AIRPORT COMMISSION	\$845,500.00	<p>The San Francisco International Airport (SFO) would like to provide SFO badged employees with a Ridership Incentive Program (Program) with the Bay Area Rapid Transit (BART). Under the Program, if SFO is ever below 112,733 trips per fiscal year SFO will pay BART \$1.50 per trip (for example SFO ridership was 112,732 the amount SFO would pay BART is 112,732 times \$1.50 = \$169,098). This Premium Fare was established in the First Amendment to the Lease Agreement for the Airport BART Station in Oct 2010. In exchange for BART waiving the Premium Fare, the City agreed to reimburse BART for the loss of Premium Fare revenue up to an amount not to exceed \$169,098 annually. The maximum annual reimbursement amount of \$169,098 is the “Baseline Amount.” The Baseline Amount was computed using the actual number of trips to and from SFO taken by SFO-Badged Employees from September 1, 2011, through August 31, 2012 (the “Base Year”), which equaled 112,733 trips. The parties agreed that computation of the annual amount the City pays BART for the loss of SFO Premium Fare revenue would include adjustments based on SFO-Badged Employee ridership.</p>	July 1, 2023	June 30, 2028	REGULAR
41987 - 22/23	AIRPORT COMMISSION	\$5,000,000.00	<p>The San Francisco International Airport (Airport) requires consulting services for: air traffic forecasting; financial management and Government Accounting Standards</p>	June 6, 2023	December 31, 2028	REGULAR

PSC No
PSC Estimated Start Date
PSC Estimated End Date
Type of Approval

Dept Designation
PSC Amount
Description of Work

Board (GASB) analysis; concession revenue management and analysis; federal policy impacts; negotiation of lease and use agreements; utilization of Passenger Facility Charges (PFCs); assessment of Airport air cargo and airline passenger rates and charges; bond feasibility reports; Airport economic impact studies; and general financial and capital planning.

Contractor will work with the Ethics Commission to perform auditing services of publicly financed candidate committees on the Commission’s behalf. The audit services shall entail the performance of assessments, analytical, and other procedures as approved by the City. The objective of these assessments is to determine if campaign contributions and expenditures were reported accurately and were properly supported and whether the committee complied with other applicable campaign finance and reporting laws.

44534 - 22/23
 GENERAL SERVICES
 AGENCY - CITY ADMIN
 \$2,100,000.00
 July 1, 2023
 June 30, 2027
 REGULAR

: Permit Center seeks a document management and workflow solution, a digital content management system. The proposal seeks to digitize administrative workflow processes and store digital documents within a database. Professional services are required to configure the workflow processes to match Permit Center use cases and requirements, including storing digital documents for electronic plan review, invoice processing and record retention.

45276 - 22/23
 GENERAL SERVICES
 AGENCY - CITY ADMIN
 \$500,000.00
 June 1, 2023
 June 1, 2028

The vendor will provide maintenance services for Building Management System (“BMS”) for the Office of the Chief Medical Examiner (“OCME”) facility located at 1 Newhall Street. The vendor will administer services such

46130 - 22/23
 GENERAL SERVICES
 AGENCY - CITY ADMIN
 \$165,000.00
 May 1, 2023
 May 31, 2027

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

as software updates, code fixes, or security patches for the hardware and software systems for automated heating, ventilation and air conditioning (HVAC) systems. The vendor will utilize system data and trends from the building management system to identify facility Improvement Measures (FIMs) and remotely implement corrections to maintain an efficient and optimized environment and provide an Energy Services package that leverages data analytics to create insights that will help reduce energy, guide and prioritize maintenance activities, as well as identify and correct system performance issues. Vendor will provide a comfortable and safe working environment for staff while minimizing working disruptions, assist the facility to achieve Energy and Sustainability goals, ensure zero critical area downtime, calibrate and/or verify calibration for critical system equipment and sensors on an annual interval, take a proactive approach to system troubleshooting, maintenance, and repairs, avoid time and material repair costs with predictive system maintenance.

Department of Emergency Management wishes to procure an app called Show the Way, developed by Simtech Solutions, Inc. along with professional services. Show the Way was designed for street outreach and engagement work with people experiencing homelessness. It will help connect outreach workers in the field and present real time service status information which will help reduce duplication of services and increase linkage efficiencies.

The purpose of the contract is to provide a time-limited COVID-19 Shelter in Place (SIP) Bed Tracking system for SIP hotels and emergency COVID-19 shelter sites. The goal of this service is to provide a secure, cloud-based and

DEPARTMENT OF
 EMERGENCY
 MANAGEMENT

\$250,000.00

March 1,
 2023
 February 28,
 2026
 REGULAR

DEPARTMENT OF
 HOMELESSNESS AND
 SUPPORTIVE HOUSING

\$316,800.00

July 1, 2023
 June 30,
 2025
 REGULAR

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

real-time system for non-profit providers to track bed availability and client placements in SIP Hotels.

This will be an advanced technology platform for delivering cash assistance and guaranteed income pilot program for non-minor dependents involved in the child welfare system. Applicants can register for aid on their mobile devices and receive payments via bank transfer, debit card or virtual card. This system balances convenience with security,

protecting against fraud while ensuring the highest degree of data protection. The platform powers some of the nation's largest direct cash and guaranteed income pilots with tools that reduce administrative burden, increase impact, and protect participants' personal information. The platform proposes using its technology to verify income and geographic eligibility parameters while leveraging each program's capacity to provide context and relationship screening for foster status, pregnancy status, and other eligibility parameters.

47916 - 22/23 HUMAN SERVICES \$4,000,000.00 July 1, 2023 June 30, 2028 REGULAR

JPD wishes to procure as-needed professional services for dietary & nutritional technical support, in-service trainings, and compliance monitoring for food service operations at JPD. Key areas for technical support and training will include:

- i. Menu and nutrient development & analyses
- ii. Therapeutic diets and accommodation requests
- iii. Food service staffing and operations
- iv. Staff in-service training needs
- v. Food service policies and documentation

45064 - 22/23 JUVENILE PROBATION \$300,000.00 July 1, 2023 June 30, 2028 REGULAR

PSC No

Dept Designation

PSC Amount

Description of Work

PSC
Estimated
Start Date

PSC
Estimated
End Date

Type of
Approval

Under the guiding principle of encouraging young people at JPD to make healthier nutritional choices in their daily lives, the selected Contractor shall assist the JPD food operations team with determining current gaps and needs, developing a staff development/training plan, and preparing summary date reports for relevant audits and inspections, all in accordance with California's Title 15 Minimum Standards for Juvenile Facilities.

The selected Contractor shall plan menus at least one month in advance of their use. Menus shall be planned to provide a variety of foods considering the cultural and ethnic makeup of young people at JPD, thus, preventing repetitive meals. Menus shall be approved by the selected Contractor before being used. If any meal served varies from the planned menu, the change shall be noted in writing on the menu and/or production worksheet. Menus, as planned and including changes, shall be retained for one year and evaluated by a registered dietitian at least annually.

Additionally, the selected Contractor shall implement nutritional and caloric requirements found in the 2019 Dietary Reference Intakes (DRI) of the Food and Nutrition Board, Institute of Medicine of the National Academies, the 2008 California Food Guide, and the 2020-2025 Dietary Guidelines for Americans.
Essential duties of the selected Proposer may include:
i. Menu planning and approval
ii. Completing nutrition assessments tailored to young people at JPD and developing nutrition tracking plans for young people t JPD.
iii. Providing community and/or partnership referrals as needed to assist with linkage as necessary.
iv. Participating in departmental meetings to provide expertise as needed.

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<ul style="list-style-type: none"> v. Monitoring and tracking nutritional services at JPD to ensure compliance with government rules and regulations including California's Title 15. vi. Developing written and training plans to meet compliance requirements. vii. Preparing required reports that align with internal policies and procedures. viii. Maintaining nutrition assessment information and making recommendations for strengthening the Food Services Program at JPD. ix. Researching, collecting, and developing scientifically based nutrition materials. x. Reviewing and screening nutrition data for accuracy and use within JPD. 			
<u>45086 - 22/23</u>	MUNICIPAL TRANSPORTATION AGENCY	\$9,500,000.00	Engineering master services (task orders). This service is to implement upgrades to functionality to meet changing operational needs and to keep the system in a state-of-good-repair.	March 31, 2023	March 31, 2033	REGULAR
<u>46298 - 22/23</u>	MUNICIPAL TRANSPORTATION AGENCY	\$9,500,000.00	<p>Remote system monitoring</p> <ul style="list-style-type: none"> • On-site equipment troubleshooting and repair (radio sites, tunnel radio, core network) • On-site preventative maintenance (radio sites, tunnel radio, core network) • Depot returns and repair • Root cause analysis for system failures • Security updates/patch installation • Management and documentation of the above scope 	March 31, 2024	March 31, 2033	REGULAR
<u>47450 - 22/23</u>	MUNICIPAL TRANSPORTATION AGENCY	\$9,500,000.00	<ul style="list-style-type: none"> • Remote system monitoring • Remote troubleshooting • Root cause analysis for system failures 	March 31, 2024	March 31, 2033	REGULAR

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

- Security updates/patch installation (with San Francisco Municipal Transportation Agency Information Technology (SFMTA IT) support)
- Management and documentation of the above scope

Contractor(s) will provide as-needed support services which may include supporting modules and applications inside of the Epic Electronic Health Record (EHR) System, coordinating and tracking tasks and meetings, maintain project schedule in current proprietary project planner system, document project decisions and deliverables, perform functions relative to maintenance of applications, participate in implementation analysis and design, workflow documentation, system build and configuration, application and integrated testing.

Contractor(s) will provide support for training development, coordinate with existing proprietary system integration engine and interfaces for clinical and financial applications, create, migrate, maintain and troubleshoot existing system interfaces, set up and test new interfaces as existing critical projects. Experienced system integration business and technical skills are needed to perform system administration, daily customer support and system troubleshooting and configuration, modifying code, test and support system upgrades to meet current proprietary system interface(s), FHIR (Fast Healthcare Interoperability Resources) and Application Programming Interface specifications with Epic. Interfaces may include but are not limited to: Admission, Discharge, and Transfer (ADT); Orders; Results; and Charges.

Contractor(s) and resources will collaborate with both Epic and non-Epic databases/data models, to perform functions related to documenting report requirements,

48404 - 22/23 PUBLIC HEALTH

\$12,000,000.00

May 1, 2023

April 30, 2028

REGULAR

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

reporting writing, managing Extract, Transfer, Load [ETL] processes, automating extract processes, lead data mapping processes, and adhering to data governance processes. Contractor (s) will provide resources for positions to support applications which may include but are not limited to: Epic EHR Coordinated Care Management; EpicCare Ambulatory; EpicCare Inpatient; Cadence; ADT; Willow Ambulatory; Cogito; Research Informatics; and Epic Datalink.

Contractor(s) will provide Epic Certified Analysts for consulting and support for Epic Phase 3 including positions such as, Information Technology (IT) Specialized Consulting and Support, Supplemental staffing & Consultants, Project Managers, Application Project Leads, Reporting Analysts, Integration Analysts, Application/Business Analysts, IT Engineers, Epic Certified Application Analysts, Epic EHR Resources and all modules within; Epic Trainers and Analysts, Analysts and Report Writers across various Report tools, Interface engine engineers, business analyst experienced in HL7 services and not limited to experience with MS SQL Reporting Analysts, Lyniate, Rhapsody and API, IT Project Managers and Managers who can support Microsoft Project tools, General Technical Analysts, and Managers to support Wave 3 initiatives, Technical Field Resources; for example, Networks, Workstations, Device Management technicians. Several analysts may be required to support Epic Datalink to transfer data from external MS SQL databases to Epic data fields.

The current Zoll AED (Automated External Defibrillator) used throughout the SFPUC is the AED Plus, this new order will provide the SFPUC with the necessary equipment and service as the currently used AED's expire.

PUBLIC UTILITIES
 COMMISSION

41496 - 22/23

\$140,000.00

April 21,
 2023

December
 31, 2030

REGULAR

PSC No

Dept Designation

PSC Amount

Description of Work

PSC
Estimated
Start Date

PSC
Estimated
End Date

Type of
Approval

The new AED3's will have a cloud based software 'AED3 Navigator' which enables the units to work seamlessly together and receive updates automatically, self-test, and track the unit.

The 'AED3 Navigator' is a comprehensive AED service package that ensures the AED is ready for use in an emergency. This is cloud based program that is wi-fi enabled with self-reporting to enhance existing inspections. Tracks pad and battery expiration, last self-check and readiness status, deployment and other vital information. SFPUC wide will be able to login and see up-to-date information on any specific AED3 unit.

The San Francisco Public Utilities Commission (SFPUC), a department of the City and County of San Francisco ("City"), seeks to retain the services of a qualified Proposer to provide construction management (CM) staff augmentation services for the Treasure Island Water Resource Recovery Facility (TIWRRF). As part of the SFPUC's Wastewater Capital Improvement Program (WW CIP), the existing Treasure Island Wastewater Treatment Plant will be replaced with a new wastewater treatment plant to provide reliable wastewater services for the island and to provide for the growing population. The CM staff augmentation services required for the TIWRRF Project includes construction resident engineering and office engineering services, field contract administration, construction contract administration, construction inspection, environmental inspection and project controls services. The SFPUC will manage the staff augmentation team during the construction and closeout phases of this project for a duration under 5 years.

48361 - 22/23
PUBLIC UTILITIES
COMMISSION

\$8,000,000.00

June 1, 2023

May 1, 2028

REGULAR

PSC No
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1. Support SFPUC in identifying the material environmental, social and governance (ESG) issues for the organization, building an integrated strategy framework, and defining KPIs, targets and a roadmap to achieve impact across SFPUC's value chain. Translate strategic ESG goals into actionable roadmaps and clear implementation plans that are grounded in SFPUC's internal and external stakeholder expectations, business processes and policies, as well as industry best practices.

2. Conduct ESG data collection, benchmarking, industry analysis, and support SFPUC staff to produce initial ESG report and disclosures.

49132 - 22/23
PUBLIC UTILITIES
COMMISSION
\$900,000.00
August 1, 2023
December 31, 2027
REGULAR

Consultants will provide highly specialized mechanical engineering services and related electrical engineering services that include constructability analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering, power system reliability studies, construction support, peer review validation, and other consultation work. Projects and facilities may include sewage and water treatment plants; pump stations; force mains; hydraulic and pneumatic systems, auxiliary water supply systems (AWSS), related industrial facilities and its appurtenances, heating, ventilation, and air conditioning (HVAC) systems, plumbing systems, fire and life safety systems, and emergency generators systems, surge analysis, energy modeling, and other related mechanical engineering services.

44631 - 22/23
GENERAL SERVICES
AGENCY - PUBLIC
WORKS
\$9,000,000.00
June 5, 2023
June 30, 2029
REGULAR

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

Consultants will perform highly specialized electrical engineering tasks that include surge analysis, constructability analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering, power system reliability studies, construction support, peer review validation, and other consultation work. Projects and facilities may include sewage and water treatment plants; pump stations; compressed natural gas (CNG) filling systems; emergency generator systems; and emergency services during power outages or rolling blackouts.

GENERAL SERVICES
 46269 - 22/23 AGENCY - PUBLIC
 WORKS

\$7,200,000.00

June 5, 2023 June 30, 2029 REGULAR

TOTAL AMOUNT \$79,217,300

Posting For June 05, 2023

Proposed Modifications to Personal Services Contracts

PSC Number	CSC Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
45177 - 19/20 - MODIFICATIONS	June 5, 2023	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$9,130,000	\$16,630,000	Contractor will provide a comprehensive structural Integrated Pest Management (IPM) program to be implemented City wide at various City facilities in order to achieve long-term, cost-effective, and environmentally sound pest control. The IPM services will employ a mix of biological, mechanical/physical, educational, and least toxic chemical strategies and tactics to control pests on City property. Contractor will utilize mechanical, physical, and chemical controls; monitor pest populations; keep records/logs of infestations; comply with the San Francisco IPM ordinance; and control mosquito and rat populations on City streets and in sewers.	05/03/2023	06/30/2026	REGULAR
4074 09/10 - MODIFICATIONS	June 5, 2023	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$0	\$57,900,617	The Phase 2, Central Subway Project consultant will provide final design of the three underground subway stations (Moscone, Union Square Market Street, and Chinatown) and construction services as follows: Contract design management; Verify/validate existing preliminary engineering design; Verify cost and schedule for each construction contract; Complete the final design for the stations; Prepare construction contract documents for; Moscone, Union Square Market Street and Chinatown	06/30/2023	07/01/2024	REGULAR

PSC Number	CSC Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
4120 09/10 - MODIFICATIONS 2023	June 5, 2023	PUBLIC HEALTH -- DPH	\$18,000,000	\$77,464,525	stations contract; Provide engineering support during construction; Provide as-needed engineering support during construction review and respond to technical submittals from contractors; Review and respond to proposed changes; Perform field visits and observations to verify design compliance and/or assist in resolving issues; Witness and approve factory testing of manufactured equipment and materials; Update design drawings as a result of responses to request for information, submittals and changes; Assemble operations and maintenance manuals; Prepare conformed plans and specifications upon contract' completion; Implement the quality assurance/quality control program with procedures.	04/01/2023	12/31/2029	REGULAR
47132 - 15/16 - MODIFICATIONS 2023	June 5, 2023	PUBLIC UTILITIES COMMISSIO N -- PUC	\$0	\$8,000,000	The San Francisco Public Utilities Commission (SFPUC), Power Enterprise, seeks a professional services consultant to assist with power operations support on an as-needed basis. Tasks will include assisting in the development of an Integrated Resources Plan (IRP) and the design and implementation of ongoing IRP review. The consultant will also provide support in risk management, settlements, power	05/05/2023	08/31/2026	REGULAR

PSC Number	CSC Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
46125 - 19/20 - MODIFICATIONS	June 5, 2023	AIRPORT COMMISSIO N -- AIR	\$48,800	\$148,800	<p>scheduling, and trading. The SFPUC would also like to utilize the consultant's expertise in business and strategic planning for both the publicly-owned utility (POU) functions and community choice aggregation (CCA) processes.</p> <p>San Francisco International Airport's ("Airport") requires specialized software to track and verify compliance of environmental laws, regulations and standards to ensure that projects at the Airport meet environmental compliance regulations. The contractor will provide a proprietary environmental compliance calendar software and provide configuration and software support services on an as-needed basis.</p>	06/30/2024	12/31/2025	REGULAR

TOTAL AMOUNT \$27,178,800

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: BART Ridership Incentive Program for SFO-Badged Employees

Funding Source: Airport Operating Funds

PSC Amount: \$845,500

PSC Est. Start Date: 07/01/2023

PSC Est. End Date 06/30/2028

1. Description of Work

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

The San Francisco International Airport (SFO) would like to provide SFO badged employees with a Ridership Incentive Program (Program) with the Bay Area Rapid Transit (BART). Under the Program, if SFO is ever below 112,733 trips per fiscal year SFO will pay BART \$1.50 per trip (for example SFO ridership was 112,732 the amount SFO would pay BART is 112,732 times \$1.50 = \$169,098). This Premium Fare was established in the First Amendment to the Lease Agreement for the Airport BART Station in Oct 2010. In exchange for BART waiving the Premium Fare, the City agreed to reimburse BART for the loss of Premium Fare revenue up to an amount not to exceed \$169,098 annually. The maximum annual reimbursement amount of \$169,098 is the "Baseline Amount." The Baseline Amount was computed using the actual number of trips to and from SFO taken by SFO-Badged Employees from September 1, 2011, through August 31, 2012 (the "Base Year"), which equaled 112,733 trips. The parties agreed that computation of the annual amount the City pays BART for the loss of SFO Premium Fare revenue would include adjustments based on SFO-Badged Employee ridership.

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

If denied, SFO employee would have to pay the current Premium Fare of \$4.95 per trip traveling to or from SFO in addition to the regular fare.

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

This was handled through a purchase order in the past.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for such services at SFO.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The Program can only be negotiated with BART.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Currently, SFO Staff conduct outreach with SFO-badged employees to provide them information about the Program. Staff also help employees enroll into the Program. Staff

will continue to do this work.

B. Which, if any, civil service class(es) normally perform(s) this work? 1825, Prnpl Admin Analyst II; 0931, Manager III; 9706, Employment & Training Spec 5;

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, since the Program only applies to BART throughout the Bay Area.

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

A. Explain why civil service classes are not applicable.

The existing civil servant classes will continue to provide support for the Program.

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, not at this time.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. No, training will be provided.

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

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

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

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

7. Union Notification: On 03/24/2023, the Department notified the following employee organizations of this PSC/RFP request:

Municipal Executive Association; Prof & Tech Eng, Local 21; SEIU 1021 Miscellaneous

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

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: PO Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41823 - 22/23

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 06/05/2023

Civil Service Commission Action:

Receipt of Union Notification(s)

Cynthia Avakian (AIR)

From: XiuMin Li <XiuMin.Li@seiu1021.org>
Sent: Tuesday, May 9, 2023 2:40 PM
To: Cynthia Avakian (AIR)
Cc: DHR-PSCCoordinator, DHR (HRD)
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 41823 - 22/23

Hi Cynthia,
SEIU is okay with waiving the 60-day notice in this stance.

Cheers,

XiuMin Li
Field Supervisor

Member Resources Center: 1-877-687-1021

Sign up to become a Union Member! Together We Rise Up!

https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Furl.avanan.click%2Fv%2F___http%3A%2F%2Fbit.ly%2FsfMembershipForm___YXAzOnNmZHQyOmE6bzo3MDg2Mzg0Zjl1MTM4N2E1YzlhYjhjMDQ5YzgyZTcwZDo2OjYyZGY6ZTE3NjMzOWQxMDU3ODFmZWY0ZWQ4MWU1MjEwYzk2YWQ5NGFINjU3NDg2M2M2ZThhODRlZDJIYTM0NTgxOTFjMTpwOIQ&data=05%7C01%7Cynthia.avakian%40flysfo.com%7Ca9dd3d7ef7e047bdb6ac08db50d6002d%7C22d5c2cfce3e443d9a7fdfcc0231f73f%7C0%7C0%7C638192652285967613%7CUnknown%7CTWFpbGZsb3d8eyJWljoimC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikk1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=iSpJVHNNH7rHeRY5w2ZunfUswm3ZA7VXAm%2FqEQ8kpcDc%3D&reserved=0

Sign up for text updates from the union.

https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Furl.avanan.click%2Fv%2F___https%3A%2F%2Fwww.seiu1021.org%2Ftext-me___YXAzOnNmZHQyOmE6bzo3MDg2Mzg0Zjl1MTM4N2E1YzlhYjhjMDQ5YzgyZTcwZDo2OjYyZGY6ZTE3NjMzOWQxMDU3ODFmZWY0ZWQ4MWU1MjEwYzk2YWQ5NGFINjU3NDg2M2M2ZThhODRlZDJIYTM0NTgxOTFjMTpwOIQ&data=05%7C01%7Cynthia.avakian%40flysfo.com%7Ca9dd3d7ef7e047bdb6ac08db50d6002d%7C22d5c2cfce3e443d9a7fdfcc0231f73f%7C0%7C0%7C638192652285967613%7CUnknown%7CTWFpbGZsb3d8eyJWljoimC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikk1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=DCGEHa%2B99qlt7dDNQSwHjtvy6wbXdSLtdjV7Z%2FYsKTE%3D&reserved=0

Work or intern with SEIU 1021 and help build a strong union!

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3D&reserved=0

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

From: Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>
Sent: Monday, May 8, 2023 5:37 PM
To: XiuMin Li <XiuMin.Li@seiu1021.org>
Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 41823 - 22/23
Importance: High

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XiuMin,

I'd like to set up a call with you to see if you would waive the 60 day period for this request. We believe that this request really benefits your members that take BART to work at SFO. Please let me know if we can talk tomorrow. I'll gladly set it up.

Thanks!

Take care,

Cynthia
Tel 650-821-2014

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

From: Cynthia Avakian (AIR)
Sent: Tuesday, April 25, 2023 5:33 PM
To: XiuMin Li <XiuMin.Li@seiu1021.org>
Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 41823 - 22/23

XiuMin,

I would like to follow up on this request to see if SEIU 1021 would be willing to waive the 60 day notice so that the BART incentive program can be heard at the June 5th Civil Service Commission meeting.

Thanks!

Take care,

Cynthia
Tel 650-821-2014

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

From: Cynthia Avakian (AIR)

Sent: Wednesday, April 19, 2023 11:21 AM

To: XiuMin Li <XiuMin.Li@seiu1021.org>

Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 41823 - 22/23

XiuMin,

Here is the PSC. Let me know if you have questions.

Thanks!

Take care,

Cynthia

Tel 650-821-2014

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

From: XiuMin Li <XiuMin.Li@seiu1021.org>

Sent: Wednesday, April 19, 2023 9:40 AM

To: Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 41823 - 22/23

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Hello Cynthia,

Please send over the actual psc form for review.

XiuMin Li

Field Supervisor

Member Resources Center: 1-877-687-1021

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

From: Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>

Sent: Monday, April 17, 2023 8:46 AM

To: Najuawanda Daniels <Najuawanda.Daniels@seiu1021.org>; Boyan Biandov-Global Admin <boyan.biandov.global@seiu1021.onmicrosoft.com>; Frigault, Noah (HRC) <noah.frigault@sfgov.org>; Julie Meyers <julie.meyers@sfgov.org>; Thomas Vitale <Thomas.Vitale@seiu1021.org>; Ricardo.lopez@sfgov.org; kbasconcillo@sfgwater.org; pcamarillo_seiu@sbcglobal.net; Wendy Frigillana <wendy.frigillana@seiu1021.org>; PSCreview <PSCreview@seiu1021.org>; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; XiuMin Li <XiuMin.Li@seiu1021.org>; Sin.Yee.Poon@sfgov.org; David Canham <david.canham@seiu1021.org>; jtanner940@aol.com; ewidthallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; l21pscreview@ifpte21.org; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; Criss@sfmea.com; camaguey@sfmea.com (contact) <camaguey@sfmea.com>; christina@sfmea.com; staff@sfmea.com; DHR-PSCCoordinator, DHR (HRD) <dhr-psccoordinator@sfgov.org>

Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccoordinator@sfgov.org>

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 41823 - 22/23

Importance: High

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.

All,

This PSC 41823-22/23 is scheduled for the 6/19 CSC meeting, which is a holiday. I would like to know if SEIU would be willing to waive the 60-day notice period. This request is to formalize the BART Incentive Program that provides a discount to Airport badged employees. The Airport believes that it is a great program for employees who work here.

The agreement would start 7/1/23 and we need CSC approval before then. If SEIU would be willing to waive the 60-day notice period, we would like to have this item heard on the 6/5/23 CSC meeting.

Please let me know if you would like me to set up a call to discuss.

Thanks!

Take care,

Cynthia
Tel 650-821-2014

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

From: Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>

Sent: Friday, March 24, 2023 2:18 PM

To: Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; Najuwanda Daniels <najuawanda.daniels@seiu1021.org>; Jason Klumb <Jason.Klumb@seiu1021.org>; Frigault, Noah (HRC) <noah.frigault@sfgov.org>; Julie.Meyers@sfgov.org; Thomas Vitale <thomas.vitale@seiu1021.org>; Ricardo.lopez@sfgov.org; Kbasconcillo@sflower.org; pcamarillo_seiu@sbcglobal.net; Wendy Frigillana <wendy.frigillana@seiu1021.org>; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; XiuMin Li <xiumin.li@seiu1021.org>; Sin.Yee.Poon@sfgov.org; david.canham@seiu1021.org; jtanner940@aol.com; ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; l21pscreview@ifpte21.org; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; Criss@sfmea.com; camaguey@sfmea.com (contact) <camaguey@sfmea.com>; christina@sfmea.com; staff@sfmea.com; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 41823 - 22/23

All,

I corrected an error in the submission (PSC 41823-22/23) at 2:15PM today. I'm sorry for the inconvenience.

Thanks!

Take care,

Cynthia Avakian
Tel 650-821-2014

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of cynthia.avakian@flysfo.com

Sent: Friday, March 24, 2023 11:36 AM

To: Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; Najuwanda Daniels <najuawanda.daniels@seiu1021.org>; Jason Klumb <Jason.Klumb@seiu1021.org>; Frigault, Noah (HRC) <noah.frigault@sfgov.org>; Julie.Meyers@sfgov.org; Thomas Vitale <thomas.vitale@seiu1021.org>; Ricardo.lopez@sfgov.org; Kbasconcillo@sflower.org; pcamarillo_seiu@sbcglobal.net; Wendy Frigillana <wendy.frigillana@seiu1021.org>; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; XiuMin Li <xiumin.li@seiu1021.org>; Sin.Yee.Poon@sfgov.org; david.canham@seiu1021.org; jtanner940@aol.com; ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org;

l21pscreview@ifpte21.org; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; Criss@sfmea.com; camaguey@sfmea.com (contact) <camaguey@sfmea.com>; christina@sfmea.com; staff@sfmea.com; Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 41823 - 22/23

RECEIPT for Union Notification for PSC 41823 - 22/23 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 41823 - 22/23 for \$200,000 for Initial Request services for the period 07/01/2023 - 06/30/2028. 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:

https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Furl.avanan.click%2Fv2%2F___http%3A%2F%2Fps.sfgov.org%2Fdhrdrupal%2Fnode%2F20074___YXAzOnNmZHQyOmE6bo4YmM0N2U5MDViYWfkMjU2MzFhODM1Y2RiM2I0NTMxMTo2OjQwZTE6NjVhNmMwY2Q2MGY3NTNiYzMyOTA3YTJFjNjYzYWIwNzhhYjdkNjUzNDE2MDQyZGI0MDQ4NDExNDZlMmVhMGVkdODpwOIQ&data=05%7C01%7Cynthia.avakian%40flysfo.com%7Ca9dd3d7ef7e047bdb6ac08db50d6002d%7C22d5c2cfce3e443d9a7fdcc0231f73f%7C0%7C0%7C638192652285967613%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJlJoiV2luMzliLCJBTil6Ik1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=ePaOIOPHNK%2Bdo%2FzP5UfCZUzSRDwacLYXcSaX01myLOQ%3D&reserved=0 For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

From: [Cynthia Avakian \(AIR\)](#)
To: [Choi, Suzanne \(HRD\)](#)
Cc: [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: RE: PSC 41823-22/23
Date: Wednesday, May 10, 2023 9:24:40 AM
Attachments: [image002.png](#)
[image005.png](#)

Yes, but I corrected it a few minutes later.

Thanks!

Take care,



Cynthia
Tel 650-821-2014

From: Choi, Suzanne (HRD) <Suzanne.Choi@sfgov.org>
Sent: Wednesday, May 10, 2023 9:12 AM
To: Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>
Cc: Sung Kim (AIR) <sung.kim@flysfo.com>; Ricardo Valle (AIR) <ricardo.e.valle@flysfo.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: PSC 41823-22/23
Importance: High

Hi Cynthia,

Was the "error in submission" the PSC amount?

The PSC amount and the union notification amount for the PSC is different (see image below).

Type of Service: BART Ridership Incentive Program for SFO-Badged Employees

Funding Source: Airport Operating Funds

PSC Amount: \$845,500

PSC Est. Start Date: 07/01/2023

PSC Est. End Date 06/30/2028

Subject: Receipt of Notice for new PCS over \$100K PSC # 41823 - 22/23

RECEIPT for Union Notification for PSC 41823 - 22/23 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 41823 - 22/23 for \$200,000 for Initial Request services for the period 07/01/2023 – 06/30/2028. Notification of 30 days (60 days for SEIU) is required.

Thank you,



Connecting People with Purpose

Suzanne Choi, Citywide PSC Coordinator

Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103
Website: www.sfdhr.org

MWF: 6:30-2:00pm
T,TH: 7:30-4:00pm

Note: For all inquiries/correspondences regarding Personal Services Contracts (PSCs) please send requests directly to DHR-PSCCoordinator@sfgov.org for record keeping and review processing. Please do not send them to my email address because it may be overlooked. Thank you

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Consulting Services to Analyze/Develop Bond, Financial, Capital and Air Traffic Projects

Funding Source: Airport Operating Funds

PSC Amount: \$5,000,000

PSC Est. Start Date: 06/06/2023

PSC Est. End Date 12/31/2028

1. Description of Work

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

The San Francisco International Airport (Airport) requires consulting services for: air traffic forecasting; financial management and Government Accounting Standards Board (GASB) analysis; concession revenue management and analysis; federal policy impacts; negotiation of lease and use agreements; utilization of Passenger Facility Charges (PFCs); assessment of Airport air cargo and airline passenger rates and charges; bond feasibility reports; Airport economic impact studies; and general financial and capital planning.

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

Consulting services are needed for Airport improvement projects to: (1) reduce rates and charges in some areas and recover full costs in other areas; and (2) provide access to aviation, demographic, cargo and trade data. Third-party expertise is favored to conduct airport economic impact studies, bond feasibility reports and air traffic analysis; the industry standard is to seek outside expertise because of the objectivity and credibility it provides to the results of the studies. This assures prospective and current tenants that the methods used match airline standards and assures bond feasibility services expertise. Denial may lead to higher interest rates on bonds due to lack of independent bond feasibility reports; prevent the Airport from exploring alternatives to improve the level and quality of passenger and cargo services; and reduce the ability of the Airport to attract new airlines and/or developing new routes. Market, finance and economic analyses require aviation/airport specialists to evaluate and benchmark Airport operations relative to other large hub airports.

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

These services were provided through PSC 45852-16/17.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for these services.

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 term corresponds to the anticipated duration of the contracts for the services.

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:

The work requires specialized short-term expertise that the City lacks.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise in aviation and airport development, including airport industry and trends, access to data from airlines and other airports, especially with regards to rates and charges modeling, and preparing third party bond feasibility reports.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 9255, Airport Economic Planner;
- 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 work is specialized and intermittent in nature.

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

- A. Explain why civil service classes are not applicable.
The work requires in-depth industry knowledge and access to specialized data related to airports and concessions that existing civil service classifications (1823, 1824, and 9255) lack.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The work is specialized and intermittent in nature.

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

7. Union Notification: On 04/10/2023, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21

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

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfso.com

Address: P.O. Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41987 - 22/23

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 06/05/2023

Civil Service Commission Action:

Receipt of Union Notification(s)

Ricardo Valle (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfso.com
Sent: Monday, April 10, 2023 5:55 PM
To: Cynthia Avakian (AIR); ewidth@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; l21pscreview@ifpte21.org; Ricardo Valle (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41987 - 22/23

RECEIPT for Union Notification for PSC 41987 - 22/23 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 41987 - 22/23 for \$5,000,000 for Initial Request services for the period 06/06/2023 – 12/31/2028. Notification of 30 days (60 days for SEIU) is required.

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

<https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F20170&d ata=05%7C01%7Cricardo.e.valle%40flysfso.com%7Ce8e68fc0e378481194f708db3a296a32%7C22d5c2cfce3e443d9a7fd c0231f73f%7C0%7C0%7C638167721781680123%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2lu MzliLCJBTiI6I1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=sOJ%2FBueLey56AMIHChI0NO9NgVk%2BIh0EEH jWlhzS0%3D&reserved=0> 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: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 45852 - 16/17)

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

Type of Service: Consulting Services to Analyze/Develop Bond, Financial, Capital and Air Traffic Projects

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$6,000,000

PSC Original Approved Duration: 06/01/17 - 06/30/25 (8 years 4 weeks)

PSC Mod#1 Amount: \$3,000,000

PSC Mod#1 Duration: 07/01/21-06/30/29 (4 years 1 day)

PSC Cumulative Amount Proposed: \$9,000,000

PSC Cumulative Duration Proposed: 12 years 4 weeks

1. Description of Work

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

The San Francisco International Airport (Airport) requires consulting services for: air traffic forecasting; finance, market, hotel and economic analysis; maximization of federal assistance programs; negotiation of lease and use agreements; utilization of passenger facility charges (PFCs); assessment of Airport parking, air cargo, and airline passenger rates and charges; bond feasibility reports; Airport economic impact studies; assessment of advanced technologies to improve safety and landing capacity; development of new airline routes; and general financial and capital planning.

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

Expertise is needed for specific projects to improve the Airport, reduce rates and charges in some areas and recover full costs in other areas; provide access to aviation, demographic, cargo and trade data. Use of a third party assures prospective and current tenants that the methods used match airline industry standards. Third party expertise is required for bond feasibility services, which involves the production of a Traffic and Earnings Report and an Airport consultant's certificate for potential bondholders. Denial may lead to higher interest rates on bonds due to lack of independent bond feasibility report; prevent the Airport from exploring alternatives to improve the level and quality of passenger and cargo services; and reduce the ability of the Airport to attract new airlines and/or developing new routes. Market, finance and economic analyses require aviation/airport specialists to evaluate and benchmark San Francisco operations relative to other large hub airports. Third-party expertise is required to conduct airport economic impact studies; the industry standard is to seek outside expertise because of the objectivity and credibility it provides to the results of the studies.

- C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
Yes, by this PSC 45852-16/17
- D. Will the contract(s) be renewed?
Yes, if there continues to be a need for these services.
- 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:
To continue access to airport financial management consulting services for air traffic forecasting, finance, market, hotel and economic analysis and other related services.

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:

The work is specialized, intermittent, or must be performed by a third party and expertise cannot effectively be developed in-house.

B. Reason for the request for modification:

This modification increases the amount and duration to continue access to airport financial management consulting services.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise in aviation and airport development, experience in airline route development work in major U.S. airport markets, including airport industry and trends, access to data from airlines and other airports, especially with regards to rates and charges modeling, and national recognition for preparing third party bond feasibility reports.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 9255, Airport Economic Planner;
- 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 classifications (1823, 1824, and 9255) will work with the consultants procured under this PSC. However, the work requires in-depth industry knowledge and access to specialized data related to airports, airport hotels, and airport concessions. The Airport does not have access to the data needed, and Airport staff does not possess the level of industry

knowledge for the major projects envisioned under this scope. Consultants may also be asked to perform operations audits that must be completed by a third party. As required by the Airport's 1991 Master Bond Resolution, bond feasibility reports are to be prepared by a third party. Furthermore the services are often required on an as-needed, intermittent, or periodic basis.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The work is specialized, intermittent, or must be performed by a third party and expertise cannot effectively be developed in-house.

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.
None. Civil staff will not be trained as the work is specialized, intermittent, or must be performed by a third party.

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

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

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

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

7. Union Notification: On 01/26/21, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21;

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

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfso.com

Address: P.O. Box 8097, San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45852 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/02/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Consulting Services to Analyze/Develop Bond, Financial, Capital and Air Traffic Projects

Funding Source: Airport Operating Funds

PSC Amount: \$6,000,000

PSC Est. Start Date: 06/01/2017

PSC Est. End Date 06/30/2025

1. Description of Work

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

The San Francisco International Airport (Airport) requires consulting services for: air traffic forecasting; finance, market, hotel and economic analysis; maximization of federal assistance programs; negotiation of lease and use agreements; utilization of passenger facility charges (PFCs); assessment of Airport parking, air cargo, and airline passenger rates and charges; bond feasibility reports; Airport economic impact studies; assessment of advanced technologies to improve safety and landing capacity; development of new airline routes; and general financial and capital planning.

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

Expertise is needed for specific projects to improve the Airport, reduce rates and charges in some areas and recover full costs in other areas; provide access to aviation, demographic, cargo and trade data. Use of a third party assures prospective and current tenants that the methods used match airline industry standards. Third party expertise is required for bond feasibility services, which involves the production of a Traffic and Earnings Report and an Airport consultant's certificate for potential bondholders. Denial may lead to higher interest rates on bonds due to lack of independent bond feasibility report; prevent the Airport from exploring alternatives to improve the level and quality of passenger and cargo services; and reduce the ability of the Airport to attract new airlines and/or developing new routes. Market, finance and economic analyses require aviation/airport specialists to evaluate and benchmark San Francisco operations relative to other large hub airports. Third-party expertise is required to conduct airport economic impact studies; the industry standard is to seek outside expertise because of the objectivity and credibility it provides to the results of the studies.

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, under PSC 4025-09/10.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for these services.

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 cover the contracts issued from Request for Qualifications (RFQ) 50097 for Airport Management Consulting. Contracts may be awarded for a term of up to five (5) years. The additional time is to accommodate the authorization from the RFQ pool.

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 work is specialized, intermittent, or must be performed by a third party and expertise cannot effectively be developed in-house.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise in aviation and airport development, experience in airline route development work in major U.S. airport markets, including airport industry and trends, access to data from airlines and other airports, especially with regards to rates and charges modeling, and national recognition for preparing third party bond feasibility reports.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 9255, Airport Economic Planner;

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

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

The City does not have classifications with the requisite technical expertise in these services, and cannot provide these services where required by a third party.

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 classifications (1823, 1824, and 9255) will work with the consultants procured under this PSC. However, the work requires in-depth industry knowledge and access to specialized data related to airports, airport hotels, and airport concessions. The Airport does not have access to the data needed, and Airport staff does not possess the level of industry knowledge for the major projects envisioned under this scope. Consultants may also be asked to perform operations audits that must be completed by a third party. As required by the Airport's 1991 Master Bond Resolution, bond feasibility reports are to be prepared by a third party. Furthermore the services are often required on an as-needed, intermittent, or periodic basis.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The work is specialized, intermittent, or must be performed by a third party and expertise cannot effectively be developed in-house.

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. None. Civil staff will not be trained as the work is specialized, intermittent, or must be performed by a third party.

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 03/20/2017, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21

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

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: P.O. Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45852 - 16/17

DHR Analysis/Recommendation:

action date: 05/15/2017

Commission Approval Required

Approved by Civil Service Commission

05/15/2017 DHR Approved for 05/15/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Auditing of publicly financed candidate committee reports

Funding Source: General Fund

PSC Duration: 4 years

PSC Amount: \$2,100,000

1. Description of Work

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

Contractor will work with the Ethics Commission to perform auditing services of publicly financed candidate committees on the Commission's behalf. The audit services shall entail the performance of assessments, analytical, and other procedures as approved by the City. The objective of these assessments is to determine if campaign contributions and expenditures were reported accurately and were properly supported and whether the committee complied with other applicable campaign finance and reporting laws.

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

The Board of Supervisors (BOS) introduced Resolution No. 528-22 which was enacted on December 16, 2022. This Resolution urged the Ethics Commission to timely complete its backlog of outstanding campaign finance audits. One action the Resolution urged the Ethics Commission to take is to "immediately seek and obtain external auditing services or auditing services from the City Controller to substantially shorten the projected time frames for the outstanding audit backlog..." The requested service is necessary to act on the Resolution recommendation. Consequences of denial would be that the Ethics Commission would not be able to reduce the backlog nor fulfill its duty to audit candidate committees that receive public financing.

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 under contract.

D. Will the contract(s) be renewed?

Unknown.

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:

One action the Resolution urged the Ethics Commission to take is to “immediately seek and obtain external auditing services or auditing services from the City Controller to substantially shorten the projected time frames for the outstanding audit backlog...” Although civil service classes may perform the work, an urgency exists to secure services as soon as possible to reduce the backlog. In addition, once the backlog is reduced, the work would be as needed

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Knowledge of specialized campaign finance reporting laws and procedures. Experience reviewing and reporting on campaign spending statements for compliance with local and State disclosure and reporting requirements.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1822, Administrative Analyst; 1824, Pr Administrative Analyst;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No.

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

These services are not available through resources within the City. Work is as needed, varying with the number of campaigns to be audited and disclosure dates when reports are filed.

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

- A. Explain why civil service classes are not applicable.
The Board of Supervisors (BOS) Resolution No. 528-22 urged the Ethics Commission to timely complete its backlog of outstanding campaign finance audits. One action the Resolution urged the Ethics Commission to take is to “immediately seek and obtain external auditing services or auditing services from the City Controller to substantially shorten the projected time frames for the outstanding audit backlog...” Although civil service classes may perform the work, an urgency exists to secure services as soon as possible to reduce the backlog. In addition, once the backlog is reduced, the work would be as 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. No. As indicated above, although civil service classes may perform the work, an urgency exists to secure services as soon as possible to reduce the backlog. In addition, once the backlog is reduced, the work would be as needed.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No training will be provided.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

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

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

7. **Union Notification:** On 03/01/2023, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; SEIU 1021 Miscellaneous

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44534 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/05/2023

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Wednesday, March 1, 2023 1:23 PM
To: Lubamersky, Joan (ADM); Najuawanda Daniels; Jason Klumb; Frigault, Noah (HRC); Julie.Meyers@sfgov.org; Thomas Vitale; Ricardo.lopez@sfgov.org; Kbasconcillo@sfgov.org; pcamarillo_seiu@sbcglobal.net; Wendy Frigillana; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; david.canham@seiu1021.org; jtanner940@aol.com; 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; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 44534 - 22/23

RECEIPT for Union Notification for PSC 44534 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 44534 - 22/23 for \$2,100,000 for Initial Request services for the period 06/01/2023 – 05/31/2030. 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/19919> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

From: [Khaw, Lynn \(ADM\)](#)
To: [Dennis Wong](#); [Najuawanda Daniels](#)
Cc: [Massey, Steven \(ETH\)](#); [Fong, Linda \(ETH\)](#); [Fernando, Ian \(ADM\)](#); [Lubamersky, Joan \(ADM\)](#)
Subject: RE: Time Sensitive, Please Respond - PSC #44534, Auditing Services
Date: Wednesday, May 10, 2023 5:11:00 PM
Attachments: [image002.png](#)
[PSC #44534 22-23 - Auditing of Publicly Financed Candidate Committee Reports, 4-Yr Contract Submittal.pdf](#)

Hi Dennis and Naj,

Thank you for your flexibility and prompt response! I have shortened the contract duration to 4 years, attached.

Since we are in agreement with this, I will move forward with scheduling the PSC #44534 – 22/23 for June 5th Civil Service Commission meeting.

Thank you,
Lynn

From: Dennis Wong <Dennis.Wong@seiu1021.org>
Sent: Wednesday, May 10, 2023 4:45 PM
To: Khaw, Lynn (ADM) <lynn.khaw@sfgov.org>; Najuawanda Daniels <najuawanda.daniels@seiu1021.org>
Cc: Massey, Steven (ETH) <steven.massey@sfgov.org>; Fong, Linda (ETH) <linda.fong1@sfgov.org>; Fernando, Ian (ADM) <ian.fernando@sfgov.org>; Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>
Subject: RE: Time Sensitive, Please Respond - PSC #44534, Auditing Services

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

Hello Lynn,

Re: SEIU 1021 Follow Up

Thank you for our discussion today and I appreciate your willingness to work collaboratively with the Union on the duration of the PSC.

I spoke to my colleague Naj Daniels, who is copied on this email and the Union would be comfortable with a 4-year contract (3-year contract with an option to extend for 1-year).

Let us know if you are able to shorten the contract to 4 years total.

Best regards,

Dennis Wong
SEIU 1021 Field Rep
(415)216-9030 cell

From: Khaw, Lynn (ADM) <lynn.khaw@sfgov.org>
Sent: Monday, May 8, 2023 4:24 PM
To: Dennis Wong <Dennis.Wong@seiu1021.org>; Najuawanda Daniels <Najuawanda.Daniels@seiu1021.org>
Cc: Massey, Steven (ETH) <steven.massey@sfgov.org>; Fong, Linda (ETH) <linda.fong1@sfgov.org>; Fernando, Ian (ADM) <ian.fernando@sfgov.org>; Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>

Subject: Time Sensitive, Please Respond - PSC #44534, Auditing Services

Importance: High

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.

Hello Dennis and Najuawanda,

I am a departmental PSC Coordinator for the Office of Contract Administration (OCA). I am filling in for Joan Lubamersky during her vacation. I want to follow up on the "4.19.23 Meeting follow-up" report; see the screen print of an email excerpt with a highlight below for ease of reference.

Would you please let me know what you are objecting to for this PSC #44534 – 22/23, attached as well.

Sorry for reaching out to you late! We want to address all your concerns and hope to come to an agreement with you. Please get back to me within the next couple of days, by this **Wednesday, May 10**, to meet the scheduling deadline for this PSC.

Lubamersky, Joan (ADM)

From: Lubamersky, Joan (ADM)
Sent: Thursday, April 20, 2023 5:28 PM
To: Najuawanda Daniels; Dennis Wong
Cc: Massey, Steven (ETH); Fong, Linda (ETH)
Subject: 4.19.23 meeting PSC 44534, Ethics Commission Follow-up

To: SEIU 1021

This email is to follow up on our meeting **April 19, 2023** held in to follow up on issues raised by SEIU 1021 about PSC 44534.

Present at the meeting

SEIU: Najuawanda Daniels. (field rep for Controller's Office) and Dennis Wong (field rep for Elections)
Ethics: Steven Massey (Acting Deputy Director) and Linda Fong (Audit and Compliance Review Manager)
Joan Lubamersky (office of the City Administrator; helps some small departments with PSCs)

Daniels and Wong made the following points:

- They understand there is a backlog of work that needs to be accomplished in the near term, however they have questions and suggestions about the future.
- They asked why Ethics did not establish a pool of individuals who could be hired TX, on a temporary basis, to do the work in the future. Wong stated that Elections does this for each election.
- SEIU questioned the duration of the PSC request of 7 years. They would have no problem with a 3-year contract.
- **SEIU will object to this PSC at CSC.**

Fong and Massey responded and commented:

- The intent of the contract is to clear up the backlog. After that, they anticipate existing staff will be able to perform the needed audits, though the need will vary depending on the number of elections held during any period of time. The contract is to be written with an initial term of three years with an option to extend.
- The PSC requests a longer time to allow them to use it if they fall behind again in the future.
- Ethics said that writing a contract is time consuming and they have no staff with contracting expertise. They must rely on the Office of Contract Administration (OCA) to do it for them for an interdepartmental workorder fee between Ethics and OCA when they have time. Ethics has been wanting to do this for some time, and only recently was OCA able to do it.
- There are gaps between elections. Hiring TX would require training of staff, whereas the vendor already has expertise.

Joan Lubamersky - Pronouns: she/her
Office of the City Administrator
One Carlton B. Goodlett Place, Room 362
San Francisco, CA 94102

Thank you,
Lynn

Lynn Khaw, CPPO, CPPB, C.P.M.
Departmental PSC Coordinator
Office of Contract Administration
City and County of San Francisco
(628) 652-1623

Email: lynn.khaw@sfgov.org

Webpage: <https://sf.gov/oca>



***If you signed up but are not receiving updates, please first check your spam folder before re-registering!**

Lubamersky, Joan (ADM)

From: Lubamersky, Joan (ADM)
Sent: Thursday, April 20, 2023 5:28 PM
To: Najuawanda Daniels; Dennis Wong
Cc: Massey, Steven (ETH); Fong, Linda (ETH)
Subject: 4.19.23 meeting PSC 44534, Ethics Commission Follow-up

To: SEIU 1021

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- There are gaps between elections. Hiring TX would require training of staff, whereas the vendor already has expertise.

Joan Lubamersky - Pronouns: she/her
Office of the City Administrator
One Carlton B. Goodlett Place, Room 362
San Francisco, CA 94102

From: Lubamersky, Joan (ADM)
Sent: Friday, April 7, 2023 9:22 AM
To: Najuawanda Daniels <Najuawanda.Daniels@seiu1021.org>; Dennis Wong <Dennis.Wong@seiu1021.org>
Cc: Fong, Linda (ETH) <linda.fong1@sfgov.org>; Massey, Steven (ETH) <steven.massey@sfgov.org>
Subject: RE: PSC 44534, Ethics Commission Follow-up

To: SEIU 1021

We did not hear from you regarding the dates below.

We are available to meet Tuesday, April 18 from 1-3 PM or Wednesday April 19 from 2-3 PM.

Joan Lubamersky

From: Lubamersky, Joan (ADM)
Sent: Thursday, April 6, 2023 11:46 AM
To: Najuawanda Daniels <Najuawanda.Daniels@seiu1021.org>; Dennis Wong <Dennis.Wong@seiu1021.org>
Cc: Fong, Linda (ETH) <linda.fong1@sfgov.org>; Massey, Steven (ETH) <steven.massey@sfgov.org>
Subject: PSC 44534, Ethics Commission Follow-up

This email is to follow up on our meeting of March 21, 2023, held regarding questions raised by SEIU 1021 about PSC 44534.

The department needs to move forward on this project. We are available to meet to review below either tomorrow, April 7, 1 – 3 PM or Tuesday, April 11, 1 -3 PM. Please let us know if you would like to meet. Thank you.

Joan Lubamersky

Meeting summary, **March 21, 2023**

SEIU: Najuawanda Daniels. (field rep for Controller’s Office) and Dennis Wong (field rep for Elections)

Ethics: Steven Massey (Acting Deputy Director) and Linda Fong (Audit and Compliance Review Manager)

Joan Lubamersky (office of the City Administrator; helps some small departments with PSCs)

The parties introduced one another.

Daniels asked:

Would like the details of the backlog: Clarify the “backlog” in the Ethics dept. (what is the timeline; how many employees needed to complete; how does this affect current workload)

-14 campaign audits of publicly financed candidates from the 2020 election

-five campaign audits of publicly financed candidates from the 2022 election

-Typically the Commission would also do campaign finance discretionary audits, but we have not been able to do that given the public financing backlog

-Code does not specify "due date" for audit, however enforcement of any audit findings must occur within four years

-difficult to gauge how many employees are needed to work through backlog

-currently, six months is allocated for a single audit

-backlog of mandatory audits currently impacts annual required Lobbying audits and development of Form 700 post-filing compliance review program and subsequent reviews

-during election years (like 2022), administration of Public Financing Program is impacted

How did this backlog come to the attention of the Board of Supervisors

-Supervisor Peskin, who has a 2020 committee that has not been audited, brought attention to the existence of the growing current backlog

Has there been an ongoing backlog from previous years

-There was a prior backlog related to the 2016 and 2018 elections during a period of executive management and audit staff turnover. By 2019, the Commission was able to work through that backlog with the assistance of the Controller's office staff for the 2016 election and assistance from the Controller's office with the Commission securing its own external agreement with external auditing services for the 2018 election.

Would potential continuous testing for 1822 play into this backlog. There is a citywide need for this class

No. All current audit division positions are now filled. The Commission only has one other 1822 position vacant and it is in the enforcement division. In order to meet the Mayor's target cuts, we need to keep this position open. 10 permanent-exempt positions at the Commission are set to expire by FY24-25 that disproportionately impact the enforcement division. Per a BLA audit in 2020, we need to continue to focus on reducing enforcement case resolution times. Thus, if the Commission were able to fill the 1822 position, we would retain the position in the enforcement division and would not be able to repurpose the position to support audit work. The Commission has two 1824 positions vacant that manage the Education and Compliance Division and Policy Division. The Commission intends to fill those vacancies for their intended purposes as their roles fulfill other charter mandates.

Clarify the urgency. Resolution 528-22 does not present any new urgent circumstance. Is there a Charter or similar deadline for completion of audits, meeting the backlog

-The Code/Charter does not appear to address a “deadline” for completing audits or addressing audit backlogs.

Clarify the consequences of denial

- loss of public faith in the Public Financing process/program and/or election process
- candidates are harmed because they may feel compelled to keep their committee organizations open for years and continue to pay compliance firms and attorneys to file financial disclosures, maintain records, and prepare for an eventual audit so that they have funds to pay for any enforcement actions against them as a result of the audit.
- discourages participation in public financing program if candidates know they will be unable to close out their committee obligations post-election
- inability to enforce audit findings due to statute of limitations
- negative impact on the ability of the Commission to focus on other priorities/required efforts

Wong asked:

How have the audits been done in the past. Has it been contracted out

- Commission staff conducted audits in the past and will continue to conduct audits in the future.
- External services have been used for prior backlogs.
- We received assistance from Controller’s office to perform 12 mandatory campaign audits for the 2016 election and assistance from an external auditing service using an existing vendor list on contract with the Controller’s Office to perform 14 audits of publicly finance candidates for the 2018 election.

Why the need now

- BOS Resolution strongly urged Commission to address backlog.

How many vacancies in Ethics. Are there plans to hire for Class 1822, 1824

-All current audit division positions are now filled. The Commission only has one other 1822 position vacant and it is in the enforcement division. In order to meet the Mayor’s target cuts, we need to keep this position open. 10 permanent-exempt positions at the Commission are set to expire by FY24-25 that disproportionately impact the enforcement division. Per a BLA audit in 2020, we need to continue to focus on reducing enforcement case resolution times. Thus, if the Commission were able to fill the 1822 position, we would retain the position in the enforcement division and would not be able to repurpose the position to support audit work. The Commission has two 1824 positions vacant that manage the Education and Compliance Division and Policy Division. The Commission intends to fill those vacancies for their intended purposes as their roles fulfill other charter mandates

Does OCA have citywide contracts for these services, as they do for services such as custodial?

No. OCA does not have a citywide contract for auditing.

Is there a check in (with the Board?) on this contract since it is as-needed

-The Resolution did not include a check-in. We do not plan to check-in with the Board unless requested. However, as current members of the board are impacted by the audit backlog, they are and will be aware of the situation.

-There are planned semi-annual updates for the members of the Ethics Commission.

There was also a request from the Union to invite a representative from CON office to speak to the availability of employees as suggested in Res No 528-22. in future meetings. It was acknowledged and decided not at this time by the City.

We agreed to email questions, and set next meeting dates via email.

Lubamersky will send an email to all parties to confirm her notes from this meeting.

Joan Lubamersky - Pronouns: she/her
Office of the City Administrator
One Carlton B. Goodlett Place, Room 362
San Francisco, CA 94102

Lubamersky, Joan (ADM)

From: Massey, Steven (ETH)
Sent: Thursday, March 9, 2023 11:19 AM
To: Lubamersky, Joan (ADM)
Cc: Thaikkendiyil, Gayathri (ETH); Fong, Linda (ETH); Fernando, Ian (ADM)
Subject: FW: Assistance regarding Ethics Commission's campaign audits

Hi Joan,

Thank you for meeting with us today. Please see the email below from Ben Rosenfield. Let me know if you think any additional information is required to address the question of availability of staff resources at the Controller's office to assist with the Ethics Commission audit backlog.

Thank you!

Steven Massey
Acting Deputy Director/Chief Operating Officer
San Francisco Ethics Commission
25 Van Ness Avenue, Suite 220
San Francisco, CA 94102
Steven.Massey@sfgov.org
415-252-3100
<http://www.sfethics.org>

From: Rosenfield, Ben (CON) <ben.rosenfield@sfgov.org>
Sent: Thursday, March 9, 2023 8:59 AM
To: Thaikkendiyil, Gayathri (ETH) <gayathri.thaikkendiyil@sfgov.org>
Cc: Massey, Steven (ETH) <steven.massey@sfgov.org>; delaRosa, Mark (CON) <mark.p.delarosa@sfgov.org>
Subject: RE: Assistance regarding Ethics Commission's campaign audits

Gayathri,

While we perform as much of our audit work in-house as possible, I don't believe this would be an option in the short-term, as we staff up our vacancies in that division and catch-up on deferred required audit work from the last emergency period. Adding Mark here, our Audit Director, to help with any follow-up on this point.

Ben

From: Thaikkendiyil, Gayathri (ETH) <gayathri.thaikkendiyil@sfgov.org>
Sent: Thursday, March 9, 2023 8:46 AM
To: Rosenfield, Ben (CON) <ben.rosenfield@sfgov.org>
Cc: Massey, Steven (ETH) <steven.massey@sfgov.org>
Subject: Assistance regarding Ethics Commission's campaign audits

Hi Ben,

It was nice meeting you yesterday. I am sending this email as a follow up to our conversation.

Our office is currently working with OCA to procure a contract with an external firm to conduct campaign audits for publicly financed candidate committees. We will be identifying a firm using CSA Audits' prequalified pool for audit services. Thank you for letting us use that pool. We are currently in the PSC approval phase of the contracting process. One of the bargaining units has asked us whether we are able to use resources from the Controller's Office to conduct these audits, instead of establishing a new contract. We are not sure if LeeAnn has requested this from your office previously for the current scope of pending campaign audits (15 at present).

For additional context, BOS has adopted a [resolution](#) in Dec 2022 urging the Ethics Commission to *"immediately seek and obtain external auditing services or auditing services from the City Controller to substantially shorten the projected time frames for the outstanding audit backlog for mandatory campaign and lobbyist audits"*.

Please let me know if your office is able to provide staffing resources to conduct campaign audits on behalf of the Commission or able to assign these audits to external contractors through your existing contracts.

Thank you for your assistance with this request.

Regards,

Gayathri Thaikkendiyil

Acting Executive Director

San Francisco Ethics Commission


(415) 252-3100 | sfethics.org

Additional Attachment(s)

MEMORANDUM

Date: January 6, 2023

To: Tom Paulino, Liaison to the Board of Supervisors, Mayor's Office
LeeAnn Pelham, Executive Director, Ethics Commission

From:  Angela Calvillo, Clerk of the Board, Board of Supervisors

Subject: Ethics Commission Audits Backlog (File No. 221211)

On December 6, 2022, the Board of Supervisors adopted Resolution No. 528-22 sponsored by Supervisor Aaron Peskin (File No. 221211, Ethics Commission Audits Backlog); enacted on December 16, 2022.

Please find the attached courtesy copy of the Resolution for your office's information and consideration.

If you have any questions or concerns, please contact the Office of the Clerk of the Board at (415) 554-5184.

c: Members of the Board of Supervisors; Supervisors Aaron Peskin, Dean Preston,
Connie Chan, Rafael Mandelman, Hillary Ronen, Ahsha Safai,
Shamann Walton, Gordon Mar and Catherine Stefani
Patrick Ford, Ethics Commission
Michael Canning, Ethics Commission
Andres Power, Mayor's Policy Director
Susanna Conine-Nakano, Mayor's Office

1 [Ethics Commission Audits Backlog]

2
3 **Resolution urging the Ethics Commission to timely complete backlog of outstanding**
4 **campaign finance and lobbyists audits.**

5
6 WHEREAS, The Ethics Commission has the duty and responsibility under Charter,
7 Section C3.699-11(4) to audit campaign statements and other relevant documents to ensure
8 compliance with applicable state and city campaign finance laws and regulations; and

9 WHEREAS, Under Campaign and Governmental Conduct Code, Section 1.150(a), all
10 candidate committees whose candidates have received public financing must be audited, and
11 committees that have not received public financing may be randomly selected for audit at the
12 discretion of the Executive Director of the Commission; and

13 WHEREAS, Additionally, since 2014, the Ethics Commission has held the duty and
14 responsibility under Campaign and Governmental Conduct Code, Section 2.135(c), to
15 undertake audits of one or more lobbyists selected at random on an annual basis and
16 undertake any other audits or investigations of a lobbyist authorized by law or regulation; and

17 WHEREAS, Campaign finance and lobbyist audits are intended to ensure public
18 confidence in public financing, a critical program aimed at keeping special interest money out
19 of local democratic elections, and to protect both taxpayer funds and the integrity of the
20 elections process; and

21 WHEREAS, The Ethics Commission has a responsibility to disclose any campaign
22 violations or campaign failures to adhere to campaign finance laws in a timely fashion,
23 particularly in instances where candidates are applying for public financing in more than one
24 election cycle; and

1 WHEREAS, For the 2016 election cycle, as provided under Sec. 1.150 of the
2 Campaign & Governmental Conduct Code, the Executive Director of the Ethics Commission
3 sought and received assistance from the Office of the City Controller's City Services Audit
4 Division to conduct 12 mandatory campaign finance audits, which audits were all completed in
5 14 to 16 months following the November 2016 election, as well as for the 2018 election cycle
6 when the Office of the City Controller's City Services Audit Division assisted in obtaining
7 external auditing services to complete 14 mandatory campaign finance audits, which audits
8 were all completed in 23 months following the November 2018 election, demonstrating the
9 valuable service the Controller's Office can provide if the Ethics Commission is willing to
10 collaborate; and

11 WHEREAS, On November 3, 2022, the Government Audit and Oversight Committee
12 had a hearing to receive information from Ethics Commission Executive Director LeeAnn
13 Pelham regarding the Department's audit status, processes and plans (Board File No.
14 220139), which revealed that there are 23 open audits of publicly financed electoral
15 campaigns (including 2 from year 2019, 16 from 2020, and 5 from 2022) that the Ethics
16 Commission still has not completed as of the date of this Resolution and further revealed that
17 the Ethics Commission has not completed a single required lobbyist audit since the passage
18 of Ordinance No. 98-14 over eight years ago; and

19 WHEREAS, Prior to November 3, 2022, Ethics Commission Director LeeAnn Pelham
20 failed to produce any written documentation setting forth the Department's audit plans or audit
21 status and although produced documentation with a brief overview and milestones
22 subsequent to the hearing in the form of a memorandum dated November 4, 2022, on file with
23 the Clerk of the Board of Supervisors in File No. 220139, which is hereby declared to be a
24 part of this Resolution as if set forth fully herein, it is still incompatible without any substantive
25

1 documentation of how the Ethics Commission will fulfill its Charter mandate in a timely and
2 complete fashion; and

3 WHEREAS, The Ethics Commission has failed to regularly produce and adhere to
4 audit plans and schedules, and since the 2018 election cycle has not completed a single
5 mandatory campaign audit nor required lobbyist audits with a backlog that continues to
6 increase with targeted completion dates of as long as 39 months from the November 2020
7 election, more than twice as long as the completion time frames for the 2016 election audits;
8 and

9 WHEREAS, Auditing is a legally required core function of the Ethics Commission and
10 implementing clear and standardized approaches and procedures is critical for any ongoing
11 legally required audit program; and

12 WHEREAS, The Board of Supervisors appropriated approximately \$7.4 million to the
13 Ethics Commission for over 30 full time positions, including 20 analysts for Fiscal Year 2023,
14 with sufficient funds for external services and support services of other City departments; now,
15 therefore, be it

16 RESOLVED, That the Board of Supervisors of the City and County of San Francisco
17 strongly urges the Ethics Commission to (1) create the core components of a long term,
18 sustainable, and timely auditing function with ongoing audit plans to be reviewed by the Ethics
19 Commission and promptly implemented; and (2) immediately seek and obtain external
20 auditing services or auditing services from the City Controller to substantially shorten the
21 projected time frames for the outstanding audit backlog for mandatory campaign and lobbyist
22 audits; and, be it

23 FURTHER RESOLVED, That the Board of Supervisors directs the Clerk of the Board
24 of Supervisors to transmit this Resolution to all member of the Ethics Commission, Executive
25 Director Pelham and the Mayor.



City and County of San Francisco
Tails
Resolution

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

File Number: 221211

Date Passed: December 06, 2022

Resolution urging the Ethics Commission to timely complete backlog of outstanding campaign finance and lobbyists audits.

December 06, 2022 Board of Supervisors - ADOPTED

Ayes: 11 - Chan, Dorsey, Mandelman, Mar, Melgar, Peskin, Preston, Ronen, Safai, Stefani and Walton

File No. 221211

I hereby certify that the foregoing Resolution was ADOPTED on 12/6/2022 by the Board of Supervisors of the City and County of San Francisco.

f Angela Calvillo
Clerk of the Board

Unsigned

London N. Breed
Mayor

12/16/2022

Date Approved

I hereby certify that the foregoing resolution, not being signed by the Mayor within the time limit as set forth in Section 3.103 of the Charter, or time waived pursuant to Board Rule 2.14.2, became effective without her approval in accordance with the provision of said Section 3.103 of the Charter or Board Rule 2.14.2.

Angela Calvillo
Clerk of the Board

12/16/2022

Date

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Document management and workflow solution

Funding Source: Work orders from departments

PSC Duration: 5 years 2 days

PSC Amount: \$500,000

1. Description of Work

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

: Permit Center seeks a document management and workflow solution, a digital content management system. The proposal seeks to digitize administrative workflow processes and store digital documents within a database. Professional services are required to configure the workflow processes to match Permit Center use cases and requirements, including storing digital documents for electronic plan review, invoice processing and record retention.

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

Current workflows require manual processes and record keeping. The manual nature of the process results in delays and misplacement of documents, causing delays in processing. The manual process also requires administrative staff manually manage and store digital documents resulting in errors and misplacement of digital files and documents. Digital records are not easily shared between permitting departments. Technical expertise is required to configure the digital content management system to Permit Center requirements and use-cases.

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

This service has not been provided in the past. Workflows have been manual, and currently there are no automated digital processes in place for storing digital documents.

D. Will the contract(s) be renewed?

Unknown.

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.

Additional days past 5 anticipated leap year.

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:

Internal staff will take on the responsibility maintenance and future integrations with departmental databases.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The digital content management platform will be sought using a Request for Proposals (RFP). The successful proposer will be required to have expertise in that particular platform. Technical expertise and knowledge of platform expertise within the digital content management system is required to perform integration and configuration. Expertise in Furthermore, and the ability to integrate with existing city data platforms with the winning product will be required.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1044, IS Engineer-Principal; 1054, IS Business Analyst-Principal; 1064, IS Prg Analyst-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Currently there are no technical resources available in the City to perform these functions. Technical resources or staff do not have expertise in available in the digital workflow or content management products to digitize departmental workflow use cases.

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

- A. Explain why civil service classes are not applicable.
Civil service classes are not subject matter experts and do not have the technical expertise necessary to create and set up a digital workflow process.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No civil service classifications have the knowledge and abilities necessary to perform this work. The department plans to hire a new City employee to manage the ongoing maintenance and updates necessary to manage the product.

6. Additional Information

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

7. Union Notification: On 03/20/2023, 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: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45276 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/05/2023

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Monday, March 20, 2023 4:48 PM
To: Lubamersky, Joan (ADM); ework@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; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45276 - 22/23

RECEIPT for Union Notification for PSC 45276 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 45276 - 22/23 for \$500,000 for Initial Request services for the period 06/01/2023 – 06/01/2028. 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/20054> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Information technology support

Funding Source: General Fund

PSC Duration: 4 years 4 weeks

PSC Amount: \$165,000

1. Description of Work

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

The vendor will provide maintenance services for Building Management System ("BMS") for the Office of the Chief Medical Examiner ("OCME") facility located at 1 Newhall Street. The vendor will administer services such as software updates, code fixes, or security patches for the hardware and software systems for automated heating, ventilation and air conditioning (HVAC) systems. The vendor will utilize system data and trends from the building management system to identify facility Improvement Measures (FIMs) and remotely implement corrections to maintain an efficient and optimized environment and provide an Energy Services package that leverages data analytics to create insights that will help reduce energy, guide and prioritize maintenance activities, as well as identify and correct system performance issues. Vendor will provide a comfortable and safe working environment for staff while minimizing working disruptions, assist the facility to achieve Energy and Sustainability goals, ensure zero critical area downtime, calibrate and/or verify calibration for critical system equipment and sensors on an annual interval, take a pro-active approach to system troubleshooting, maintenance, and repairs, avoid time and material repair costs with predictive system maintenance.

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

Due to the specific expertise and intellectual property rights held by the vendor, multiple features and the long-term performance of the equipment will not be available to the City if the vendor is not engaged to perform services. Software updates, code fixes, or security patches for the hardware and software cannot occur.

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

Services were provided, first, under warranty and, later, using other City procurement methods. The Real Estate Division has been advised to request a Services Contract.

D. Will the contract(s) be renewed?

Yes, if the system software continues to be proprietary intellectual property held by the vendor.

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

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

The project requires specific expertise in and access to the proprietary system required to provide these services.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Both code programming and physical hardware as well as the integrated user interface are the vendor's sole intellectual property. Proprietary processes, and training to facilitate the building management services ongoing maintenance and upkeep needs are provided to the vendor's staff after employment.

B. Which, if any, civil service class(es) normally perform(s) this work? 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: Contractor will provide replacement parts and equipment as the sole proprietor.

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

It is not plausible to obtain these services within the City because of the proprietary status of the system that is already installed at OCME.

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

A. Explain why civil service classes are not applicable.

Skillssets necessary to provide a digital backend infrastructure to integrate specific proprietary equipment and perform necessary maintenance or upgrades are not included in current civil service classifications.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. The possibility of patent, proprietary processes, and copyright violations prevent the City and County of San Francisco from seeking these services through other avenues such as new civil service classifications. Additionally, the creation of new classes to establish and provide continuous maintenance is financially and professionally impractical at this juncture because it would require a volume of specialized engineers and code designers to create a new solution and remove the existing system.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. No training will be provided.

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

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

7. Union Notification: On 04/04/2023, 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: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

Address: One Carlton B. Goodlett Place Room 362 San Francisco, CA 94012

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46130 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/05/2023

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Tuesday, April 4, 2023 2:38 PM
To: Lubamersky, Joan (ADM); 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; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 46130 - 22/23

RECEIPT for Union Notification for PSC 46130 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 46130 - 22/23 for \$165,000 for Initial Request services for the period 05/01/2023 – 05/31/2027. 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/20117> 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: DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD

Dept. Code: ECD

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

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

Type of Service: Professional Services

Funding Source: General Fund

PSC Amount: \$250,000

PSC Est. Start Date: 03/01/2023

PSC Est. End Date 02/28/2026

1. Description of Work

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

Department of Emergency Management wishes to procure an app called Show the Way, developed by Simtech Solutions, Inc. along with professional services. Show the Way was designed for street outreach and engagement work with people experiencing homelessness. It will help connect outreach workers in the field and present real time service status information which will help reduce duplication of services and increase linkage efficiencies.

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

The City and County of San Francisco does not have a city-led, technology platform that allows outreach workers across multiple departments and multiple programs to access centralized information in real time. The app is an opportunity for San Francisco to determine the efficacy of a centralized client management system, the benefits of outreach workers being aware of parallel service provision. The consequences of denial are continued siloed platforms and services, inefficiency and services duplication.

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

This is a new service that has not been provided in the past.

D. Will the contract(s) be renewed?

The contract will not be renewed after two 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.

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.

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

B. Explain the qualifying circumstances:

DEM has been tasked by the Mayor's Office to tighten coordination of city-led street response efforts and to provide robust collective impact reporting on the efforts. The City and County does not have technology that can do what the Show The Way app can do. The pilot of this technology presents an opportunity to evaluate if technology can be a solution to a variety of homelessness system and services questions: • Can outreach workers across teams connect in real time around client needs and services linkages. • Can clients get more efficiently linked to services because outreach workers are in tighter communication and coordination around the clients needs and last services touch points • On the system and policy levels, can the City and County of San Francisco review aggregated data that further illuminates what engagements and interventions are most effective at linking clients to services they need and helping them gain deeper stability in their lives.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise must be both in the areas of software development and knowledge of federal, state and local systems and services that address the needs of people experiencing homelessness.

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

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

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

A. This work is not currently available in the city as an available resource.

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

A. Explain why civil service classes are not applicable.

The skillset requires both knowledge and experience with systems and services that address the needs of people experiencing homelessness, software development/engineer. This skillset does not currently exist in DEM staff.

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 service is temporary and highly specialized. It is not practical for the city to adopt a new civil service class to perform this work.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not. No. Contractor shall also provide app user training to up to (45) city staff and city contracted service providers. The training will enable them to navigate the app, Show The Way, efficiently enter and retrieve information, communicate with other outreach workers using the app, and for a select group of users, ensure that users can pull data and reports needed to determine the progress, challenges and success of the app, the pilot. The training is estimated to be 1 hours in length at the onset of the project, with periodic training refreshers estimated to be an additional hour.

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

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

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

7. Union Notification: On 04/07/2023, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Misc. Unrepresented Employees; 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: Thomas Chen Phone: 4152696562 Email: Thomas.Chen@sfgov.org

Address: 1011 Turk Street San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49521 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/05/2023

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of Thomas.Chen@sfgov.org
To: [Chen, Thomas \(DEM\)](mailto:Chen,Thomas@dem); [Laxamana, Junko \(DBI\)](mailto:Laxamana,Junko@dbi); 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; [Chen, Thomas \(DEM\)](mailto:Chen,Thomas@dem); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator,DHR@hrd)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49521 - 22/23
Date: Friday, April 7, 2023 10:23:56 AM

RECEIPT for Union Notification for PSC 49521 - 22/23 more than \$100k

The DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD has submitted a request for a Personal Services Contract (PSC) 49521 - 22/23 for \$250,000 for Initial Request services for the period 03/01/2023 – 02/28/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/19968> 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: DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING -- Dept. Code: HOM
HOM

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

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

Type of Service: Software as a Service and System Administration

Funding Source: General Fund

PSC Duration: 2 years

PSC Amount: \$316,800

1. Description of Work

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

The purpose of the contract is to provide a time-limited COVID-19 Shelter in Place (SIP) Bed Tracking system for SIP hotels and emergency COVID-19 shelter sites. The goal of this service is to provide a secure, cloud-based and real-time system for non-profit providers to track bed availability and client placements in SIP Hotels.

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

The contractor's proprietary software is a cloud-based, stand-alone, real-time secure COVID-19 Bed Placement system. Denial of this service would inhibit non-profit providers from referring vulnerable individuals experiencing homelessness to SIP hotel beds, which are designed to reduce the risk of COVID-19 infection. Without this service, HSH be unable to manage and track bed occupancy and placements by location/COVID-19 Status.

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

The services were previously awarded by the Department of Public Health (DPH) as an emergency contract under the Local Emergency declared by the Mayor on Tuesday, February 25, 2020. The agreement was authorized by the Civil Service Commission through PSC 46372-15/16. The services were transitioned from DPH to HSH in FY 21-22. HSH is requesting its own authority to extend the contract term and increase the contract amount.

D. Will the contract(s) be renewed?

HSH does not anticipate contract renewal beyond 2025. The remaining SIP hotels have been converted to emergency shelter sites, which are temporary sites. HSH is working on a more permanent solution to identify a shelter bed placement system.

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

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

The service is short-term in nature to winddown the City's COVID-19 emergency response for temporary shelter sites. The software is proprietary, and access is exclusive to the contractor as the platform's developer.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The contractor must have the knowledge, skills and experience with the proprietary software and the ability to maintain and enhance the software as required to enable the integration of several different HSH database systems.

B. Which, if any, civil service class(es) normally perform(s) this work? 1044, IS Engineer-Principal; 1054, IS Business Analyst-Principal; 1064, IS Prg Analyst-Principal;

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

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

None, as the City does not possess bed placement software. The software is proprietary and System Administration services offered by the contractor utilize proprietary tools and resources. Access is exclusive to the contractor as the platform's developer.

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

A. Explain why civil service classes are not applicable.

The software is proprietary, and access is exclusive to the contractor as the platform's developer.

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 service is short-term in nature. There are four remaining hotels used as SIP that have been converted to temporary emergency shelter using the software. It would not be practical to create new City classifications to perform this work on an interim basis.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.

No. None. The software is proprietary, and access is exclusive to the contractor as the platform's developer.

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

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

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

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes. The current agreement was authorized by the Civil Service Commission through PSC 46372-15/16. The services were transitioned from DPH to HSH in FY 21-22. HSH is requesting its own authority to extend the contract term and increase the contract amount.

7. Union Notification: On 03/28/2023, 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: Monique Colon Phone: 4153555230 Email: monique.colon@sfgov.org

Address: 440 Turk Street San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43502 - 22/23

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 06/05/2023

Civil Service Commission Action:

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of monique.colon@sfgov.org
To: [Colon, Monique \(HOM\); Laxamana, Junko \(DBI\); ewart@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; l21pscreview@ifpte21.org; Bruning-Miles, Ronny \(HOM\); DHR-PSCCoordinator, DHR \(HRD\)
Subject: Receipt of Notice for new PCS over \\$100K PSC # 43502 - 22/23
Date: Tuesday, March 28, 2023 11:36:00 AM](mailto:Colon, Monique (HOM); Laxamana, Junko (DBI); ewart@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; l21pscreview@ifpte21.org; Bruning-Miles, Ronny (HOM); DHR-PSCCoordinator, DHR (HRD)

RECEIPT for Union Notification for PSC 43502 - 22/23 more than \$100k

The DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING -- HOM has submitted a request for a Personal Services Contract (PSC) 43502 - 22/23 for \$316,800 for Initial Request services for the period 07/01/2023 – 06/30/2025.

Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/20112> 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)

I. Purpose of Contract

Contractor shall provide Software as a Service (SaaS) for the COVID-19 Shelter in Place (SIP) Bed Placement System.

II. Description of Services

Contractor shall provide support for a technology system related to COVID-19 response. Refer to Appendix A-1: COVID-19 Bed Tracking / Placement System for a detailed description of services.

III. Terms

- A. Contract Administrator: In performing the Services hereunder, Contractor shall report to Daniel Quach, IT Director for HSH and Sarah Edwards, ONE System Analyst for HSH, or their designee.
- B. Reports: Contractor shall submit written reports as requested by the City. The format for the content of such reports shall be determined by the City. The timely submission of all reports is a necessary and material term and condition of this Agreement. All reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages to the maximum extent possible.
- C. Evaluation: Contractor shall participate as requested with the City, State and/or Federal government in evaluative studies designed to show the effectiveness of Contractor's Services. Contractor agrees to meet the requirements of and participate in the evaluation program and management information systems of the City.

The City agrees that any final written reports generated through the evaluation program shall be made available to Contractor within 30 working days. Contractor may submit a written response within thirty working days of receipt of any evaluation report and such response will become part of the official report.

- D. Possession of Licenses/Permits: Contractor warrants the possession of all licenses and/or permits required by the laws and regulations of the United States, the State of California, and the City to provide the Services. Failure to maintain these licenses and permits shall constitute a material breach of this Agreement.
- E. Adequate Resources: Contractor agrees that it has secured or shall secure at its own expense all persons, employees and equipment required to perform the Services required under this Agreement, and that all such Services shall be performed by Contractor, or under Contractor's supervision, by persons authorized by law to perform such Services.

IV. Services Provided by Attorneys

Any services to be provided by a law firm or attorney to the City must be reviewed and approved in writing in advance by the City Attorney. No invoices for services provided by law firms or attorneys, including, without limitation, as subcontractors of Contractor, will be paid unless the provider received advance written approval from the City Attorney.

I. Software as a Service (SaaS) Application

Contractor's Software includes a cloud-based, stand-alone, real-time secure COVID-19 Bed Placement system which supports detailed data collection for every bed placement.

II. Third-Party Software

SaaS Application in not provided with any third-party software nor does it require any third-party software beyond a native web-browser.

III. Access Control

Contractor shall provide access to and use of software tool(s) for City management of Authorized Users, access rights and other similar role-based controls as they pertain to the SaaS Application(s). Method will be published through a web portal or similar browser-accessible application(s) and be made available to Authorized Users with elevated privileges.

IV. Hosting

Contractor shall provide use of the SaaS Application(s) operating on hosted infrastructure located at the Data Center(S) as further outlined in Appendix A-2, Hosting.

V. Maintenance/Support

Contractor shall provide regular Software and Contractor-supplied Software updates, patches and fixes as scheduled by Contractor as further outlined in Appendix A-3, Maintenance/Support.

VI. Staffing: Capacity and Resources

The City, in its sole discretion, has the right to approve or disapprove any staff person assigned to this project before and throughout the contract term.

- A. Project Manager;
- B. Build and implementation staff;
- C. Remaining staff; and
- D. Applicable licenses and/or permits.

VII. Software - Functional and Technical Requirements

See Section IX.

VIII. Reserved. (Schedule And Milestones).

IX. Historical Implementation, Scope of Work (SOW) and Deliverable Data

A. Phase 1 (Completed through DPH contract).

- 1. The system includes a bed management module that enables authorized users to manage and edit information for each City contracted bed.
- 2. This system also includes a front-end web form that enables community-based professionals to refer individuals they believe are eligible for one of bed types offered under this initiative. These individuals will not need to set-up an account; an intelligent captcha will guard against misuse. Specifically, these individuals

will fill-out all required fields – which the web form will validate for completeness – and then securely submit the information to the system.

3. Authorized users logged-in to the system can then view these queued submissions in a placement management module; staff can then rapidly evaluate / determine eligibility status and identify a suitable placement. When making a placement, data will follow the person, and staff can add information about the client as well as well as the date and circumstances surrounding a check-out (i.e. outcome and out-placement location).
4. A dashboard displays real-time bed utilization / availability (filterable by site) to assist staff with managing contracted beds. Additionally, the system displays individual client statuses and automatically calculate their current / final length of stay and can aggregate / average those totals to assist with planning.
5. A cumulative daily data extract (multiple files) enables the City to conduct advanced data analysis at its discretion.

B. Phase 2 (Completed through DPH contract).

1. The system allows City to record placements of homeless persons (the system will still have one referral form / entry point and common data fields; City can use a subset of available fields to meet their data collection needs, and the system will support quick-entry that enables HSH to record basic client information before a placement is made / check-in occurs).
2. The system accommodates a one-time ingestion of basic City placement data recorded prior to system availability to City.
3. The system includes a button to alert City of clients that have tested positive for COVID-19 post-placement and who may need check-in / care.
4. The system includes department and placement-type filters to the dashboard to differentiate bed types, as well as COVID+ beds being served by HSH.
5. “Facility type” field allows users to classify hotels by primary use.
6. The system includes a contracted-bed occupancy file to the daily data extract so the City can calculate and report current bed supply / use metrics.

C. Customization (Completed through DPH contract).

1. The system includes custom nightly exports to enable City to automate daily public reporting on SIP site clients and client demographics.
2. Data can be fully accessed through SQL and DataSF – two main sources of current and historical patient, referral, and note information for the creation of dashboards/reports.
3. The system includes improvements to referral and client management functions that streamline referral and placements workflows, support catering vendors to meet nutritional needs, mitigate duplication of records, and collect and retain data required to support cost recovery.
4. The system allows the nightly data extract for I&Q reporting capabilities to support placement flow tracking.

I. Hosted Services and Resources

- A. Scope of Hosted Services: Contractor will provide the City with Hosted Services, subject to and in accordance with the terms of Agreement and this Scope of Work for the following software products, databases, and other tools;

SaaS solution with AWS GovCloud and technical support services included.

- B. Authorized Users and Identity Management: This a short-term emergency SaaS in which SF HSH shall assume control of user management and identity. The Data Lead for the Containment branch shall hold the direct responsibility for Identity Access Management. They shall report to either the Med Branch Chief or the Data Branch Chief, pending final decision, for the final accountability. The Data Lead with the help of the vendor shall manually verify identity prior to providing a user with new credentials and temporary passwords which are only sent to valid City/County email addresses. DPH's Containment Branch verifies the requester's job function, City agency and business need for access. The Containment branch also requires a certificate of completion of the DPH HIPPA privacy training as DPH users on RTZ system will have access to Protected Health Information (PHI). As an additional layer of security, SF DPH can provide RTZ with a list of City/County IP addresses on which users are authorized to access the system; RTZ shall then "whitelist" these IP addresses to prevent system access from unauthorized networks. At a future data, SF DPH may provide system access to third-party entities who have met the data sharing requirements agreed to by the DPH's Privacy office. DPH containment branch data lead shall send IP addresses for such qualified entities to the vendor so RTZ can "whitelist" these addresses. DPH Containment branch data lead shall alert RTZ if there are staff changes and RTZ needs to remove the names from the Whitelist. The third party contractor shall assume full responsibility for verifying the identity of and managing the access of its own users. A designated system admin should verify (a) the identity of the requesting staff person, (b) confirm that individual should have system access, and (c) determine the appropriate level of system access (i.e. user permissions). DPH's containment branch and the vendor shall develop a procedure for any situations that are not specifically discussed in this section.
- C. Hosted Services Architecture: All environments must have the same service delivery terms as provided for in the Agreement. The pricing as described in Appendix B (Budget) and shall have the same performance and service delivery requirements.

II. Hosting Components Included in The Service - Diagram

Within 15 days of written request by the City, Contractor shall provide the City with a diagram that illustrates which Hosting components Contractor maintains and which components the City maintains, if any. The diagram must specifically reflect the security boundaries of the City build, including the Contractor boundaries of responsibility.

III. Security and Compliance

Upon request of the City, Contractor shall provide a description on how Contractor shall address emerging malware or equipment flaws that may impact City Data, what notification procedures and collaboration methods are used to inform the City about level of risk and options to mitigate.

IV. Periodic Meetings to Address Security And/or Other Hosting And/or Application Issues or Proposed Changes

Up to twice annually at the request of the City, the parties shall meet to discuss and share information regarding security and/or other hosting/application issues. In advance, the parties shall create an agenda that each believes will be useful and shall identify required participants and/or designees.

V. Data Centers

Contractor shall provide hosting at a Tier III or higher facility as defined by the Uptime Institute, Inc. Contractor shall provide a secondary hosting site with equivalent status, connectivity, and capability that can serve City's business continuity and disaster recovery needs.

- A. Data Center Location: The SaaS Applications shall be hosted by Contractor on Contractor-owned equipment at hosting facilities located within the continental United States.
- B. High Availability, Performance, Capacity, and Security: Contractor assumes full responsibility for the physical components of the Hosted platform. This includes technology to provide a load balanced, scalable, redundant, and high availability Hosted Solution. A tiered architecture should be used to support services such as presentation, application, processing, and data. Hosted platform should be able to scale up based on City's needs with minimal notice. For enhanced security in the Hosted platform, tools such as firewalls, intrusion detection and prevention, threat management, and patch and vulnerability management are used.
- C. Technical Hardware Upgrades and Updates: Contractor's Hosted Services include life cycle management of the Contractor's Facility's infrastructure systems, including but not limited to power, cooling, leak and particulate detection, fire/smoke detection and suppression, and physical security. Upgrades to City's Hosted Solution are done in accordance with the Agreement.
- D. Data Center Standards: Contractor's Data Centers have fully redundant and diverse network paths to City endpoints. Data Centers shall be located in geographically different seismic zones characterized by the lowest predicted chance of damage as defined by the US Geological Survey Earthquake Hazards Program.

Only authorized personnel may access the Data Centers using at least two-factor authentication. Video surveillance systems must record all movements, 24 hours a day, inside and outside the perimeter of the Data Centers.

Environmental systems must monitor/detect temperature, humidity, fluid leaks, fire/smoke/particulate and have accompanying suppression systems. Fire suppression systems should be dry pipe. Power should be fully conditioned to avoid spikes and other aberrations that can damage equipment. Temporary power units, such as generators, must be in place to support Hosted Services in the event of a power outage for up to three calendar days, and fuel replenishment contracts must be in place to keep temporary power operational for longer periods.

- E. Business Continuity and Disaster Recovery (BCDR): Contractor maintains a high availability configuration in the primary data center, with a mirrored instance of the City production system and supporting infrastructure in the secondary data center. Contractor maintains a standard procedure that governs the management of business continuity events. A disaster recovery test plan is reviewed and exercised at least annually. Upon reasonable notice from City, disaster recovery testing documentation shall be made available to the City. Contractor shall provide City's DPH Chief Information Security Officer with access to review BCDR plan.

VI. System Monitoring

Contractor provides 24/7 monitoring of the security, availability, and performance, including response times, of both the data centers and City hosted systems. Monitoring also includes intrusion and threat detection, and event correlation. Contractor's Technical Support is a primary point of contact for monitoring, investigating, and responding to issues related to the systems hosted under the Hosted Services. Contractor shall provide City with access to the web-based monitoring tools as it becomes available, and/or copies of uptime reports on a weekly basis at no cost to the City.

VII. Database and Infrastructure Management

Contractor shall perform database and infrastructure management and monitoring, including the following tasks;

A. Database Management and Backups:

1. 30-minute snapshots of the database. These snapshots can be used as recovery points in the event of a failure or service disruption;
2. Full daily backups or imaging of the environment that constitutes the functional system; and
3. Weekly backups shall be stored off-site and shall be retained for six months.

B. Reviewing system logs:

1. Continual Monitoring of resource utilization for capacity and performance management;
2. Contractor shall also perform regular ongoing reviews of system performance and perform tasks such as reviewing automated email notifications and output from

diagnostic scripts, and adjusting the configuration settings of monitoring tools, as appropriate, based on Contractor's experience.

VIII. Infrastructure Availability

- A. System Administration: Contractor shall perform system administration duties as required to maintain the service levels described below and to facilitate timely restoration of City's data and operations, if necessary, following unanticipated interruptions of the Hosted Services. Contractor shall restrict live-production Hosted Software unavailability to a planned, standard maintenance window which is mutually defined and agreed. This standard maintenance window is to perform any planned changes or modifications of a material nature where risk of or actual City user downtime is expected.
- B. Notice for Unplanned Outage: For unplanned outages, to remedy a significant security or performance problem, Contractor shall provide a minimum of 48-hour notice. The City shall be provided a written Root Cause Analysis (RCA) and action plan within two weeks of the resolution of any outage/degradation in service.

IX. City Internet Connection

Contractor shall cooperate and assist City using standard support mechanisms in answering questions or providing other assistance needed to gain access to the Hosted Platform.

X. Hardware Infrastructure

Contractor shall provide the equipment, hardware and network infrastructure necessary to operate and sustain all contracted SaaS Applications on behalf of the City.

XI. Environments

This equipment shall include the necessary development, test/training, and production environment/tenants. The Contractor system implementation shall provide functional equivalents of the following environments.

- A. Development: An environment available to City to develop and test new configurations or changes to existing configurations prior to implementation in production. This is primarily used by developers. This environment is the first to receive updates.
- B. Testing: An environment that is used to test the newest release and changes to the hosted environment.
- C. Staging: An environment available to the City to test new Contractor application releases against their production configuration.
- D. Production: The environment used by the City to submit, track and manage live transactions and associated data.

- E. New Code: New application code shall be deployed to the Staging environment within one week of becoming Generally Available (GA) from Engineering. New application code shall be deployed to the Support and Production environments one month after being deployed to Staging for Major releases and two weeks for Minor releases (Service Packs).

XII. Equipment Maintenance

Contractor shall maintain any service agreements for the equipment, database(s) and operating systems and maintain the equipment in optimal working order and update software components with patches and updates to the critical issues within no less than two weeks of becoming commercially available.

XIII. Power

The hosting facility must have power sufficient to support the equipment platform as configured; this includes provisions for back-up power supplies. The facility shall include:

- A. Redundant Power: City required redundant power availability to each equipment rack unit from independent Power Distribution Units (PDUs);
- B. Uninterruptible Power Supply Systems: City requires N+1 redundancy of uninterruptible power supply systems; and
- C. Temporary Power: City requires N+1 temporary power systems (e.g., generators).

XIV. Heating Ventilation and Air Conditioning (HVAC)

The hosting facility shall have reasonable and adequate heating and cooling to insure continuous operation of equipment within acceptable operational limits. The hosting facility shall include but not be limited to the following features;

- A. Cooling towers, water pumps and chillers: N+1 redundancy of cooling towers, water pumps and chillers;
- B. Air Handling: Multiple air handling units providing an additional level of redundancy;
- C. Cooling: Cooling units maintain consistent environment temperature and relative humidity levels; and
- D. Rack: Rack cabinet fans to exhaust warm air generated by the servers.

XV. Physical Security

The hosting facility shall have physical security to control unauthorized access to the equipment, including but not limited to;

- A. Guard: 24/7 on-site security guard(s);
- B. Monitoring: Indoor and outdoor video security monitoring;
- C. Badges: Badge/picture ID access screening with at least two-factors to enter past the data center lobby;
- D. Biometrics: Biometric access screening is preferred as a second factor of authentication;
- E. Secure Areas: Escorts required for access to secured areas; and
- F. Logged Entries: Logged entries for all users entering or leaving the premises.

XVI. Data Connections

Contractor shall be responsible for the network infrastructure that connects the Hosted system(s) to the communication network and the Hosted Facility shall be responsible for the data connection from the communications network to the Internet/Private connections to the City network. The hosting infrastructure will have one gigabit per second or better network capacity to ensure responsive access to the Hosted system. Contractor shall also maintain similar connections from the secondary connection to the City as well as the network connections between the two data centers.

XVII. Encryption

The hosting facility shall utilize current industry standard encryption protocols for data in flight.

XVIII. Manage, Support and Maintenance of Hardware

- A. Automated Failover: Contractor shall maintain the BCDR environment with high availability infrastructure to support automatic fail-over in the event the production Hosting environment suffers a failure.
- B. Infrastructure: Contractor shall provide, manage and maintain, for the Hosting environment, the physical hardware, racks and switches. This will involve any physical fix, updates and life cycle technology refresh activities.

XIX. Capacity Planning and Monitoring

Contractor shall be responsible for monitoring capacity and performing capacity planning to ensure the Hosting environment has sufficient capacity to meet service level agreement terms.

XX. Asset Management

Contractor shall perform the following tasks;

- A. Third-Party Contracts: Manage third party vendor contracts for equipment used in support of this Agreement (rental agreements, leases, service agreements, warranties, amendments, maintenance contracts and insurance policies);
- B. Current Releases: Provide hardware and software at the most current hardware and software release levels to comply with vendor maintenance contracts and recommendations; and
- C. Asset Tracking: Not applicable / available; SaaS application hosted in AWS GovCloud instances.

XXI. Operations Management

Contractor shall perform the following;

- A. Functions: Perform Hosting environment operation functions such as power on/off and start/stop/reset device intervention;
- B. On-Site Proposers: Monitor vendors on the Contractor premise performing work maintenance or problem restoration work; and
- C. Expendables: Maintain responsibility for procuring any expendable supplies.

XXII. Operating Hosting Environment Management

- A. Management Tools: Install and maintain Hosting environment management tools.
- B. Environment Status: Monitor Hosting environment software status and take necessary action to resolve any issues.
- C. Maintenance: Install preventive maintenance patches deemed critical by the vendor to support Hosting environment software products to prevent known problems from impacting the operating environment.
- D. Patches: Install patches per vendor instructions for security exposures deemed critical by the vendor or government/cybersecurity threat analysis organizations.
- E. Connectivity: Participate in the identification of connectivity and associated network problems.
- F. Configuration Management: Document and track all configuration management changes using a change management process.
- G. Escalation: Provide problem escalation and interact as necessary with third-party suppliers.

XXIII. Hosting Environment/File Backup and Restore

Contractor shall perform the following;

- A. Backup Plan: Design and implement a backup plan;
- B. Data Restores: Provide for data restores as needed if City causes the need for a data restoration, City shall be responsible for the cost of the data restore at the hourly service rate in the Agreement;
- C. Verification: Monitor backup processes and verification of successful completion; and
- D. Adding Components: Adjust backup and restore plans as new components are added to the Hosting environment.

XXIV. Server Storage Management

Not applicable/available; SaaS application hosted in FedRAMP-certified AWS GovCloud instances.

XXV. Access Control to Hosted Resources

Contractor shall provide Controlled Server Access. Controlled server access provides the tools and processes to manage, access to the assets. This includes the management of user logon IDs and their access rights to Hosting environment-level resources, as well as maintaining server-level security parameters and security products.

XXVI. Virus/Malware Protection

Contractor shall provide Virus/Malware Protection services. Server level anti-virus/malware service provides software on each server to provide protection and detection of viruses, worms, and other malicious code. Anti-virus/malware definitions should be kept current. This service also provides the means to scan the server at the Hosting environment level to detect malicious code.

XXVII. Secondary Mirrored Site Management

Contractor shall provide a mirrored secondary site that allows for immediate fail-over from the primary site with a recovery point objective of zero data loss. Contractor shall provide skilled staff to support all services at the secondary site.

XXVIII. Hosting Environment Availability

As a rapid development system which may require downtime for updates, SaaS Application was priced at 99.5 percent availability.

XXIX. Scheduled Maintenance

Scheduled maintenance shall not exceed an average of four hours per month over a twelve-month period except for major scheduled upgrades.

XXX. Unscheduled Maintenance

Contractor shall use commercially reasonable efforts to prevent more than one hour of continuous down time during business hours in any month for which unscheduled SaaS maintenance is required.

- A. Emergency Maintenance: If Force Majeure Events occur, Contractor shall take any emergency maintenance that Contractor, in good faith, determines is necessary or advisable to prevent, remedy, mitigate, or otherwise address actual or potential harm, interruption, loss, and/or threat to uptime and/or the City Data. Contractor shall use best efforts to provide advance written notice of such emergency maintenance to City as soon as is reasonably possible.
- B. Notice of Unavailability: In the event there will be more than thirty minutes down time of Hosting for any reason, including but not limited to, scheduled maintenance or emergency maintenance, Contractor shall provide notice to Authorized Users via publication of a temporary splash page and/or email that indicates that the site is temporarily unavailable expected time to restoration to normal operations.

XXXI. 24/7 Technical Support

Authorized Users may make Technical Support requests 24/7 by emailing covid19isohelp@rtzsystems.com if access to the Contractor's subscriber Portal is not readily available to City.

XXXII. Availability Service Level

Other than scheduled maintenance and/or emergency maintenance, Contractor shall provide hosting uptime to achieve a 99.5 percent service level availability for the production system (service levels do not apply to non-production environments).

XXXIII. Performance Degradation Service Level

Performance Degradation is defined as when the services on the production system do not maintain a response rate of two second per screen refresh, lookup, searching, or query. The two second response rate shall be achieved for 99.9 percent of the time in a month (24 hours per day, seven days per week, 30 days per month). The cumulative performance degradation should amount to no more than four hours of response time greater than two seconds in a given month. Contractor understands and agrees that Service Credits shall be due to City should the Contractor's production environment experience Performance Degradation.

XXXIV. Request For Cure

The City shall notify the Contactor in writing or by e-mail of Performance Degradation (Request for Cure). Should Contractor fail to cure degraded performance within 48 hours of a City's Request for Cure, then that shall be deemed a Substandard Performance Day.

XXXV. Performance Credits

If the City experiences more than one Substandard Performance Day in a given month, the City shall be entitled to a Service Credit of 25 percent of the Monthly Hosting Fee

paid for the month in which such Substandard Performance Day occurred. If fees are paid annually, the 25 percent shall apply to one-twelve of that annual fee.

If the City experiences more than two Substandard Performance Days in a given month, the City shall be entitled to a Service Credit of 50 percent of the Monthly Hosting Fee paid for the month in which such Substandard Performance Days occurred. If Fees are paid annually, the 50 percent shall apply to one-twelve of that annual fee.

XXXVI. Service Level Reporting

City shall provide Contractor notice of a service level credit claim within seven calendar days of the unscheduled downtime. Unless Contractor demonstrates that hosting availability did not fall below the uptime threshold it shall credit the City as specified herein.

XXXVII. Key Performance Indicators

The City and Contractor agree to review and discuss providing the City with the ability to measure performance metrics that are meaningful to the City's operations. The City and Contractor shall collaborate and design application-specific key performance indicators (KPI) that provide the City with a way to a measure overall system health (KPI Report). Upon mutual agreement of the City and Contractor, KPIs shall be decided on an annual basis and reviewed quarterly or monthly at an agreed upon frequency. If the City detects any Hosting response time issues which are having a significant negative impact on the City's day to day business operations, including transactions not included in any measured KPI, the City may request Contractor to initiate diagnostic procedures to review the reported performance concern and to correct such impact.

I. Contractor Software Version Upgrades, Software Revisions and Patches

Contractor shall provide and implement all SaaS Application(s) version upgrades, SaaS Application(s) revisions and SaaS Application(s) patches to ensure: (a) that the functionality of the SaaS Application(s), as described in the Documentation, is available to Authorized Users; (b) that the functionality of the SaaS Application(s) is in accordance with the representations and warranties set forth herein, including but not limited to, the SaaS Application(s) conforming in all material respects to the specifications, functions, descriptions, standards, and criteria set forth in the Documentation; and (c) that the service level standards can be achieved.

- A. Planning: Contractor must assist the City with the planning and logistics of upgrades and updates.
- B. Technical Assistance: Contractor must provide technical assistance regarding release notes, new functionality, and new application workflows.
- C. Deployment: Deployment of these revisions will be mutually agreed upon between Contractor and City.
- D. Software Releases: Release of software revisions as defined will be conducted on a schedule as determined by Contractor. Contractor shall provide no less than a 30 calendar day prior written notice of when any such revision is scheduled to be released. City will be granted a 15 calendar day evaluation window to review release documentation regarding software modules being impacted and general revision changes.
- E. Testing: After the evaluation period, Contractor shall conduct a deployment of the revision to the City test environment. The software deployment will be scheduled in writing five calendar days prior to actual deployment activities. As part of the upgrade activities within the Test Environment, Contractor may provide nominal testing to ensure all systems are functional and the revision deployment was successful. Post deployment activities include an e-mail or portal post to serve as written notification that this service has been completed. City shall have up to 45 calendar days to test and raise issues with Contractor. Test environment deployment activities will be conducted during a mutually agreed-to time window and may not necessarily align with the production maintenance windows as described within this document.
- F. Severity 1 and Severity 2 Incident Correction: If a Severity Level 1 or Severity Level 2 Incident is identified and appropriately triaged and classified by both Contractor and City during the test environment deployment test window, Contractor shall correct the SaaS Incident. The severity of a SaaS Incident will be initially defined by the City and confirmed by Contractor. Until the SaaS Incident has been resolved, the Severity Level may be raised or lowered based on Contractor's analysis of impact to business. If the SaaS Incident can be corrected and can be redeployed within the remainder of the deployment test window, City will have an additional five testing

days in which to evaluate and further test for the SaaS Incident resolution. If the SaaS Incident cannot be corrected within the remainder of the test window, Contractor will deploy immediately upon availability with as much notice as practicable. City will be allowed an additional five testing days to evaluate the correction post the test window if desired.

- G. Testing Suspension: If at any time during the testing window City identifies the presence of multiple Severity Level 1 or Severity Level 2 Incidents that can be shown to materially impact City's ability to continue testing, City may in writing elect to suspend testing until corrections for the SaaS Incidents can be provided. Contractor will deploy corrections immediately upon availability with as much notice as practicable. Upon release of corrections, City will have five calendar days to commence the testing within the then available remaining testing window.
- H. Software Promotion: Contractor will promote revision from Test Environment to Production and Back-up environments after the provided test window has elapsed. The software promotion will be scheduled in writing five calendar days prior to actual deployment activities. As part of the promotion activities within the Production and Back-up environment, Contractor may provide nominal testing to ensure all systems are functional and the revision promotion was successful. Post promotion activities include an e-mail or portal post to serve as written notification that this service has been completed. At the point of e-mail or portal posting, the new revision will be considered "in production" and supported under the Maintenance service terms described here within.
- I. Documentation: In support of such SaaS Application(s) Version upgrades, SaaS Application(s) Revisions and SaaS Application(s) patches, Contractor shall provide updated user technical documentation reflecting the SaaS Application(s) Version upgrades, SaaS Application(s) Revisions and SaaS Application(s) patches as soon as reasonably practical after the SaaS Application(s) Version upgrades, SaaS Application(s) Revisions and SaaS Application(s) Patches have been released. Updated user technical documentation that corrects SaaS Application(s) Errors or other minor discrepancies will be provided to Contractor's customers when available.
- J. Training: Contractor must provide standard training using Contractor's upgrade tools and provide ongoing knowledge transfer to the City.

II. Third-Party Software Revisions

No third-party software is provided as part of the SaaS Application.

III. SaaS Application(S) Maintenance/Support Acceptance Period

Unless otherwise agreed to by City on a case-by-case basis, for non-emergency maintenance, City shall have a twenty (20) business day period to test any maintenance changes prior to Contractor introducing such maintenance changes into production. If the City rejects, for good cause, any maintenance changes during the SaaS Application(s) Maintenance/Support Acceptance Period, Contractor shall not introduce such rejected

maintenance changes into production. At the end of the Maintenance/Support Acceptance Period, if City has not rejected the maintenance changes, the maintenance changes shall be deemed to be accepted by City and Contractor shall be entitled to introduce the maintenance changes into production.

IV. SaaS Incident Manager: Designation of Point of Contact

City shall assign an individual or individuals to serve as the designated contact(s) for all communication with Contractor during SaaS Incident investigation and resolution.

V. Discovery Of SaaS Application(s) Errors

Upon discovery of a SaaS Application(s) Error, City agrees, if requested by Contractor, to submit to Contractor a listing of output and any other data that Contractor may require in order to reproduce the SaaS Application(s) Error and the operating conditions under which the SaaS Application(s) Error occurred or was discovered.

VI. Issue Management

Contractor must alert City of published patient safety escalations (PSEs) related to software configuration or designs. These PSEs also include suggested mitigation steps, which Proposer can help implement at City’s direction. Contractor must participate in regular issue calls with City’s team and assist with mitigation at City’s direction. Contractor must provide monthly utilization tracking of Proposer Ongoing services for optimization, maintenance and support. Contractor must perform initial regression testing for updates and must perform testing of new features introduced in upgrades and release notes.

VII. 24/7 Technical Support

Authorized Users may make Technical Support requests 24/7 by directly calling or submitting a request via Contractor’s service desk web portal. The Technical Support staff shall assign to the request the Incident Severity Level indicated by the City. Severity Level 1 Incidents will be addressed 24/7/365. Severity Level 2, 3 and 4 Incidents will be addressed during the standard business hours of 8:00 am to 6:00 pm US Pacific Time.

Incident Severity Level	<i>Target Response Time and Service Credit</i>
<p>Severity Level 1: Requires immediate attention</p> <p>Critical production functionality is not available, or a large number of users cannot access the SaaS Application(s). Causes a major business impact where service is lost or degraded and no workaround is available, preventing operation of the business.</p>	<p>Response Time: 15 minutes.</p> <p>Resolution Time Target: < two hours.</p> <p>Maximum Permitted Request Resolution Time: < 12 hours</p> <p><i>City shall be entitled to a Service Credit of 15 percent of the Monthly Hosting Fee paid for each failure timely to</i></p>

Incident Severity Level	<i>Target Response Time and Service Credit</i>
	<i>achieve resolution. If Fees are paid annually, the 15 percent shall apply to one-twelve of that annual fee.</i>
<p>Severity Level 2: Requires priority attention- Some important production functionality is not available, or a small number of users cannot access the system. Causes significant business impact where service is lost or degraded and no workaround is available; however, the business can continue to operate in a limited fashion.</p>	<p>Response Time: 30 business minutes.</p> <p>Resolution Time Target: < four business hours</p> <p>Maximum Permitted Request Resolution Time: < business 48 hours</p> <p><i>City shall be entitled to a Service Credit of 10 percent of the Monthly Hosting Fee paid for each failure timely to achieve resolution. If Fees are paid annually, the 10 percent shall apply to one-twelve of that annual fee.</i></p>
<p>Severity Level 3: Requires attention</p> <p>There is a problem or inconvenience. Causes a business impact where there is minimal loss of service and a workaround is available such that the system can continue to operate fully and users are able to continue business operations.</p>	<p>Response Time: one business hr.</p> <p>Resolution Time Target: < eight business hours</p> <p>Maximum Permitted Request Resolution Time: < 96 business hours</p> <p><i>City shall be entitled to a Service Credit of five percent of the Monthly Hosting Fee paid for each failure timely to achieve resolution. If Fees are paid annually, the 15 percent shall apply to one-twelve of that annual fee.</i></p>
<p>Severity Level 4: There is a problem or issue with no loss of service and no business impact.</p>	<p>Response Time: four business hr.</p> <p>Resolution Time Target: < 96 business hours</p>

Incident Severity Level	<i>Target Response Time and Service Credit</i>
	Maximum Permitted Request Resolution Time: < seven business days

VIII. Service Credit Escalation

If Contractor does not respond within the time frames set forth above, City may use the escalation procedures as provided in this Section. The goal of the escalation procedures will be to resolve the specific problem as quickly as possible; and ensure that future delays in service response times are prevented. At each stage of this process, the individuals occupying the positions listed below, or their functional equivalents, if the titles within the organizations have changed, will confer and attempt to resolve the relevant issues. Each party understands that depending on the circumstances, it may be impossible to reach one or more of the individuals set forth below. These discussions may occur by telephone, videoconference, or in person. Escalation at each step of this process will occur based on City determination that the existing level of involvement is not satisfactorily resolving the problem. The focus of this process is to resolve the problem as quickly as possible. The escalation path will proceed as follows:

Notwithstanding any of the foregoing, in the event of a Severity Level 1 issue that is not resolved sufficiently quickly as determined in the City's sole discretion, City may escalate the problem to Contractor's Chief Technology Officer.

IX. Root Cause Analysis

Following the resolution of a Severity Level 1 or Level 2 incident, Contractor will discuss with City the cause of the failure, the actions Contractor took to resolve the failure, a timeline of the event and the actions Contractor plans to take to prevent such failure from recurring, and, if requested, Contractor will provide City a written summary of such discussion. Contractor will, on request, provide detailed documentation of the root cause analysis and preventative actions taken or planned with clear dates for completion of the action(s).

RTZ has a detailed disaster management / business continuity plan in place and routinely tests failovers. Our standard hosting model utilizes separate “availability zones” (i.e. data centers) within the AWS "GovCloud" isolated infrastructure connected via redundant, ultra-low-latency networks. Each zone is in a distinct geographic location making it highly unlikely that a single event (such as a natural disaster or ransomware attack) can impact business continuity. Real-time data replication across separate regions also offers much better resiliency and fault tolerance than a single nightly back-up to a secondary location and eliminates the need to attempt to restore a database from transaction log files. Within AWS we utilize an "elastic" IP address – a static IPv4 address designed for dynamic cloud computing that enables us to mask a zone failure by rapidly remapping the address to another instance, essentially allowing for hot failover. Additional information available at <https://aws.amazon.com/govcloud-us/>.

**DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING
APPENDIX B, BUDGET**

Document Date	4/27/2022		
Contract Term	Begin Date	End Date	Duration
Current Term	4/1/2022	6/30/2023	15
Amended Term			
Provider Name	RTZ		
Program	SIP Bed Tracking		
F\$P Contract ID#	1000024361		
Action (select)	New Agreement		
Effective Date	4/1/2022		
Budget Name	General Fund - Covid-19 - SIP		
	Current	New	
Monthly Cost	\$ -	\$ 11,000	
Term Budget	\$ -	\$ 165,000	
Contingency	\$ -	\$ 165,000	100%
Not-To-Exceed	\$ -	\$ 330,000	

HSH Revenues		
General Fund - Ongoing	\$ -	\$ 330,000

Service Item	Monthly Cost	Detail
SIP Bed Tracking Monthly Fee	\$ 11,000	3,500 Beds Tracked. Secure, redundant system hosting, system monitoring and maintenance, and technical support
As needed fees for additional blocks of 500 beds	\$ 500	

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 46372 - 15/16)

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

Type of Service: Web-based Information Systems for Laguna Honda Hospital and Dept. of Aging and Adult

Funding Source: General Fund, federal and State

PSC Original Approved Amount: \$4,607,000 PSC Original Approved Duration: 11/01/15 - 12/31/19 (4 years 8 weeks)

PSC Mod#1 Amount: \$2,212,000 PSC Mod#1 Duration: 01/01/20-12/31/21 (2 years 1 day)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 01/01/23-06/30/24 (2 years 25 weeks)

PSC Cumulative Amount Proposed: \$6,819,000 PSC Cumulative Duration Proposed: 8 years 34 weeks

1. Description of Work

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

This contract provides a web-based application for Laguna Honda Hospital (LHH), which enables several database-related tools used by both the Department of Public Health (DPH) and Department of Aging and Adult Services (DAAS). For LHH, this enables a streamlined discharge planning and access to community-based services through a housing placement system, a Social Worker progress notes tool, Administrator-On-Duty reports, a Direct Access to Housing client database, a SF Homeless Outreach Team placement tool, and a tool called Community Options and Resource Engagement (CORE) to enable the Department on Adult and Aging Services to pull data from LHH, DPH and Community Living Fund data sets to create an integrated client management data system, as well as local data collection for DAAS to meet State and federal reporting requirements, a single point-of-entry intake system used by Hospital Discharge Planners, LHH Social Workers, Adult Protective Services Social Workers, Office of Aging Meal Providers, Home Health Providers and other community providers, a DAAS Wait List Tool, a Transitional Care Program intake tool, and DAAS Quality Management tools.

Scope Change

(1) Addition of services to enable phasing out of the contractor's SF Get Care patient discharge planning and placement system (proprietary software), including data extraction and conversion services for retention and archiving of patient records to enable data transfer to the Department's Electronic Health Record system (Epic), to support regulatory, billing, compliance, legal and medical records requirements; (2) adding contractor's proprietary software COVID Bed Tracking system, in order to continue services begun under a COVID emergency contract that will expire March 31, 2021.

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

The services under this PSC were formerly part of PSC 4062-04/05 for Programmatic and Information Systems Support. The need for these services was originally recognized as DPH began to discharge many LHH residents in LHH, and has developed to provide the essential web-based software which enables several programs serving DPH's and DAAS's overlapping client populations. Denial of this request would severely limit both departments' ability to serve poor, elderly and homeless clients, and would likely result in noncompliance findings and resulting funding reductions due to lack of ability to place clients in appropriate residences in the community and inability to generate required data and reports.

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 46372 - 15/16

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:

(1) Phasing out of the current SF Get Care application is already underway and expected to be completed in FY 21-22; (2) the COVID Bed Tracking application (also proprietary software) is currently being provided under an emergency contract. As required under the Mayor's emergency declaration, in order to continue services, the Department must establish a non-emergency contract. The Department asks to extend the PSC to cover a 3.5-year contract term, April 1, 2021 through June 30, 2024, since the need to track patients provided with beds in response to COVID is likely to be needed beyond the initial response to the pandemic, due to the vulnerable nature of the population served (people who are homeless), the uncertainties of the effects of COVID virus variants, and the currently unpredictable sometimes long-term effects of the COVID virus. Tracking these beds is necessary to patient care, prevention efforts, and securing reimbursement for costs and increasing City revenues.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Contractor will provide proprietary software which is its intellectual property and for which it is the exclusive distributor for the product and product support. City IT staff do not have the needed capacity to develop and maintain this critical, complex web-based software at present.

B. Reason for the request for modification:

Mod. #2 will extend the PSC term by 1 year and 6 months, and will add to the scope of services to phase out current services and add services now provided under an emergency contract for COVID Bed Tracking.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Provider must have the necessary knowledge, skills, experience and web-based software product(s)--and the ability to maintain and enhance those products as required--to enable the integration of several different database systems tailored to the specific needs of DPH and DAAS.

B. Which, if any, civil service class(es) normally perform(s) this work? 1044, IS Engineer-Principal; 1054, IS Business Analyst-Principal; 1064, IS Prg Analyst-Principal;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will provide proprietary software which is its intellectual property and for which it is the exclusive distributor for the product and product support.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

City IT staff do not have the needed capacity to develop and maintain this critical, complex web-based software at present.

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. While there are civil service classifications which might be able to do this work, there is not the present capacity to perform it. However, this software provides efficient tools used by many civil service staff to enable them to perform effectively in providing client services.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.

Training is not the focus of this PSC, however, there may be some knowledge transfer.

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.

RTZ

7. **Union Notification:** On 01/26/21, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46372 - 15/16

DHR Analysis/Recommendation:

03/01/2021

Commission Approval Required

Approved by Civil Service Commission

03/01/2021 DHR Approved for 03/01/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS

Dept. Code: DSS

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

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

Type of Service: Information Technology.

Funding Source: State, local, federal

PSC Amount: \$4,000,000

PSC Est. Start Date: 07/01/2023

PSC Est. End Date 06/30/2028

1. Description of Work

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

This will be an advanced technology platform for delivering cash assistance and guaranteed income pilot program for non-minor dependents involved in the child welfare system. Applicants can register for aid on their mobile devices

and receive payments via bank transfer, debit card or virtual card. This system balances convenience with security,

protecting against fraud while ensuring the highest degree of data protection. The platform powers some of the

nation's largest direct cash and guaranteed income pilots with tools that reduce administrative burden,

increase impact, and protect participants' personal information. The platform proposes using its technology to verify income and geographic eligibility parameters while leveraging

each program's capacity to provide context and relationship screening for foster status, pregnancy status,

and other eligibility parameters.

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

In September of 2022, HSA applied to the State of California's request to launch a guaranteed pilot income program for foster youth. HSA received notice of award in fall of 2022. As the Commission has previous seen, the pilot program will offer \$1200 monthly benefit to a total of 150 foster youth over the age of 21 for the period of 18 months, who meet the established income thresholds. San Francisco is planning to provide twice the suggested monthly amount due to San Francisco rental costs being some of the highest in the nation. Without a disbursement platform in place, the pilot could not continue and this opportunity to support foster youth would not happen, leading to more negative outcomes for our most vulnerable, including homelessness.

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.

Pilot Program

D. Will the contract(s) be renewed?

Depending on the evaluation of the 18 month pilot program

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

not applicable

2. Reason(s) for the Request

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

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

This is an 18 month pilot program to disperse guaranteed income to non minor dependents involved with SF Child Welfare. The City doesn't have the platform nor the time to develop to meet deadlines of the pilot.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: sophisticated data platform. Detailed knowledge of financial assistance programs, banking and Information technology
- B. Which, if any, civil service class(es) normally perform(s) this work? 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, proprietary software

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

This platform not available within the City

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

- A. Explain why civil service classes are not applicable.
This pilot program will use software and a platform developed specifically for guaranteed income projects. It is pilot and not appropriate to develop class for a pilot program
- 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, pilot program only

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

7. **Union Notification:** On 04/25/2023, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21

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

Name: johanna.gendelman Phone: 415-557-5507 Email: johanna.gendelman@sfgov.org

Address: 1650 Mission Street, Suite 500 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47916 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/05/2023

Receipt of Union Notification(s)

Gendelman, Johanna (HSA)

From: dhr-psccordinator@sfgov.org on behalf of johanna.gendelman@sfgov.org
Sent: Tuesday, April 25, 2023 1:17 PM
To: Gendelman, Johanna (HSA); ewidth@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; l21pscreview@ifpte21.org; Gendelman, Johanna (HSA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47916 - 22/23

RECEIPT for Union Notification for PSC 47916 - 22/23 more than \$100k

The HUMAN SERVICES -- DSS has submitted a request for a Personal Services Contract (PSC) 47916 - 22/23 for \$4,000,000 for Initial Request services for the period 07/01/2023 – 06/30/2028. 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/19811> 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

Gendelman, Johanna (HSA)

From: Emily Wallace <ewallace@ifpte21.org>
Sent: Tuesday, May 02, 2023 3:06 PM
To: Gendelman, Johanna (HSA); WendyWong26@yahoo.com
Subject: Re: Receipt of Notice for new PCS over \$100K PSC # 47916 - 22/23-Request to waive 30 days

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

Hi Johanna,

Thanks for your patience while I reviewed this request with our internal committee. Based on the information you've provided, Local 21 agrees to waive our remaining review period so that this PSC (47916-22/23) may proceed.

For the Union,

Emily Wallace

From: Gendelman, Johanna (HSA) <johanna.gendelman@sfgov.org>
Date: Wednesday, April 26, 2023 at 9:31 AM
To: Emily Wallace <ewallace@ifpte21.org>, WendyWong26@yahoo.com <WendyWong26@yahoo.com>, WendyWong26@yahoo.com <WendyWong26@yahoo.com>, Timothy Mathews <tmathews@ifpte21.org>, Kristen Schumacher <kschumacher@ifpte21.org>, amakayan@ifpte21.org <amakayan@ifpte21.org>, L21PSC Review <L21PSCReview@ifpte21.org>
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 47916 - 22/23-Request to waive 30 days

Hi Emily and Local 21-

The Department of Human Services would like to request a wavier for the 30 days notice for the above PSC. We very much need the services in place by July 1 so need to make the 6/5 Commission meeting. I'm attaching a copy of the PSC.

This service is for a Guaranteed income pilot program for former foster youth-this is the IT platform the State is requiring us to use to get money to participants.

I am available to meet to discuss or if you do approve, simply respond back to me WITH THIS EMAIL (Otherwise it doesn't work) that 'the union waives 30 day notice for 47916-22/23.

Thanks and I appreciate a timely response. I'm under a pretty tight deadline.

Johanna Gendelman
Senior Contracts Manager
415-557-5507

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of johanna.gendelman@sfgov.org
Sent: Tuesday, April 25, 2023 1:17 PM
To: Gendelman, Johanna (HSA) <johanna.gendelman@sfgov.org>; ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org;

l21pscreview@ifpte21.org; Gendelman, Johanna (HSA) <johanna.gendelman@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Subject: Receipt of Notice for new PCS over \$100K PSC # 47916 - 22/23

RECEIPT for Union Notification for PSC 47916 - 22/23 more than \$100k

The HUMAN SERVICES -- DSS has submitted a request for a Personal Services Contract (PSC) 47916 - 22/23 for \$4,000,000 for Initial Request services for the period 07/01/2023 – 06/30/2028. 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/19811> 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

CCSF-HSA - All outbound HSA email is automatically scanned for PII and PHI by Zix Email Encryption

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: JUVENILE PROBATION -- JUV

Dept. Code: JUV

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

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

Type of Service: Registered Dietician Dietary & Nutritional Technical Support

Funding Source: General Fund

PSC Amount: \$300,000

PSC Est. Start Date: 07/01/2023

PSC Est. End Date 06/30/2028

1. Description of Work

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

JPD wishes to procure as-needed professional services for dietary & nutritional technical support, in-service training, and compliance monitoring for food service operations at JPD. Key areas for technical support and training will include:

- i. Menu and nutrient development & analyses
- ii. Therapeutic diets and accommodation requests
- iii. Food service staffing and operations
- iv. Staff in-service training needs
- v. Food service policies and documentation

Under the guiding principle of encouraging young people at JPD to make healthier nutritional choices in their daily lives, the selected Contractor shall assist the JPD food operations team with determining current gaps and needs, developing a staff development/training plan, and preparing summary date reports for relevant audits and inspections, all in accordance with California's Title 15 Minimum Standards for Juvenile Facilities.

The selected Contractor shall plan menus at least one month in advance of their use. Menus shall be planned to provide a variety of foods considering the cultural and ethnic makeup of young people at JPD, thus, preventing repetitive meals. Menus shall be approved by the selected Contractor before being used. If any meal served varies from the planned menu, the change shall be noted in writing on the menu and/or production worksheet. Menus, as planned and including changes, shall be retained for one year and evaluated by a registered dietitian at least annually.

Additionally, the selected Contractor shall implement nutritional and caloric requirements found in the 2019 Dietary Reference Intakes (DRI) of the Food and Nutrition Board, Institute of Medicine of the National Academies, the 2008 California Food Guide, and the 2020-2025 Dietary Guidelines for Americans.

Essential duties of the selected Proposer may include:

- i. Menu planning and approval
- ii. Completing nutrition assessments tailored to young people at JPD and developing nutrition tracking plans for young people t JPD.

- iii. Providing community and/or partnership referrals as needed to assist with linkage as necessary.
- iv. Participating in departmental meetings to provide expertise as needed.
- v. Monitoring and tracking nutritional services at JPD to ensure compliance with government rules and regulations including California's Title 15.
- vi. Developing written and training plans to meet compliance requirements.
- vii. Preparing required reports that align with internal policies and procedures.
- viii. Maintaining nutrition assessment information and making recommendations for strengthening the Food Services Program at JPD.
- ix. Researching, collecting, and developing scientifically based nutrition materials.
- x. Reviewing and screening nutrition data for accuracy and use within JPD.

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

This service is necessary to remain in compliance with CA BSCC Title 15 requirements for nutrition standards at juvenile detention facilities.

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

These as-needed services have been provide through a work order with the Dept of Public Health, which is set to expire on 6/30/2023.

D. Will the contract(s) be renewed?

Unknown.

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).

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

B. Explain the qualifying circumstances:

The services are legally required in order to comply with California Title 15 Minimum Standards for Juvenile Facilities.

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

A. Specify required skills and/or expertise: The service provider must be a registered dietician with experience providing technical support to nutrition programs at juvenile detention facilities. Must posses current

registration with the Commission on Dietetic Registration. Must possess skill and ability to: apply evidence-based nutrition principles and practices to address individual, family and community-based nutrition related health issues; and interact and communicate with people from a wide range of cultures. Must possess thorough knowledge of: CA BSCC Title 15 Minimum Standards for Juvenile Facilities for nutrition and menu-planning at juvenile detention facilities, current principles and practices of nutrition; food access, purchase and preparation practices, and their relationship to normal and therapeutic diets; food values, costs and food budgeting; and the principles of public health.

B. Which, if any, civil service class(es) normally perform(s) this work? 2624, Dietitian; 2846, Nutritionist;

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, as these services will be required on an as-needed basis, with peaks and valleys in workload depending on departmental needs. There would not be enough work to justify a full-time position for said services at JPD.

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

A. Explain why civil service classes are not applicable.

Not applicable, as these services will be required on an as-needed basis, with peaks and valleys in workload depending on departmental needs. There would not be enough work to justify a full-time position for said services at JPD.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Not applicable, as these services will be required on an as-needed basis, with peaks and valleys in workload depending on departmental needs. There would not be enough work to justify a full-time position for said services at JPD.

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. JPD wishes to procure as-needed professional services by a Registered Dietician to provide dietary & nutritional technical support, in-service training, and compliance monitoring for food service operations at JPD. Key areas for technical support and training will include: i. Menu and nutrient analyses & menu planning ii. Therapeutic diets and accommodation requests iii. Food service staffing and operations iv. Staff in-service training needs v. Food service policies and documentation

C. Are there legal mandates requiring the use of contractual services?
Yes. These as-needed services are required to comply with California BSCC Title 15 Minimum Standards for Juvenile Facilities. See attached document for reference.

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 03/07/2023, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021

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

Name: Elisa Baeza Phone: 4157537526 Email: elisa.baeza@sfgov.org

Address: 375 Woodside Avenue San Francisco, CA 94127

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45064 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/05/2023

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of elisa.baeza@sfgov.org
To: Baeza, Elisa (JUV); max.porter@seiu1021.org; sarah.wilson@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Najuwanda Daniels; Jason Klumb; Frigault, Noah (HRC); Julie.Meyers@sfgov.org; Thomas Vitale; Ricardo.lopez@sfgov.org; Kbasconcillo@sfgwater.org; pcamarillo_seiu@sbcglobal.net; Wendy Frigillana; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; XiuMin Li; Sin.Yee.Poon@sfgov.org; david.canham@seiu1021.org; jtanner940@aol.com; Laxamana, Junko (DBI); ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; l21pscreview@ifpte21.org; Baeza, Elisa (JUV); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45064 - 22/23
Date: Tuesday, March 7, 2023 4:45:35 PM

RECEIPT for Union Notification for PSC 45064 - 22/23 more than \$100k

The JUVENILE PROBATION -- JUV has submitted a request for a Personal Services Contract (PSC) 45064 - 22/23 for \$300,000 for Initial Request services for the period 07/01/2023 – 06/30/2028. 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/20000> 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)

Title 15 Minimum Standards For Juvenile Facilities

**Title 15 Crime Prevention and Corrections
Division 1, Chapter 1, Subchapter 5**

Effective January 1, 2019



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Minimum Standards for Juvenile Facilities
Title 15. Crime Prevention and Corrections
Division 1, Chapter 1, Subchapter 5

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Article 1. General Instructions

§ 1300. Severability.

If any article, subsection, sentence, clause or phrase of these regulations is for any reason held to be unconstitutional, contrary to statute, exceeding the authority of the Board, or otherwise inoperative, such decision shall not affect the validity of the remaining portion of these regulations.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1301. Other Standards and Requirements.

Nothing contained in the standards and requirements hereby fixed shall be construed to prohibit a city, county, or city and county agency operating a local juvenile facility from adopting standards and requirements governing its own employees and facilities provided such standards and requirements meet or exceed and do not conflict with these standards and requirements. Nor shall these regulations be construed as authority to violate any state fire safety standard, building standard, or applicable statutes.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: Section 209, Welfare and Institutions Code; 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

§ 1302. Definitions.

The following definitions shall apply:

“Administering medication,” as it relates to pharmaceutical management, means the act by which a single dose of medication is given to a patient by licensed health care staff. The single dose of medication may be taken either from stock (undispensed) or dispensed supplies.

“Alternate means of compliance” means a process for meeting or exceeding the intent of the standards in an innovative way as approved by the Board pursuant to an application.

“Appeal hearing” means an administrative procedure providing an appellant with an opportunity to present the facts of the appeal for the formal decision concerning matters raised pursuant to the purposes set forth in these regulations. Such hearing may be conducted using oral and/or written testimony as specified by the Executive Director of the Board or the Board.

“Appellant” means a county or city which files a request for an appeal hearing.

“Authorized representative” means an individual authorized by the appellant to act as its representative in any or all aspects of the hearing.

“Behavioral health” means mental/emotional well-being and/or actions that affect wellness. Behavioral health problems include: substance use disorders, alcohol and drug addiction, and serious psychological distress, suicide, and mental disorders.

“Behavioral / Mental Health Director” means that individual who is designated by contract, written agreement or job description to have administrative responsibility for the behavioral/mental health program of the facility or system. The health administrator shall work in cooperation with the

behavioral/mental health director to develop and implement mental health policies and procedures.

“Board” means the Board of State and Community Corrections, which acts by and through its executive director, deputy directors, and field representatives.

“Camp” means a juvenile camp, ranch, forestry camp or boot camp established in accordance with Section 881 of the Welfare and Institutions Code, to which youth made wards of the court on the grounds of fitting the description in Section 602 of the Welfare and Institutions Code may be committed.

“Cisgender” means a person whose gender identity corresponds to the gender they were assigned at birth.

“Clergy” means persons ordained for religious duties.

“Committed” means placed in a jail or juvenile facility pursuant to a court order for a specific period of time, independent of, or in connection with, other sentencing alternatives.

“Contraband” is any object, writing or substance, the possession of which would constitute a crime under the laws of the State of California, pose a danger within a juvenile facility, would interfere with the orderly day-to-day operation of a juvenile facility, or violate facility rules.

“Control Room” is a continuously staffed secure area within the facility that contains staff responsible for safety, security, emergency response, communication, electronics, and movement.

“Court holding facility for youth” means a local detention facility constructed within a court building used for the confinement of youth or youth and adults for the purpose of a court appearance, for a period not to exceed 12 hours.

“Culturally Responsive” means considering the diverse population of a facility with regard to race, language, ethnicity, sexual orientation, gender, gender expression, immigration status and values.

“De-escalation” in regard to use of force, is the use and application of efforts and techniques, including conflict resolution, to discourage, decrease or prevent threatening, disruptive or violent behavior.

“Delivering medication,” as it relates to pharmaceutical management, means the act of providing one or more doses of a prescribed and dispensed medication to a youth.

“Developmental disability” applies to those persons who have a disability which originates before an individual attains age 18, continues, or can be expected to continue indefinitely, and constitutes a substantial disability for that individual. This term includes intellectual disability, cerebral palsy, epilepsy, and autism, as well as disabling conditions found to be closely related to intellectual disabilities or to require treatment similar to that required for individuals with intellectual disabilities, but shall not include other disabilities that are solely physical in nature.

“Direct visual observation” means staff must personally see youth's movement and/or skin. Audio/video monitoring and mirrors may supplement, but not substitute, for direct visual observation.

“Direct visual supervision” means staff are constantly in the presence of the youth. Audio/video monitoring and mirrors may supplement, but not substitute, for direct visual supervision.

“Dispensing,” as it relates to pharmaceutical management and pursuant to Business and Professions Code Section 4024, means the placing of one or more doses of a prescribed medication into containers that are correctly labeled to indicate the name of the youth, the contents of the container, and all other vital information.

“Disposal,” as it relates to pharmaceutical management, means the destruction of medication or its return to the manufacturer or supplier on its expiration date or when retention is no longer necessary or suitable (e.g. upon youth discharge from the facility) or the provision of medication to the patient upon discharge.

“DNA” or Deoxyribonucleic acid means a chromosomal double-stranded molecule that exists in each living cell. DNA determines an individual's hereditary characteristics and can be used to distinguish and identify an individual from another person. This becomes critical when blood, hair, skin, or any other part of the body is used to prove one's involvement or lack of involvement, in a crime scene.

“Emergency” means a significant disruption of normal facility procedure, policy or operation caused by civil disorder, single incident of mass arrest of youth or natural disasters such as flood, fire or earthquake; and which requires immediate action to avert death or injury and to maintain security.

“Executive Director” means the Executive Director of the Board of State and Community Corrections.

“Exercise” means an activity that requires physical exertion of the large muscle groups.

“Exigent” means an urgent and unanticipated event that requires immediate action.

“Facility administrator” means chief probation officer, sheriff, marshal, chief of police or other official charged by law with administration of the facility.

“Facility manager” means director, superintendent, police or sheriff commander or other person in charge of the day-to-day operation of a facility holding youth.

“Filing date” means the date a request for an appeal hearing is received by the Executive Director of the Board.

“Food” means any nourishing substance that is eaten, drunk, or otherwise taken in to the body to sustain life, provide energy, and/or promote growth.

“504 plan” means a written educational plan developed by a group of educators, administrators, parents and other relevant participants that addresses the needs of a student with a physical or mental impairment which may substantially limit major life activities, including, but not limited to,

caring for one's self, walking, seeing, hearing, speaking, breathing, working, performing manual tasks and learning as defined under Section 504 of the Rehabilitation Act of 1973.

“Furlough” means the conditional or temporary release of a youth from the facility.

“Gender expression” means the manner in which gender is expressed through clothing, appearance, behavior, speech, etc.

“Gender identity” means a person's sense of being male, female, some combination of male or female, or either male or female.

“Gender fluidity” means a gender identity which can vary over time. A gender fluid person may at any time identify as male, female, neutrois, any other non-binary identity, or some combination of identities. Their gender can also vary at random or vary in response to different circumstances. Gender fluid people may also identify as multi-gender, non-binary, and/or transgender.

“Gender Nonconforming” means a youth whose appearance or manner does not conform to traditional masculine and feminine gender norms.

“Group Punishment,” which is not allowed, means sanctioning a group of uninvolved youth based on the actions of one or more youth.

“Health administrator” means that individual or agency that is designated with responsibility for health care policy and procedures pursuant to a written agreement, contract or job description. The health administrator may be a physician, an individual or a health agency.

“Health care” means behavioral/medical, mental health and dental services.

“Health care clearance” means a non-confidential statement which indicates to youth supervision staff that there are no health contraindications to a youth being admitted to a facility and specifies any limitations to full program participation.

“Health care provider” is an individual appropriately licensed by the State and is designated by contract, written agreement, or job description to have responsibility to provide preventive, curative, promotional, or rehabilitative health care in a systematic way to youth.

“Hearing panel” means a panel comprised of three members of the Board who shall be selected by the Chair at the time an appeal is filed. A fourth member may be designated as alternate. Members designated to the hearing panel shall not be employed by, or citizens of, the county or city submitting an appeal.

“Human trafficking” means the trade of humans, most commonly for the purpose of forced labor, sexual slavery, or commercial sexual exploitation for the benefit of the trafficker or others.

“Individual Education Program” (IEP) means a written statement for each individual with exceptional needs that is developed, reviewed and revised in a meeting in accordance with Education Code Section 56345 and applicable federal laws and regulation.

“Intersex” means a youth whose sexual or reproductive anatomy or chromosomal pattern does not fit typical definitions of male or female.

“Juvenile facility” means a juvenile hall ranch or camp, forestry camp, regional youth education facility, boot camp or special purpose juvenile hall.

“Juvenile hall” means a county facility designed for the reception and care of youth detained in accordance with the provisions of this subchapter and the juvenile court law.

“Labeling,” as it relates to pharmaceutical management and pursuant to Business and Professions Code Sections 4076 and 4076.5, means the act of preparing and affixing an appropriate label to a medication container.

“Legend drugs” are any drugs defined as “dangerous drugs” under Chapter 9, Division 2, Section 4022 of the California Business and Professions Code. These drugs bear the legend, “Caution Federal Law Prohibits Dispensing Without a Prescription.” The Food and Drug Administration (FDA) has determined, because of toxicity or other potentially harmful effects, that these drugs are not safe for use except under the supervision of a health care practitioner licensed by law to prescribe legend drugs.

“Lesbian, Gay, Bisexual, Transgender, Questioning, Intersex (LGBTQI)” is a diversity of sexuality and gender identity-based cultures. It may be used to refer to anyone who is non-heterosexual or non-cisgender, instead of exclusively to people who are lesbian, gay, bisexual, or transgender. To recognize this inclusion, the letter Q is for those who identify as queer or are questioning their sexual identity. The letter I stands for “intersex” which is defined above.

“Linguistically appropriate” means delivered in a manner that effectively communicates with persons of limited English proficiency, those who have low literacy or are not literate, and individuals with disabilities.

“Living unit” shall be a self-contained unit containing locked sleeping rooms, single and double occupancy sleeping rooms, or dormitories, day room space, water closets, wash basins, drinking fountains and showers commensurate to the number of youth housed. A living unit shall not be divided in a way that hinders direct access, supervision, immediate intervention or other action if needed.

“Local Health Officer” means that licensed physician who is appointed by the Board of Supervisors pursuant to Health and Safety Code Section 101000 to carry out duly authorized orders and statutes related to public health within his/her jurisdiction.

“Meal” means the food served and eaten, especially at one of the customary or regular occasions for taking food during the day, such as breakfast, lunch or dinner.

“Minor” means a person under 18 years of age and includes individuals whose cases are under the jurisdiction of the adult criminal court.

“Non-school day” means a day when school is not in operation. It also applies when an individual youth is both not enrolled in school and not required to be in attendance.

“Notice of decision” means a written statement by the Executive Director of the Board which contains the formal decision of the Executive Director and the reason for that decision.

“On-site health care staff” means licensed, certified or registered health care personnel who provide regularly scheduled health care services at the facility pursuant to a contract, written

agreement or job description. It does not extend to emergency medical personnel or other health care personnel who may be on-site to respond to an emergency or an unusual situation.

“Over-the-counter (OTC) drugs,” as it relates to pharmaceutical management, are medications which do not require a prescription (non-legend).

“Pilot project” means an initial short-term method to test or apply an innovation or concept related to the operation, management or design of a juvenile facility, jail or lockup pursuant to an application to, and approval by, the Board.

“Podular design” means a design concept for detention facilities in which housing cells, dormitories or sleeping rooms are positioned around the perimeter of a common dayroom, forming a housing/living unit. Generally, the majority of services for each housing/living unit (such as dining, medical exam/sick call, programming, school, etc.) occur in specified locations within the unit.

“Post-dispositional youth” means a youth detained in a facility after a dispositional order by the Court.

“Procurement,” as it relates to pharmaceutical management, means the system for ordering and obtaining medications for facility stock.

“Proposed decision” means a written recommendation from the hearing panel/hearing officer to the full Board containing a summary of facts and a recommended decision on an appeal.

“Prostheses” means artificial devices to replace missing body parts or to compensate for defective bodily function. Prostheses are distinguished from slings, crutches, or other similar assistive devices.

“Psychotropic medication” means those drugs that are used to treat psychiatric symptoms. Drugs used to reduce the toxic side effects of psychotropic medications are not included.

“Rated capacity” means the number of beds approved by the Board that can be utilized by a Juvenile Facility based on the design requirements of Title 24, Part 1, Article 2, Section 13-201(c)6, of the California Code of Regulations.

“Reasonable and necessary force” refers to the amount and type of force that an objective, similarly trained, experienced and competent youth supervision staff, faced with similar facts and circumstances, would consider necessary and reasonable to ensure the safety and security of youth, staff, others, and the facility.

“Recreation” means the youth’s free time to choose from activities that occupy the attention and offer the opportunity for relaxation. Such activities may include ping-pong, TV, reading, board games, and letter writing.

“Regional facility” means a facility serving two or more counties bound together by a memorandum of understanding or a joint powers agreement identifying the terms, conditions, rights, responsibilities and financial obligations of all parties.

“Remodeling” means to alter the facility structure by adding, deleting or moving any of the building's components thereby affecting any of the spaces specified in Title 24, Section 460A.

“Repackaging,” as it relates to pharmaceutical management, means transferring medications from the original manufacturers' container to another properly labeled container.

“Request for appeal hearing” means a clear written expression of dissatisfaction about a procedure or action taken, requesting a hearing on the matter, and filed with the Executive Director of the Board.

“Responsible physician” means that physician who is appropriately licensed by the State and is designated by contract, written agreement or job description to have responsibility for policy development in medical, dental and mental health matters involving clinical judgments. The responsible physician may also be the health administrator.

“Room confinement” means the placement of a youth in a locked room with minimal or no contact with persons other than correctional facility staff and attorneys. Room confinement does not include confinement of a youth in a locked single person room for brief periods as may be necessary for required institutional operations.

“Room Extraction” means the forceful removal of a youth from a room.

“Security glazing” means a glass/polycarbonate composite glazing material designed for use in detention facility doors and windows and intended to withstand measurable, complex loads from deliberate and sustained attacks in a detention environment.

“Separation” means limiting a youth's participation in regular programming for a specific purpose.

“Sexual abuse” is sexual activity or voyeurism by one or more persons upon another person who does not consent, is unable to refuse, or is coerced into the act by manipulation, violence, or by overt or implied threats.

“Sexual orientation” means a person's emotional, romantic, and sexual attraction for members of the same, opposite or both genders.

“Shall” is mandatory; “may” is permissive.

“Snack” means a small portion of food, drink or a light meal, especially one eaten or drunk between regular meals.

“Sole supervision” means independent supervision of one or more youth by youth supervision staff who have successfully completed Juvenile Corrections Officer Core Training.

“Special purpose juvenile hall” means a county facility used for the temporary confinement of a youth, not to exceed 96 hours, prior to transfer to a full service juvenile facility or release.

“Special visits” mean visits by persons other than parents or guardians, those standing in loco parentis, and children of the youth, as outlined in Section 1374 of these regulations.

“Status offender” means a minor alleged or adjudged to be a person described in Section 601 of the Welfare and Institutions Code.

“Storage,” as it relates to pharmaceutical management, means the controlled physical environment used for the safekeeping and accounting of medications.

“Supervisory staff” means a staff person whose primary duties may include, but are not limited to, scheduling and evaluating subordinate staff, providing on-the-job training, making recommendations for promotion, hiring and discharge of subordinate staff, recommending disciplinary actions, and overseeing subordinate staff work. Supervisory staff may be included in the youth to supervision staff ratio when performing duties of direct youth supervision.

“Transgender youth” means a youth whose gender identity is different from the youth’s assigned sex at birth.

“Trauma” is an experience that causes intense physical and psychological stress reactions. It can refer to a single event, multiple events, or a set of circumstances that is experienced by an individual as physically and emotionally harmful or threatening and that has lasting adverse effects on the individual’s physical, social, emotional, cognitive, or spiritual well-being.

“Trauma-informed approaches” are policies, practices and procedures that ensure that all parties involved recognize and respond appropriately to the impact of traumatic stress and ensure the physical and psychological safety of all youth, family members, and staff.

"Trauma-informed care" means an organizational structure and system framework that involves understanding, recognizing, and responding to traumatic stress reactions and the effects of all types of trauma. Trauma-informed care also emphasizes raising awareness and providing resources about trauma and the impact of trauma on youth, family members and staff.

“Trauma reminder” means something that reminds a person of a traumatic event or loss and can lead to fear, panic, agitation, numbness, physiological arousal, or other traumatic stress reactions.

“Traumatic stress” occurs when youth are exposed to traumatic events and this exposure overwhelms their ability to cope.

“Un-enrolled” means an individual youth is not enrolled in school.

“Use of force” means an immediate means of overcoming resistance and controlling the threat of imminent harm to self or others.

“Voyeurism” means an invasion of privacy of a youth by another individual during private activities such as using the toilet or undressing, or by staff for reasons unrelated to official duties, such as peering at a youth who is using a toilet in his or her room to perform bodily functions; requiring the youth to expose his or her buttocks, genitals, or breasts; or taking images of all or part of a youth’s naked body or of a youth performing bodily functions. Exceptions would include exigent circumstances or when such viewing is incidental to routine room safety checks.

“Youth” means any person who is in the custody of the juvenile facility. This person may be a minor under the age of 18 or a person over 18 years of age. This includes persons whose cases are under the jurisdiction of the juvenile court and persons whose cases are under the jurisdiction of the adult court.

“Youth supervision staff” means a juvenile facility employee, whose duty is to supervise the youth. Administrative, supervisory, food services, janitorial or other auxiliary staff is not considered youth supervision staff.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1303. Pilot Projects.

- (a) The Board may, upon application of a city, county or city and county, grant pilot project status to a program, operational innovation or new concept related to the operation and management of a local juvenile facility. An application for a pilot project shall include, at a minimum, the following information:
- (1) the regulations which the pilot project shall affect;
 - (2) any lawsuits brought against the applicant local juvenile facility, pertinent to the proposal;
 - (3) a summary of the “totality of conditions” in the facility or facilities, including but not limited to:
 - (A) program activities, exercise and recreation;
 - (B) adequacy of supervision;
 - (C) types of youth affected; and,
 - (D) classification procedures.
 - (4) a statement of the goals the pilot project is intended to achieve, the reasons a pilot project is necessary, and why the particular approach was selected;
 - (5) the projected costs of the pilot project and projected cost savings to the city, county, or city and county, if any;
 - (6) a plan for developing and implementing the pilot project including a time line where appropriate; and,
 - (7) a statement of how the overall goal of providing safety to staff and youth shall be achieved.
 - (8) documentation of community outreach, engagement or public notice regarding application.
- (b) The Board may consider applications for pilot projects based on the relevance and appropriateness of the proposed project, the applicant's history of compliance/non-compliance with regulations, the completeness of the information provided in the application, and staff recommendations.
- (c) Within 10 working days of receipt of the application, Board staff shall notify the applicant, in writing, that the application is complete and accepted for filing, or that the application is being returned as deficient and identifying what specific additional information is needed. This does not preclude the Board members from requesting additional information necessary to make a determination that the pilot project proposed actually meets or exceeds the intent of these regulations at the time of the hearing. When complete, the application shall be placed on the agenda for the Board's consideration at a regularly scheduled meeting. The written notification from the Board to the applicant shall also include the date, time and location of the meeting at which the application shall be considered.
- (d) When an application for a pilot project is approved by the Board, Board staff shall notify the applicant, in writing within 10 working days of the meeting, of any conditions included in the approval and the time period for the pilot project. Regular progress reports and evaluative data on the success of the pilot project in meeting its goals shall be provided to the Board. The Board may extend time limits for pilot projects for good and proper purpose.
- (e) If disapproved, the applicant shall be notified in writing, within 10 working days of the meeting, the reasons for said disapproval. This application approval process may take up to 90 days from the date of receipt of a complete application.

- (f) Pilot project status granted by the Board shall not exceed twelve months after its approval date. When deemed to be in the best interest of the applicant, the Board may extend the expiration date. Once a city, county, or city and county successfully completes the pilot project evaluation period and desires to continue with the program, it may apply for an alternate means of compliance. The pilot project shall be granted an automatic extension of time to operate the project pending the Board consideration of an alternate means of compliance.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1304. Alternate Means of Compliance.

- (a) An alternate means of compliance is the long-term method used by a local juvenile facility/system, approved by the Board, to encourage responsible innovation and creativity in the operation of California's local juvenile facilities. The Board may, upon application of a city, county, or city and county, consider alternate means of compliance with these regulations either after the pilot project process has been successfully evaluated or upon direct application to the Board. The city, county, or city and county shall present the completed application to the Board no later than 30 days prior to the expiration of its pilot project, if needed.
- (b) Applications for alternate means of compliance shall meet the spirit and intent of improving facility management, shall be equal to, or exceed the intent of, existing standard(s), and shall include reporting and evaluation components. An application for alternate means of compliance shall include, at a minimum, the following information:
 - (1) any lawsuits brought against the applicant local facility, pertinent to the proposal;
 - (2) a summary of the "totality of conditions" in the facility or facilities, including but not limited to:
 - (A) program activities, exercise and recreation;
 - (B) adequacy of supervision;
 - (C) types of youth affected; and,
 - (D) classification procedures.
 - (3) a statement of the problem the alternate means of compliance is intended to solve, how the alternative shall contribute to a solution of the problem and why it is considered an effective solution;
 - (4) the projected costs of the alternative and projected cost savings to the city, county, or city and county, if any;
 - (5) a plan for developing and implementing the alternative including a time line where appropriate; and,
 - (6) a statement of how the overall goal of providing safety to staff and youth was or would be achieved during the pilot project evaluation phase.
 - (7) documentation of community outreach, engagement or public notice regarding application.
- (c) The Board may consider applications for alternate means of compliance based on the relevance and appropriateness of the proposed alternative, the applicant's history of compliance/non-compliance with regulations, the completeness of the information provided in the application, the experiences of the jurisdiction during the pilot project, if applicable and staff recommendations.
- (d) Within 10 working days of receipt of the application, Board staff shall notify the applicant, in writing, that the application is complete and accepted for filing, or that the application is being returned as deficient and identifying what specific additional information is needed. This does not preclude the Board members from requesting additional information necessary to make a determination that the alternate means of compliance proposed meets or exceeds the intent of these regulations at the time of the hearing. When complete, the application shall be placed

on the agenda for the Board's consideration at a regularly scheduled meeting. The written notification from the Board to the applicant shall also include the date, time and location of the meeting at which the application shall be considered.

- (e) When an application for an alternate means of compliance is approved by the Board, Board staff shall notify the applicant, in writing within 10 working days of the meeting, of any conditions included in the approval and the time period for which the alternate means of compliance shall be permitted. Regular progress reports and evaluative data as to the success of the alternate means of compliance shall be submitted by the applicant. If disapproved, the applicant shall be notified in writing, within 10 working days of the meeting, the reasons for said disapproval. This application approval process may take up to 90 days from the date of receipt of a complete application.
- (f) The Board may revise the minimum standards during the next biennial review based on data and information obtained during the alternate means of compliance process. If, however, the alternate means of compliance does not have universal application, a city, county, or city and county may continue to operate under this status as long as they meet the terms of this regulation.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

Article 2. Application of Standards and Inspections

§ 1310. Applicability of Standards.

All standards and requirements contained herein shall apply to any county, city and county, or joint juvenile facility that is used for the confinement of youth.

- (a) Juvenile halls, camps, ranches, forestry camps and boot camps shall comply with all regulations.
- (b) Special purpose juvenile halls shall comply with all regulations except the following:

1322(c)	Child Supervision Staff Orientation and Training
1370	School Program
1415	Health Education
1464	Food Services Manager
1481	Special Clothing
1488	Hair Care Services

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1311. Emergency Suspension of Standards or Requirements.

Nothing contained herein shall be construed to deny the power of any facility administrator to temporarily suspend any standard or requirement herein prescribed in the event of any emergency which threatens the safety of a local juvenile facility, youth, staff, or the public. Only such regulations directly affected by the emergency may be suspended. The facility administrator shall notify the Board in writing in the event that such a suspension lasts longer than three days. In no event shall a suspension continue more than 15 days without the approval of the chairperson of the Board for a time specified by him/her.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1312. Juvenile Criminal History Information.

Such juvenile criminal history information as is necessary for the conduct of facility inspections as specified in Section 209 of the Welfare and Institutions Code shall be made available to the staff of the Board. Such information shall be held confidential except that published reports may contain such information in a form which does not identify an individual.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Sections 204.5 and 209, Welfare and Institutions Code.

§ 1313. County Inspection and Evaluation of Building and Grounds.

On an annual basis, or as otherwise required by law, each juvenile facility administrator shall obtain a documented inspection and evaluation from the following:

- (a) county building inspector or person designated by the Board of Supervisors to approve building safety;
- (b) fire authority having jurisdiction, including a fire clearance as required by Health and Safety Code Section 13146.1(a) and (b);
- (c) local health officer, inspection in accordance with Health and Safety Code Section 101045;
- (d) county superintendent of schools on the adequacy of educational services and facilities as required in Section 1370;
- (e) juvenile court as required by Section 209 of the Welfare and Institutions Code; and,
- (f) the Juvenile Justice Commission as required by Section 229 of the Welfare and Institutions Code or Probation Commission as required by Section 240 of the Welfare and Institutions Code.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1314. Appeal.

The appeal hearing procedures are intended to provide a review concerning the Board application and enforcement of standards and regulations governing juvenile facilities. A county, city, city and county, or joint juvenile facility may appeal on the basis of alleged misapplication, capricious enforcement of regulations, or substantial differences of opinion as may occur concerning the proper application of regulations or procedures.

(a) Levels of Appeal.

(1) There are two levels of appeal as follows:

- (A) appeal to the Executive Director; and,
- (B) appeal to the Board.

(2) An appeal shall first be filed with the Executive Director.

(b) Appeal to the Executive Director.

(1) If a county, city, city and county, or joint juvenile facility is dissatisfied with an action of the Board staff, it may appeal the cause of the dissatisfaction to the Executive Director. Such appeal shall be filed within 30 calendar days of the notification of the action with which the county or city is dissatisfied.

(2) The appeal shall be in writing and:

- (A) state the basis for the dissatisfaction;
- (B) state the action being requested of the Executive Director; and,
- (C) attach any correspondence or other documentation related to the cause for dissatisfaction.

(c) Executive Director Appeal Procedures.

- (1) The Executive Director shall review the correspondence and related documentation and render a decision on the appeal within 30 calendar days except in those cases where the appellant withdraws or abandons the appeal.
 - (2) The procedural time requirement may be waived with the mutual consent of the appellant and the Executive Director.
 - (3) The Executive Director may render a decision based on the correspondence and related documentation provided by the appellant and may consider other relevant sources of information deemed appropriate.
- (d) Executive Director's Decision. The decision of the Executive Director shall be in writing and shall provide the rationale for the decision.
- (e) Request for Appeal Hearing by Board.
- (1) If a county, city, city and county, or joint juvenile facility is dissatisfied with the decision of the Executive Director, it may file a request for an appeal hearing with the Board. Such appeal shall be filed within 30 calendar days after receipt of the Executive Director's decision.
 - (2) The request shall be in writing and:
 - (A) state the basis for the dissatisfaction;
 - (B) state the action being requested of the Board; and,
 - (C) attach any correspondence related to the appeal from the Executive Director.
- (f) Board Hearing Procedures.
- (1) The hearing shall be conducted by a hearing panel designated by the Chairman of the Board at a reasonable time, date, and place, but not later than 21 days after the filing of the request for hearing with the Board, unless delayed for good cause. The Board shall mail or deliver to the appellant or authorized representative a written notice of the time and place of hearing not less than 7 days prior to the hearing.
 - (2) The procedural time requirements may be waived with mutual consent of the parties involved.
 - (3) Appeal hearing matters shall be set for hearing, heard, and disposed of by a notice of decision within 60 days from the date of the request for appeal hearing, except in those cases where the appellant withdraws or abandons the request for hearing or the matter is continued for what is determined by the hearing panel to be good cause.
 - (4) An appellant may waive a personal hearing before the hearing panel and, under such circumstances, the hearing panel shall consider the written information submitted by the appellant and other relevant information as may be deemed appropriate.
 - (5) The hearing is not formal or judicial in nature. Pertinent and relative information, whether written or oral, shall be accepted. Hearings shall be tape recorded.
 - (6) After the hearing has been completed, the hearing panel shall submit a proposed decision in writing to the Board at its next regular public meeting.
- (g) Board Decision.
- (1) The Board, after receiving the proposed decision, may:
 - (A) adopt the proposed decision;
 - (B) decide the matter on the record with or without taking additional evidence; or,
 - (C) order a further hearing to be conducted if additional information is needed to decide the issue.
 - (2) the Board, or notice of a new hearing ordered, notice of decision or other such actions shall be mailed or otherwise delivered by the Board to the appellant.
 - (3) The record of the testimony exhibits, together with all papers and requests filed in the proceedings and the hearing panel's proposed decision, shall constitute the exclusive record for decision and shall be available to the appellant at any reasonable time for one year after the date of the Board's notice of decision in the case.
 - (4) The decision of the Board shall be final.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

Article 3. Training, Personnel, and Management

§ 1320. Appointment and Qualifications.

(a) Appointment

In each juvenile facility there shall be a superintendent, director or facility manager in charge of its program and employees. Such superintendent, director, facility manager and other employees of the facility shall be appointed by the facility administrator pursuant to applicable provisions of law.

(b) Employee Qualifications

Each facility shall:

- (1) recruit and hire employees who possess knowledge, skills and abilities appropriate to their job classification and duties in accordance with applicable civil service or merit system rules;
- (2) require a medical evaluation and physical examination including tuberculosis screening test and evaluation for immunity to contagious illnesses of childhood (i.e., diphtheria, rubeola, rubella, and mumps);
- (3) adhere to the minimum standards for the selection and training requirements adopted by the Board pursuant to Section 6035 of the Penal Code: and
- (4) conduct a criminal records review, on each new employee, and psychological examination in accordance with Section 1031 of the Government Code.

(c) Contract personnel, volunteers, and other non-employees of the facility, who may be present at the facility, shall have such clearance and qualifications as may be required by law, and their presence at the facility shall be subject to the approval and control of the facility manager.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code Reference: Section 209, Welfare and Institutions Code.

§ 1321. Staffing.

Each juvenile facility shall:

- (a) have an adequate number of personnel sufficient to carry out the overall facility operation and its programming, to provide for safety and security of youth and staff, and meet established standards and regulations;
- (b) ensure that no required services shall be denied because of insufficient numbers of staff on duty absent exigent circumstances;
- (c) have a sufficient number of supervisory level staff to ensure adequate supervision of all staff members;
- (d) have a clearly identified person on duty at all times who is responsible for operations and activities and has completed the Juvenile Corrections Officer Core Course and PC 832 training;
- (e) have at least one staff member present on each living unit whenever there are youth in the living unit;
- (f) have sufficient food service personnel relative to the number and security of living units, including staff qualified and available to: plan menus meeting nutritional requirements of youth; provide kitchen supervision; direct food preparation and servings; conduct related training programs for culinary staff; and maintain necessary records; or, a facility may serve food that meets nutritional standards prepared by an outside source;

(g) have sufficient administrative, clerical, recreational, medical, dental, mental health, building maintenance, transportation, control room, facility security and other support staff for the efficient management of the facility, and to ensure that youth supervision staff shall not be diverted from supervising youth; and,

(h) assign sufficient youth supervision staff to provide continuous wide awake supervision of youth, subject to temporary variations in staff assignments to meet special program needs. Staffing shall be in compliance with a minimum youth-staff ratio for the following facility types:

(1) Juvenile Halls

- (A) during the hours that youth are awake, one wide-awake youth supervision staff member on duty for each 10 youth in detention;
- (B) during the hours that youth are confined to their room for the purpose of sleeping, one wide-awake youth supervision staff member on duty for each 30 youth in detention;
- (C) at least two wide-awake youth supervision staff members on duty at all times, regardless of the number of youth in detention, unless an arrangement has been made for backup support services which allow for immediate response to emergencies; and,
- (D) at least one youth supervision staff member on duty who is the same gender as youth housed in the facility.
- (E) personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, kitchen or maintenance shall not be classified as youth supervision staff positions.

(2) Special Purpose Juvenile Halls

- (A) during the hours that youth are awake, one wide-awake youth supervision staff member on duty for each 10 youth in detention;
- (B) during the hours that youth are confined to their room for the purpose of sleeping, one wide-awake youth supervision staff member on duty for each 30 youth in detention;
- (C) at least two wide-awake youth supervision staff members on duty at all times, regardless of the number of youth in detention, unless an arrangement has been made for backup support services which allow for immediate response to emergencies; and,
- (D) at least one youth supervision staff member on duty who is the same gender as youth housed in the facility, unless an arrangement has been made for immediate same gender supervision.
- (E) personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, kitchen or maintenance shall not be classified as youth supervision staff positions.

(3) Camps

- (A) during the hours that youth are awake, one wide-awake youth supervision staff member on duty for each 15 youth in the camp population;
- (B) during the hours that youth are confined to their room for the purpose of sleeping, one wide-awake youth supervision staff member on duty for each 30 youth present in the facility;
- (C) at least two wide-awake youth supervision staff members on duty at all times, regardless of the number of youth in residence, unless arrangements have been made for backup support services which allow for immediate response to emergencies;
- (D) at least one youth supervision staff member on duty who is the same gender as youth housed in the facility;

- (E) in addition to the minimum staff to youth ratio required in (h)(3)(A)-(B), consideration shall be given to the size, design, and location of the camp; types of youth committed to the camp; and the function of the camp in determining the level of supervision necessary to maintain the safety and welfare of youth and staff;
- (F) personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, farm, forestry, kitchen or maintenance shall not be classified as youth supervision staff positions.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1322. Youth Supervision Staff Orientation and Training.

- (a) Prior to assuming any responsibilities each youth supervision staff member shall be properly oriented to their duties, including:
 - (1) youth supervision duties;
 - (2) scope of decisions they shall make;
 - (3) the identity of their supervisor;
 - (4) the identity of persons who are responsible to them;
 - (5) persons to contact for decisions that are beyond their responsibility; and
 - (6) ethical responsibilities.
- (b) Prior to assuming any responsibility for the supervision of youth, each youth supervision staff member shall receive a minimum of 40 hours of facility-specific orientation, including:
 - (1) individual and group supervision techniques;
 - (2) regulations and policies relating to discipline and rights of youth pursuant to law and the provisions of this chapter;
 - (3) basic health, sanitation and safety measures;
 - (4) suicide prevention and response to suicide attempts
 - (5) policies regarding use of force, de-escalation techniques, chemical agents, mechanical and physical restraints;
 - (6) review of policies and procedures referencing trauma and trauma-informed approaches;
 - (7) procedures to follow in the event of emergencies;
 - (8) routine security measures, including facility perimeter and grounds;
 - (9) crisis intervention and mental health referrals to mental health services;
 - (10) documentation; and
 - (11) fire/life safety training
- (c) Prior to assuming sole supervision of youth, each youth supervision staff member shall successfully complete the requirements of the Juvenile Corrections Officer Core Course pursuant to Penal Code Section 6035.
- (d) Prior to exercising the powers of a peace officer youth supervision staff shall successfully complete training pursuant to Section 830 et seq. of the Penal Code.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

§ 1323. Fire and Life Safety.

Whenever there is a youth in a juvenile facility, there shall be at least one wide awake person on duty at all times who meets the training standards established by the Board for general fire and life safety which relate specifically to the facility.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1324. Policy and Procedures Manual.

All facility administrators shall develop, publish, and implement a manual of written policies and procedures that address, at a minimum, all regulations that are applicable to the facility. Such a manual shall be made available to all employees, reviewed by all employees, and shall be administratively reviewed at a minimum every two years, and updated, as necessary. Those records relating to the standards and requirements set forth in these regulations shall be accessible to the Board on request.

The manual shall include:

- (a) table of organization, including channels of communications and a description of job classifications;
- (b) responsibility of the probation department, purpose of programs, relationship to the juvenile court, the Juvenile Justice/Delinquency Prevention Commission or Probation Committee, probation staff, school personnel and other agencies that are involved in juvenile facility programs;
- (c) responsibilities of all employees;
- (d) initial orientation and training program for employees;
- (e) initial orientation, including safety and security issues and anti-discrimination policies, for support staff, contract employees, school, mental/behavioral health and medical staff, program providers and volunteers;
- (f) maintenance of record-keeping, statistics and communication system to ensure:
 - (1) efficient operation of the juvenile facility;
 - (2) legal and proper care of youth;
 - (3) maintenance of individual youth's records;
 - (4) supply of information to the juvenile court and those authorized by the court or by the law; and,
 - (5) release of information regarding youth.
- (g) ethical responsibilities;
- (h) trauma-informed approaches;
- (i) culturally responsive approaches;
- (j) gender responsive approaches;
- (k) a non-discrimination provision that provides that all youth within the facility shall have fair and equal access to all available services, placement, care, treatment, and benefits, and provides that no person shall be subject to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, immigration status, color, religion, gender, sexual orientation, gender identity, gender expression, mental or physical disability, or HIV status, including restrictive housing or classification decisions based solely on any of the above mentioned categories;
- (l) storage and maintenance requirements for any chemical agents related security devices, and weapons and ammunition, where applicable;
- (m) establishment of procedures for collection of Medi-Cal eligibility information and enrollment of eligible youth; and,
- (n) establishment of a policy that prohibits all forms of sexual abuse, sexual assault and sexual harassment. The policy shall include an approach to preventing, detecting and responding to such conduct and any retaliation for reporting such conduct, as well as a provision for reporting such conduct by youth, staff or a third party.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Sections 209 and 14029.5, Welfare and Institutions Code.

§ 1325. Fire Safety Plan.

The facility administrator shall consult with the local fire department having jurisdiction over the facility, or with the State Fire Marshal, in developing a plan for fire safety which shall include, but not be limited to:

- (a) a fire prevention plan to be included as part of the manual of policy and procedures;
- (b) monthly fire and life safety inspections by facility staff with two-year retention of the inspection record;
- (c) fire prevention inspections as required by Health and Safety Code Section 13146.1(a) and (b);
- (d) an evacuation plan;
- (e) documented fire drills not less than quarterly;
- (f) a written plan for the emergency housing of youth in the case of fire; and,
- (g) development of a fire suppression pre-plan in cooperation with the local fire department.

Note: Authority cited: Section 6030 Penal Code; Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

§ 1326. Security Review.

Each facility administrator shall develop policies and procedures to annually review, evaluate, and document security of the facility. The review and evaluation shall include internal and external security, including, but not limited to, key control, equipment, and staff training.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

§ 1327. Emergency Procedures.

The facility administrator shall develop facility-specific policies and procedures for emergencies that shall include, but not be limited to:

- (a) escape, disturbances, and the taking of hostages;
- (b) civil disturbance, active shooter and terrorist attack;
- (c) fire and natural disasters;
- (d) periodic testing of emergency equipment;
- (e) emergency evacuation of the facility; and
- (f) a program to provide all youth supervision staff with an annual review of emergency procedures.

Confidential policies and procedures that relate to the security of the facility may be kept in a separate manual.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1328. Safety Checks.

The facility administrator shall develop and implement policy and procedures that provide for direct visual observation of youth at a minimum of every 15 minutes, at random or varied intervals during hours when youth are asleep or when youth are in their rooms, confined in holding cells or confined to their bed in a dormitory. Supervision is not replaced, but may be supplemented by, an audio/visual electronic surveillance system designed to detect overt, aggressive or assaultive behavior and to summon aid in emergencies. All safety checks shall be documented with the actual time the check is completed.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1329. Suicide Prevention Plan.

The facility administrator, in collaboration with the healthcare and behavioral/mental health administrators, shall plan and implement written policies and procedures which delineate a Suicide Prevention Plan. The plan shall consider the needs of youth experiencing past or current trauma. Suicide prevention responses shall be respectful and in the least invasive manner consistent with the level of suicide risk. The plan shall include the following elements:

- (a) Suicide prevention training as required in Section 1322, Youth Supervision Staff Orientation, and Training and the Juvenile Corrections Officer Core Course.
- (b) Screening, Identification Assessment and Precautionary Protocols
 - (1) All youth shall be screened for risk of suicide at intake and as needed during detention.
 - (2) All youth supervision staff who perform intake processes shall be trained in screening youth for risk of suicide.
 - (3) All youth who have been identified during the intake screening process to be at risk of suicide shall be referred to behavioral/mental health staff for a suicide risk assessment.
 - (4) Precautionary protocols shall be developed to ensure the youth's safety pending the behavioral/mental health assessment.
- (c) Referral process to behavioral/mental health staff for assessment and/or services.
- (d) Procedures for monitoring of youth identified at risk for suicide.
- (e) Safety Interventions
 - (1) Procedures to address intervention protocols for youth identified at risk for suicide which may include, but are not limited to:
 - (A) Housing consideration
 - (B) Treatment strategies including trauma-informed approaches
 - (2) Procedures to instruct youth supervision staff how to respond to youth who exhibit suicidal behaviors.
- (f) Communication
 - (1) The intake process shall include communication with the arresting officer and family guardians regarding the youth's past or present suicidal ideations, behaviors or attempts.
 - (2) Procedures for clear and current information sharing about youth at risk for suicide with youth supervision, healthcare, and behavioral/mental health staff.
- (g) Debriefing of Critical Incidents Related to Suicides or Attempts
 - (1) Process for administrative review of the circumstances and responses proceeding, during and after the critical incident.
 - (2) Process for a debriefing event with affected staff.
 - (3) Process for a debriefing event with affected youth.
- (h) Documentation
 - (1) Documentation processes shall be developed to ensure compliance with this regulation

Youth identified at risk for suicide shall not be denied the opportunity to participate in facility programs, services and activities which are available to other non-suicidal youth, unless deemed necessary for the safety of the youth or security of the facility. Any deprivation of programs, services or activities for youth at risk of suicide shall be documented and approved by the facility manager.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

Article 4. Records and Public Information

§ 1340. Reporting of Legal Actions.

Each facility shall submit to the Board a letter of notification on each legal action, pertaining to conditions of confinement, filed against persons or legal entities responsible for juvenile facility operation.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1341. Death and Serious Illness or Injury of a Youth While Detained.

(1) Death of a Youth.

- (a) The facility administrator, in cooperation with the health administrator and the behavioral/mental health director, shall develop written policies and procedures in the event of the death of a youth while detained, which include notifications to necessary parties, which may include the Juvenile Court, the parent, guardian or person standing in loco parentis and the youth's attorney of record.
- (b) The health administrator, in cooperation with the facility administrator, shall develop written policies and procedures to assure there is a medical and operational review of every in-custody death of a youth. The review team shall include the facility administrator and/or facility manager, the health administrator, the responsible physician and other health care and supervision staff who are relevant to the incident.
- (c) The administrator of the facility shall provide to the Board a copy of the report submitted to the Attorney General under Government Code Section 12525. A copy of the report shall be submitted to the Board within 10 calendar days after the death.
- (d) Upon receipt of a report of the death of a youth from the administrator, the Board may within 30 calendar days inspect and evaluate the juvenile facility, jail, lockup or court holding facility pursuant to the provisions of this subchapter. Any inquiry made by the Board shall be limited to the standards and requirements set forth in these regulations.

(2) Serious Illness or Injury of a Youth.

- (a) The facility administrator, in cooperation with the health administrator, shall develop written policies and procedures for the notification to necessary parties, which may include the Juvenile Court, the parent, guardian or person standing in loco parentis and the youth's attorney of record in the case of a serious illness or injury of a youth.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1342. Population Accounting.

Each juvenile facility shall submit required population and profile survey reports to the Board within 10 working days after the end of each reporting period, in a format to be provided by the Board.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1343. Juvenile Facility Capacity.

The Board shall establish the rated capacity of a juvenile facility based on statute and applicable regulations. When the number of youth detained in a living unit of a juvenile facility exceeds its rated capacity for more than fifteen (15) calendar days in a month, the facility administrator shall

provide a crowding report to the Board in a format provided by the Board. The Executive Director of the Board shall review the juvenile facility's report and initiate a process to make a preliminary determination if the facility is suitable for the continued confinement of youth. If the Executive Director determines that the facility is unsuitable for the confinement of youth, the recommendation shall be reviewed by the Board at the next scheduled meeting. Notice of the Board's findings and/or actions shall be public record and, at a minimum, will be provided to the facility administrator, Presiding Juvenile Court Judge, Chairperson of the Board of Supervisors, Probation Commission and Juvenile Justice Commission within ten working days of the Board meeting.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

Article 5. Classification and Segregation

§ 1350. Admittance Procedures.

The facility administrator shall develop and implement written policies and procedures for admittance of youth that emphasize respectful and humane engagement with youth, and reflect that the admission process may be traumatic to youth who may have already experienced trauma. Policies shall be trauma-informed, culturally relevant, and responsive to the language and literacy needs of youth. In addition to the requirements of Sections 1324 and 1430 of these regulations:

- (a) the admittance process shall include:
 - (1) Access to two free phone calls within one hour of admittance in accordance with the provisions of Welfare and Institution Code Section 627;
 - (2) Offer of a shower;
 - (3) Documented secure storage of personal belongings;
 - (4) Offer of food upon arrival;
 - (5) Screening for physical and behavioral health and safety issues, intellectual or developmental disabilities;
 - (6) Screening for physical and developmental disabilities in accordance with Sections 1329, 1413, and 1430 of these regulations;
 - (7) Contact with Regional Center for the Developmentally Disabled for youth that are suspected of or identified as having a developmental disability, pursuant to Section 1413; and,
 - (8) Procedures consistent with Section 1352.5.
- (b) juvenile hall administrators shall establish written criteria for detention that considers the least restrictive environment.
- (c) juvenile camps and post-dispositional programs in juvenile halls shall develop policies and procedures that advise the youth of the estimated length of stay, inform them of program guidelines and provide written screening criteria for inclusion and exclusion from the program.
- (d) juvenile halls shall develop policies and procedures that advise any committed youth of the estimated length of his/her stay.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1350.5. Screening for the Risk of Sexual Abuse.

The facility administrator shall develop and implement written policies and procedures to reduce the risk of sexual abuse by or upon youth. The policy shall require facility staff to assess each youth within 72 hours of admission based on the following information:

- (a) Prior sexual victimization or abusiveness;

- (b) Gender nonconforming appearance or manner; or identification as lesbian, gay or bisexual, transgender, queer or intersex, and whether the youth may, therefore, be vulnerable to sexual abuse;
- (c) Current charges and offense history;
- (d) Age;
- (e) Level of emotional and cognitive development;
- (f) Physical size and stature;
- (g) Mental illness or mental disabilities;
- (h) Intellectual or developmental disabilities;
- (i) Physical disabilities;
- (j) The youth's perception of vulnerability; and,
- (k) Any other specific information about the individual youth that may indicate heightened needs for supervision, additional safety precautions, or separation from certain other youth.

Staff shall ascertain this information through conversations with the youth during the admittance process, medical and behavioral health screenings; during classification assessments; and by reviewing court records, case files, facility behavioral records, and other relevant documentation from the youth's files.

The facility administrator shall implement appropriate controls on the dissemination of information within the facility relative to responses received pursuant to this assessment in order to ensure that sensitive information is not exploited to the youth's detriment by staff or other youth.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1351. Release Procedures.

The facility administrator shall develop and implement written policies and procedures for release of youth from custody which provide for:

- (a) verification of identity/release papers;
- (b) return of personal clothing and valuables;
- (c) notification to the youth's parents or guardian;
- (d) notification to the facility health care provider in accordance with Sections 1408 and 1437 of these regulations, for coordination with outside agencies; and,
- (e) notification of school staff;
- (f) notification of facility mental health personnel.

The facility administrator shall develop and implement policies and procedures for post-disposition youth to coordinate the provision of transitional and reentry services including, but not limited to, medical and behavioral health, education, probation supervision and community-based services. The facility administrator shall develop and implement written policies and procedures for the furlough of youth from custody.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1352. Classification.

The facility administrator shall develop and implement written policies and procedures on classification of youth for the purpose of determining housing placement in the facility. Such procedures shall:

- (a) provide for the safety of the youth, other youth, facility staff, and the public by placing youth in the appropriate, least restrictive housing and program settings. Housing assignments shall consider the need for single, double or dormitory assignment or location within the dormitory;
- (b) consider facility populations and physical design of the facility;
- (c) provide that a youth shall be classified upon admittance to the facility; classification factors shall include, but not be limited to: age, maturity, sophistication, emotional stability, program needs, legal status, public safety considerations, medical/mental health considerations, gender and gender identity of the youth;
- (d) provide for periodic classification reviews, including provisions that consider the level of supervision and the youth's behavior while in custody; and,
- (e) provide that facility staff shall not separate youth from the general population or assign youth to a single occupancy room based solely on the youth's actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, gender, sexual orientation, gender identity, gender expression, mental or physical disability, or HIV status. This section does not prohibit staff from placing youth in a single occupancy room at the youth's specific request or in accordance with Title 15 regulations regarding separation.
- (f) facility staff shall not consider lesbian, gay, bisexual, transgender, questioning or intersex identification or status as an indicator of likelihood of being sexually abusive.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1352.5 Transgender and Intersex Youth.

The facility administrator shall develop written policies and procedures ensuring respectful and equitable treatment of transgender and intersex youth. The policies shall provide that:

- (a) Facility staff shall respect every youth's gender identity, and shall refer to the youth by the youth's preferred name and gender pronoun, regardless of the youth's legal name. Facilities may prohibit the use of gang or slang names or names that otherwise compromise facility operations as determined by the facility manager or designee, and shall document any decision made on this basis.
- (b) Facility staff shall permit youth to dress and present themselves in a manner consistent with their gender identity, and shall provide youth with the institution's clothing and undergarments consistent with their gender identity.
- (c) Facility staff shall house youth in the unit or room that best meets their individual needs, and promotes their safety and well-being. Staff may not automatically house youth according to their external anatomy, and shall document the reasons for any decision to house youth in a unit that does not match their gender identity. In making a housing decision, staff shall consider the youth's preferences, as well as any recommendations from the youth's health or behavioral health provider.
- (d) Facility administrators shall ensure that transgender and intersex youth have access to medical and behavioral health providers qualified to provide care and treatment to transgender and intersex youth.
- (e) Consistent with the facility's reasonable and necessary security considerations and physical plant, facility staff shall make every effort to ensure the safety and privacy of transgender and intersex youth when the youth are using the bathroom or shower, or dressing or undressing.

Facility staff shall not conduct physical searches of any youth for the purpose of determining the youth's anatomical sex. Whenever feasible, the facility shall respect the youth's preference regarding the gender of the staff member who conducts any search of the youth.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1353. Orientation.

The facility administrator shall develop and implement written policies and procedures to orient a youth prior to placement in a living area. Both written and verbal information shall be provided and supplemented with video orientation if feasible. Provision shall be made to provide accessible orientation information to all detained youth including those with disabilities, limited literacy, or English language learners. Orientation shall include information that addresses:

- (a) facility rules including contraband and searches and disciplinary procedures;
- (b) facility's system of positive behavior interventions and supports, including behavior expectations, incentives that youth will receive for complying with facility rules, and consequences that may result when youth violate the rules of the facility;
- (c) age appropriate information that explains the facility's policy prohibiting sexual abuse and sexual harassment and how to report incidents or suspicions of sexual abuse or sexual harassment;
- (d) identification of key staff and their roles;
- (e) the existence of the grievance procedure, the steps that must be taken to use it, the youth's right to be free of retaliation for reporting a grievance, and the name of the person or position designated to resolve the issue;
- (f) access to legal services and information on the court process;
- (g) access to routine and emergency health and mental health care;
- (h) access to education, religious services, and recreational activities;
- (i) housing assignments;
- (j) opportunity for personal hygiene and daily showers including the availability of personal care items;
- (k) rules and access to correspondence, visits and telephone use;
- (l) availability of reading materials, programming, and other activities;
- (m) facility policies on the use of force, use of restraints, chemical agents and room confinement;
- (n) immigration legal services;
- (o) emergencies including evacuation procedures;
- (p) non-discrimination policy and the right to be free from physical, verbal or sexual abuse and harassment by other youth and staff;
- (q) availability of services and programs in a language other than English if appropriate;
- (r) the process for requesting different housing, education, programming and work assignments;
- (s) a process for which parents/guardians receive information regarding the youth's stay in the facility that at a minimum includes answers to frequently asked questions and provides contact information for the facility, medical, school and mental health; and,
- (t) a process by which youth may request access to Title 15 Minimum Standards for Juvenile Facilities.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1354. Separation.

The facility administrator shall develop and implement written policies and procedures that address:

- (a) separation of youth for reasons that include, but are not be limited to, medical and mental health conditions, assaultive behavior, disciplinary consequences and protective custody.
- (b) consideration of positive youth development and trauma-informed care.

- (c) separated youth shall not be denied normal privileges available at the facility, except when necessary to accomplish the objective of separation.
- (d) when the objective of the separation is discipline, Title 15 Section 1390 shall apply.
- (e) when separation results in room confinement, the separation shall occur in accordance with Welfare and Institutions Code Section 208.3 and Section 1354.5 of these regulations.
- (f) policies and procedures shall ensure a daily review of separated youth to determine if separation remains necessary.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1354.5 Room Confinement.

- (a) The facility administrator shall develop and implement written policies and procedures addressing the confinement of youth in their room that are consistent with Welfare and Institutions Code Section 208.3. The placement of a youth in room confinement shall be accomplished in accordance with the following guidelines:
 - (1) Room confinement shall not be used before other, less restrictive, options have been attempted and exhausted, unless attempting those options poses a threat to the safety or security of any youth or staff.
 - (2) Room confinement shall not be used for the purposes of punishment, coercion, convenience, or retaliation by staff.
 - (3) Room confinement shall not be used to the extent that it compromises the mental and physical health of the youth.
- (b) A youth may be held up to four hours in room confinement. After the youth has been held in room confinement for a period of four hours, staff shall do one or more of the following:
 - (1) Return the youth to general population.
 - (2) Consult with mental health or medical staff.
 - (3) Develop an individualized plan that includes the goals and objectives to be met in order to reintegrate the youth to general population.
 - (4) If room confinement must be extended beyond four hours, staff shall do each of the following:
 - (A) Document the reasons for room confinement and the basis for the extension, the date and time the youth was first placed in room confinement, and when he or she is eventually released from room confinement.
 - (B) Develop an individualized plan that includes the goals and objectives to be met in order to integrate the youth to general population.
 - (C) Obtain documented authorization by the facility superintendent or his or her designee every four hours thereafter.
 - (5) This section is not intended to limit the use of single-person rooms or cells for the housing of youth in juvenile facilities and does not apply to normal sleeping hours.
 - (6) This section does not apply to youth or wards in court holding facilities or adult facilities.
 - (7) Nothing in this section shall be construed to conflict with any law providing greater or additional protections to youth.
 - (8) This section does not apply during an extraordinary emergency circumstance that requires a significant departure from normal institutional operations, including a natural disaster or facility-wide threat that poses an imminent and substantial risk of harm to multiple staff or youth. This exception shall apply for the shortest amount of time needed to address this imminent and substantial risk of harm.
 - (9) This section does not apply when a youth is placed in a locked cell or sleeping room to treat and protect against the spread of a communicable disease for the shortest amount

of time required to reduce the risk of infection, with the written approval of a licensed physician or nurse practitioner, when the youth is not required to be in an infirmary for an illness. Additionally, this section does not apply when a youth is placed in a locked cell or sleeping room for required extended care after medical treatment with the written approval of a licensed physician or nurse practitioner, when the youth is not required to be in an infirmary for illness.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1355. Institutional Assessment and Plan.

The facility administrator shall develop and implement written policies and procedures for assessment and case planning.

(a) Assessment:

The assessment is based on information collected during the admission process with periodic review, which includes the youth's risk factors, needs and strengths including, but not limited to, identification of substance abuse history, educational, vocational, counseling, behavioral health, consideration of known history of trauma, and family strengths and needs.

(b) Institutional Case Plan:

- (1) A case plan shall be developed for each youth held for at least 30 days or more and created within 40 days of admission.
- (2) The institutional plan shall include, but not be limited to, written documentation that provides:
 - (A) objectives and time frame for the resolution of problems identified in the assessment;
 - (B) a plan for meeting the objectives that includes a description of program resources needed and individuals responsible for assuring that the plan is implemented;
- (3) periodic evaluation of progress towards meeting the objectives, including periodic review and discussion of the plan with the youth;
- (4) a transition plan, the contents of which shall be subject to existing resources, shall be developed for post dispositional youth in accordance with Section 1351; and,
- (5) in as much as possible and if appropriate, the plan, including the transition plan, shall be developed with input from the family, supportive adults, youth, and Regional Center for the Developmentally Disabled.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1356. Counseling and Casework Services.

The facility administrator shall develop and implement written policies and procedures ensuring the availability of appropriate counseling and casework services for all youth. Policies and procedures shall ensure:

- (a) youth will receive assistance with needs or concerns that may arise;
- (b) youth will receive assistance in requesting contact with parents, other supportive adults, attorney, clergy, probation officer, or other public official; and,
- (c) youth will be provided access to available resources to meet the youth's needs.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1357. Use of Force.

The facility administrator, in cooperation with the responsible physician, shall develop and implement written policies and procedures for the use of force, which may include chemical agents. Force shall never be applied as punishment, discipline, retaliation or treatment.

- (a) At a minimum, each facility shall develop policies and procedures which:
- (1) restricts the use of force to that which is deemed reasonable and necessary, as defined in Section 1302 to ensure the safety and security of youth, staff, others and the facility.
 - (2) outline the force options available to staff including both physical and non-physical options and define when those force options are appropriate.
 - (3) describe force options or techniques that are expressly prohibited by the facility.
 - (4) describe the requirements of staff to report any inappropriate use of force, and to take affirmative action to immediately stop it.
 - (5) define a standardized reporting format that includes time period and procedure for documenting and reporting the use of force, including reporting requirements of management and line staff and procedures for reviewing and tracking use of force incidents by supervisory and or management staff, which include procedures for debriefing a particular incident with staff and/or youth for the purposes of training as well as mitigating the effects of trauma that may have been experienced by staff and /or the youth involved.
 - (6) Include an administrative review and a system for investigating unreasonable use of force.
 - (7) define the role, notification, and follow-up procedures required after use of force incidents for medical, mental health staff and parents or legal guardians.
 - (8) describe the limitations of use of force on pregnant youth in accordance with Penal Code Section 6030(f) and Welfare and Institutions Code Section 222.
- (b) Facilities that authorize chemical agents as a force option shall include policies and procedures that:
- (1) identify who is approved to carry and/or utilize chemical agents in the facility and the type, size and the approved method of deployment for those chemical agents.
 - (2) mandate that chemical agents only be used when there is an imminent threat to the youth's safety or the safety of others and only when de-escalation efforts have been unsuccessful or are not reasonably possible.
 - (3) outline the facility's approved methods and timelines for decontamination from chemical agents. This shall include that youth who have been exposed to chemical agents shall not be left unattended until that youth is fully decontaminated or is no longer suffering the effects of the chemical agent.
 - (4) define the role, notification, and follow-up procedures required after use of force incidents involving chemical agents for medical, mental health staff and parents or legal guardians.
 - (5) provide for the documentation of each incident of use of chemical agents, including the reasons for which it was used, efforts to de-escalate prior to use, youth and staff involved, the date, time and location of use, decontamination procedures applied and identification of any injuries sustained as a result of such use.
- (c) Facilities shall develop policies and procedure which require that agencies provide initial and regular training in use of force and chemical agents when appropriate that address:
- (1) known medical and behavioral health conditions that would contraindicate certain types of force;
 - (2) acceptable chemical agents and the methods of application.
 - (3) signs or symptoms that should result in immediate referral to medical or behavioral health.
 - (4) instruction on the Constitutional Limitations of Use of Force.
 - (5) physical training force options that may require the use of perishable skills.
 - (6) timelines the facility uses to define regular training.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 6030(f), Penal Code; and Section 222, Welfare and Institutions Code.

§ 1358. Use of Physical Restraints.

The facility administrator, in cooperation with the responsible physician and mental health director, shall develop and implement written policies and procedures for the use of restraint devices. Restraint devices include any devices which immobilize a youth's extremities and/or prevent the youth from being ambulatory.

Physical restraints may be used only for those youth who present an immediate danger to themselves or others, who exhibit behavior which results in the destruction of property, or reveals the intent to cause self-inflicted physical harm. Physical restraints should be utilized only when it appears less restrictive alternatives would be ineffective in controlling the youth's behavior.

In no case shall restraints be used as punishment or discipline, or as a substitute for treatment. The use of restraint devices that attach a youth to a wall, floor or other fixture, including a restraint chair, or through affixing of hands and feet together behind the back (hogtying) is prohibited. The use of restraints on pregnant youth is limited in accordance with Penal Code Section 6030(f) and Welfare and Institutions Code Section 222.

The provisions of this section do not apply to the use of handcuffs, shackles or other restraint devices when used to restrain youth for movement or transportation within the facility. Movement within the facility shall be governed by Section 1358.5, Use of Restraint Devices for Movement Within the Facility.

Youth shall be placed in restraints only with the approval of the facility manager or designee. The facility manager may delegate authority to place a youth in restraints to a physician. Reasons for continued retention in restraints shall be reviewed and documented at a minimum of every hour.

A medical opinion on the safety of placement and retention shall be secured as soon as possible, but no later than two hours from the time of placement. The youth shall be medically cleared for continued retention at least every three hours thereafter.

A mental health consultation shall be secured as soon as possible, but in no case longer than four hours from the time of placement, to assess the need for mental health treatment.

Continuous direct visual supervision shall be conducted to ensure that the restraints are properly employed, and to ensure the safety and well-being of the youth. Observations of the youth's behavior and any staff interventions shall be documented at least every 15 minutes, with actual time of the documentation recorded. In addition to the requirements above, policies and procedures shall address:

- (a) documentation of the circumstances leading to an application of restraints.
- (b) known medical conditions that would contraindicate certain restraint devices and/or techniques.
- (c) acceptable restraint devices.
- (d) signs or symptoms which should result in immediate medical/mental health referral.
- (e) availability of cardiopulmonary resuscitation equipment.

- (f) protective housing of restrained youth. While in restraint devices, all youth shall be housed alone or in a specified housing area for restrained youth which makes provision to protect the youth from abuse.
- (g) provision for hydration and sanitation needs.
- (h) exercising of extremities.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 6030(f), Penal Code; and Section 222, Welfare and Institutions Code.

§ 1358.5 Use of Restraint Devices for Movement and Transportation within the Facility.

The Facility Administrator, in cooperation with the responsible physician and behavioral/mental health director, shall develop and implement written policies and procedures for the use of restraint devices when the purpose is for movement or transportation within the facility that shall include the following:

- (a) identification of acceptable restraint devices, staff approved to utilize restraint devices and the required training.
- (b) the circumstances leading to the application of restraints must be documented.
- (c) an individual assessment of the need to apply restraints for movement or transportation that includes consideration of less restrictive alternatives, consideration of a youth's known medical or mental health conditions, trauma informed approaches, and a process for documentation and supervisor review and approval.
- (d) consideration of safety and security of the facility, with a clearly defined expectation that restraint devices shall not be used for the purposes of discipline or retaliation.
- (e) the use of restraints on pregnant youth is limited in accordance with Penal Code Section 6030(f) and Welfare and Institutions Code Section 222.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1359. Safety Room Procedures.

- (a) The facility administrator, and where applicable, in cooperation with the responsible physician, shall develop and implement written policies and procedures governing the use of safety rooms, as described in Title 24, Part 2, Section 1230.1.13. The room shall be used to hold only those youth who present an immediate danger to themselves or others, who exhibit behavior which results in the destruction of property, or reveals the intent to cause self-inflicted physical harm. A safety room shall not be used for punishment or discipline, or as a substitute for treatment. Policies and procedures shall:
 - (1) include provisions for administration of necessary nutrition and fluids, access to a toilet, and suitable clothing to provide for privacy;
 - (2) provide for approval of the facility manager, or designee, before a youth is placed into a safety room;
 - (3) provide for continuous direct visual supervision and documentation of the youth's behavior and any staff interventions every 15 minutes, with actual time recorded;
 - (4) provide that the youth shall be evaluated by the facility manager, or designee, every four hours;
 - (5) provide for immediate medical assessment, where appropriate, or an assessment at the next daily sick call; and,
 - (6) provide a process for documenting the reason for placement, including attempts to use less restrictive means of control, and decisions to continue and end placement.

- (b) The placement of a youth in the safety room shall be accomplished in accordance with the following:
 - (1) safety room shall not be used before other less restrictive options have been attempted and exhausted, unless attempting those options poses a threat to the safety or security of any youth or staff.
 - (2) safety room shall not be used for the purposes of punishment, coercion, convenience, or retaliation by staff.
 - (3) safety room shall not be used to the extent that it compromises the mental and physical health of the youth.
- (c) A youth may be held up to four hours in the safety room. After the youth has been held in the safety room for a period of four hours, staff shall do one or more of the following:
 - (1) return the youth to general population.
 - (2) consult with mental health or medical staff,
 - (3) develop an individualized plan that includes the goals and objectives to be met in order to reintegrate the youth to general population.
- (d) If confinement in the safety room must be extended beyond four hours, staff shall develop an individualized plan that includes the requirements of Section 1354.5 and the goals and objectives to be met in order to integrate the youth to general population.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1360. Searches.

The facility administrator shall develop and implement written policies and procedures governing the search of youth, the facility, and visitors. Policies and procedures shall provide that:

- (a) Searches shall be conducted to ensure the safety and security of the facility, public, visitors, youth, and staff.
- (b) Searches shall be conducted in a manner that preserves the privacy and dignity of the person being searched, and shall not be conducted for harassment or as a form of discipline or punishment.
- (c) Strip searches and visual or physical body cavity searches shall comply with Penal Code Section 4030.
- (d) Physical body cavity searches shall only be conducted by a medical professional.
- (e) Any youth held after a detention hearing shall only be strip searched with prior approval of a supervisor when there is reasonable suspicion based on specific and articulable facts to believe that youth is concealing contraband. The reasonable suspicion shall be documented.
- (f) Searches of transgender and intersex youth shall comply with Section 1352.5.
- (g) Cross-gender pat-down searches and strip searches are prohibited except in exigent circumstances or when conducted by a medical professional. Such searches must be justified and documented in writing.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1361. Grievance Procedure.

The facility administrator shall develop and implement written policies and procedures whereby any youth may appeal and have resolved grievances relating to any condition of confinement, including but not limited to health care services, classification decisions, program participation, telephone, mail or visiting procedures, food, clothing, bedding, mistreatment, harassment or violations of the nondiscrimination policy. There shall be no time limit on filing grievances. Policies and procedures shall include provisions whereby the facility manager ensures:

- (a) a grievance form and instructions for registering a grievance, which includes provisions for the youth to have free access to the form;
- (b) the youth shall have the option to confidentially file the grievance or to deliver the form to any youth supervision staff working in the facility;
- (c) resolution of the grievance at the lowest appropriate staff level;
- (d) provision for a prompt review and initial response to grievances within three (3) business days, grievances that relate to health and safety issues must be addressed immediately;
 - (1) The youth may elect to be present to explain his/her version of the grievance to a person not directly involved in the circumstances which led to the grievance.
 - (2) Provision for a staff representative approved by the facility administrator to assist the youth.
- (e) provision for a written response to the grievance which includes the reasons for the decisions;
- (f) a system which provides that any appeal of a grievance shall be heard by a person not directly involved in the circumstances which led to the grievance;
- (g) resolution of the grievance must occur within ten (10) business days unless circumstances dictate a longer time frame. The youth shall be notified of any delay; and,
- (h) the policy shall provide multiple internal and external methods to report sexual abuse and sexual harassment.

Whether or not associated with a grievance, concerns of parents, guardians, staff or other parties shall be addressed and documented in accordance with written policies and procedures within a specified timeframe.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1362. Reporting of Incidents.

A written report of all incidents which result in physical harm, use of force, serious threat of physical harm, or death of an employee, youth or other person(s) shall be maintained. Such written record shall be prepared by the staff and submitted to the facility manager by the end of the shift, unless additional time is necessary and authorized by the facility manager or designee.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1363. Use of Reasonable Force to Collect DNA Specimens, Samples, Impressions.

- (a) Pursuant to Penal Code Section 298.1 authorized law enforcement, custodial, or corrections personnel including peace officers, may employ reasonable force to collect blood specimens, saliva samples, and thumb or palm print impressions from individuals who are required to provide such samples, specimens or impressions pursuant to Penal Code Section 296 and who refuse following written or oral request.
 - (1) For the purpose of this section, the “use of reasonable force” shall be defined as the force that an objective, trained and competent correctional employee, faced with similar facts

and circumstances, would consider necessary and reasonable to gain compliance with this section.

- (2) The use of reasonable force shall be preceded by efforts to secure voluntary compliance. Efforts to secure voluntary compliance shall be documented and include an advisement of the legal obligation to provide the requisite specimen, sample or impression and the consequences of refusal.
- (b) The force shall not be used without the prior written authorization of the supervising officer on duty. The authorization shall include information that reflects the fact that the offender was asked to provide the requisite specimen, sample, or impression and refused.
 - (1) If the use of reasonable force includes a cell extraction, the extraction shall be videotaped. Video shall be directed at the cell extraction event. The videotape shall be retained by the agency for the length of time required by statute. Notwithstanding the use of the video as evidence in a court proceeding, the tape shall be retained administratively.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

Article 6. Programs and Activities

§ 1370. Education Program.

(a) School Programs

The County Board of Education shall provide for the administration and operation of juvenile court schools in conjunction with the Chief Probation Officer, or designee pursuant to applicable State laws. The school and facility administrators shall develop and implement written policy and procedures to ensure communication and coordination between educators and probation staff. Culturally responsive and trauma-informed approaches should be applied when providing instruction. Education staff should collaborate with the facility administrator to use technology to facilitate learning and ensure safe technology practices. The facility administrator shall request an annual review of each required element of the program by the Superintendent of Schools, and a report or review checklist on compliance, deficiencies, and corrective action needed to achieve compliance with this section. Such a review, when conducted, cannot be delegated to the principal or any other staff of any juvenile court school site. The Superintendent of Schools shall conduct this review in conjunction with a qualified outside agency or individual. Upon receipt of the review, the facility administrator or designee shall review each item with the Superintendent of Schools and shall take whatever corrective action is necessary to address each deficiency and to fully protect the educational interests of all youth in the facility.

(b) Required Elements

The facility school program shall comply with the State Education Code and County Board of Education policies, all applicable federal education statutes and regulations and provide for an annual evaluation of the educational program offerings. As stated in the 2009 California Standards for the Teaching Profession, teachers shall establish and maintain learning environments that are physically, emotionally, and intellectually safe. Youth shall be provided a rigorous, quality educational program that responds to the different learning styles and abilities of students and prepares them for high school graduation, career entry, and post-secondary education.

All youth shall be treated equally, and the education program shall be free from discriminatory action. Staff shall refer to transgender, intersex and gender-nonconforming youth by their preferred name and gender.

- (1) The course of study shall comply with the State Education Code and include, but not be limited to, courses required for high school graduation.
 - (2) Information and preparation for the High School Equivalency Test as approved by the California Department of Education shall be made available to eligible youth.
 - (3) Youth shall be informed of post-secondary education and vocational opportunities.
 - (4) Administration of the High School Equivalency Tests as approved by the California Department of Education, shall be made available when possible.
 - (5) Supplemental instruction shall be afforded to youth who do not demonstrate sufficient progress towards grade level standards.
 - (6) The minimum school day shall be consistent with State Education Code Requirements for juvenile court schools. The facility administrator, in conjunction with education staff, must ensure that operational procedures do not interfere with the time afforded for the minimum instructional day. Absences, time out of class or educational instruction, both excused and unexcused, shall be documented.
 - (7) Education shall be provided to all youth regardless of classification, housing, security status, disciplinary or separation status, including room confinement, except when providing education poses an immediate threat to the safety of self or others. Education includes, but is not limited to, related services as provided in a youth's Section 504 Plan or Individualized Education Program (IEP).
- (c) School Discipline
- (1) Positive behavior management will be implemented to reduce the need for disciplinary action in the school setting and be integrated into the facility's overall behavioral management plan and security system.
 - (2) School staff shall be advised of administrative decisions made by probation staff that may affect the educational programming of students.
 - (3) Except as otherwise provided by the State Education Code, expulsion/suspension from school shall be imposed only when other means of correction fails to bring about proper conduct. School staff shall follow the appropriate due process safeguards as set forth in the State Education Code including the rights of students with special needs. School staff shall document the other means of correction used prior to imposing expulsion/suspension if an expulsion/suspension is ultimately imposed.
 - (4) The facility administrator, in conjunction with education staff will develop policies and procedures that address the rights of any student who has continuing difficulty completing a school day.
- (d) Provisions for Special Populations
- (1) State and federal laws and regulations shall be observed for all individuals with disabilities or suspected disabilities. This includes but is not limited to child find, assessment, continuum of alternative placements, manifestation determination reviews, and implementation of Section 504 Plans and Individualized Education Programs.
 - (2) Youth identified as English Learners (EL) shall be afforded an educational program that addresses their language needs pursuant to all applicable state and federal laws and regulations governing programs for EL students.
- (e) Educational Screening and Admission
- (1) Youth shall be interviewed after admittance and a record maintained that documents a youth's educational history, including but not limited to:
 - (A) School progress/school history;
 - (B) Home Language Survey and the results of the State Test used for English language proficiency;
 - (C) Needs and services of special populations as defined by the State Education Code, including but not limited to, students with special needs.; and,

- (D) Discipline problems.
 - (2) Youth will be immediately enrolled in school. Educational staff shall conduct an assessment to determine the youth's general academic functioning levels to enable placement in core curriculum courses.
 - (3) After admission to the facility, a preliminary education plan shall be developed for each youth within five school days.
 - (4) Upon enrollment, education staff shall comply with the State Education Code and request the youth's records from his/her prior school(s), including, but not limited to, transcripts, Individual Education Program (IEP), 504 Plan, state language assessment scores, immunization records, exit grades, and partial credits. Upon receipt of the transcripts, the youth's educational plan shall be reviewed with the youth and modified as needed. Youth should be informed of the credits they need to graduate.
- (f) Educational Reporting
- (1) The complete facility educational record of the youth shall be forwarded to the next educational placement in accordance with the State Education Code.
 - (2) The County Superintendent of Schools shall provide appropriate credit (full or partial) for course work completed while in juvenile court school in accordance with the State Education Code.
- (g) Transition and Re-Entry Planning
- (1) The Superintendent of Schools and the Chief Probation Officer or designee, shall develop policies and procedures to meet the transition needs of youth, including the development of an education transition plan, in accordance with the State Education Code and in alignment with Title 15, Minimum Standards for Juvenile Facilities, Section 1355.
- (h) Post-Secondary Education Opportunities
- (1) The school and facility administrator should, whenever possible, collaborate with local post-secondary education providers to facilitate access to educational and vocational opportunities for youth that considers the use of technology to implement these programs.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1371. Programs, Recreation, and Exercise.

The facility administrator shall develop and implement written policies and procedures for programs, recreation, and exercise for all youth. The intent is to minimize the amount of time youth are in their rooms or their bed area.

Juvenile facilities shall provide the opportunity for programs, recreation, and exercise a minimum of three hours a day during the week and five hours a day each Saturday, Sunday or other non-school days, of which one hour shall be an outdoor activity, weather permitting. A youth's participation in programs, recreation, and exercise may be suspended only upon a written finding by the administrator/manager or designee that a youth represents a threat to the safety and security of the facility. Such program, recreation, and exercise schedule shall be posted in the living units. There will be a written annual review of the programs, recreation, and exercise by the responsible agency to ensure content offered is current, consistent, and relevant to the population.

- (a) Programs. All youth shall be provided with the opportunity for at least one hour of daily programming to include, but not be limited to, trauma focused, cognitive, evidence-based, best practice interventions that are culturally relevant and linguistically appropriate, or pro-social interventions and activities designed to reduce recidivism. These programs should be based on the youth's individual needs as required by Sections 1355 and 1356. Such

programs may be provided under the direction of the Chief Probation Officer or the County Office of Education and can be administered by county partners such as mental health agencies, community based organizations, faith-based organizations or Probation staff. Programs may include but are not limited to:

- (1) Cognitive Behavior Interventions;
- (2) Management of Stress and Trauma;
- (3) Anger Management;
- (4) Conflict Resolution;
- (5) Juvenile Justice System;
- (6) Trauma-related interventions;
- (7) Victim Awareness;
- (8) Self-Improvement;
- (9) Parenting Skills and support;
- (10) Tolerance and Diversity;
- (11) Healing Informed Approaches;
- (12) Interventions by Credible Messengers;
- (13) Gender Specific Programming;
- (14) Art, creative writing, or self-expression;
- (15) CPR and First Aid training;
- (16) Restorative Justice or Civic Engagement;
- (17) Career and leadership opportunities; and,
- (18) Other topics suitable to the youth population.

- (b) Recreation. All youth shall be provided the opportunity for at least one hour of daily access to unscheduled activities such as leisure reading, letter writing, and entertainment. Activities shall be supervised and include orientation and may include coaching of youth.
- (c) Exercise. All youth shall be provided with the opportunity for at least one hour of large muscle activity each day.

The administrator/manager may suspend, for a period not to exceed 24 hours, access to recreation and programs. The administrator/manager shall document the reasons why suspension of recreation and programs occurs.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1372. Religious Program.

The facility administrator shall provide access to religious services and/or religious counseling at least once each week. Attendance shall be voluntary. A youth shall be allowed to participate in an activity outside of their room if he/she elects not to participate in religious programs.

Religious programs shall provide for:

- (a) opportunity for religious services and practices;
- (b) availability of clergy; and,
- (c) availability of religious diets.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

§ 1373. Work Program.

The facility administrator shall develop policies and procedures regarding the fair and consistent assignment of youth to work programs. Work assigned to a youth shall be meaningful, constructive and related to vocational training or increasing a youth's sense of responsibility. Work programs shall not be imposed as a disciplinary measure.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

§ 1374. Visiting.

The facility administrator shall develop and implement written policies and procedures for visiting, that include provisions for special visits. Youth shall be allowed to receive visits by parents, guardians or persons standing in loco parentis, and children of youth. Other family members, such as grandparents and siblings, and supportive adults, may be allowed to visit with the approval of the facility administrator or designee, and in conjunction with the youth's case plan or in the best interest of the youth.

All visits shall occur at reasonable times, subject only to the limitations necessary to maintain order and security. Visitation shall not be denied solely based on the visitor's criminal history. The staff shall determine in each case, whether the visitor's criminal history represents a risk to the safety of youth or staff in the facility. Any denial of visitation or limitation on visitations shall be communicated to the youth, person denied and facility administrator. Opportunity for visitation shall be a minimum of two hours per week. Visits may be supervised, but conversations shall not be monitored unless there is a security or safety need.

Provisions for special visits, in addition to the two-hour minimum and/or outside of the regular visiting hours, shall be accommodated as necessary and within the discretion of the facility administrator or designee. Family therapy and professional visits shall be accommodated outside the provisions of this regulation. Facilities may provide visitation opportunities outside of normal visiting hours to accommodate special visits.

The facility may provide access to technology as an alternative, but not as a replacement, to in-person visiting.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1375. Correspondence.

The facility administrator shall develop and implement written policies and procedures for correspondence which provide that:

- (a) there is no limitation on the volume of mail that youth may send or receive;
- (b) youth may send two letters per week postage free;
- (c) youth may correspond confidentially with state and federal courts, any member of the State Bar or holder of public office, and the Board; however, authorized facility staff may open and inspect such mail only to search for contraband and in the presence of the youth; and,
- (d) incoming and outgoing mail, other than that described in (c), may be read by staff only when there is reasonable cause to believe facility safety and security, public safety, or youth safety is jeopardized.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1376. Telephone Access.

The administrator of each juvenile facility shall develop and implement written policies and procedures to provide youth with access to telephone communications.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

§ 1377. Access to Legal Services.

The facility administrator shall develop written procedures to ensure the right of youth to have access to the courts and legal services. Such access shall include:

- (a) access, upon request by the youth, to licensed attorneys and their authorized representatives;
- (b) provision for confidential consultation with attorneys; and,
- (c) unlimited postage free, legal correspondence and cost-free telephone access as appropriate.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

Article 7. Discipline

§ 1390. Discipline.

The facility administrator shall develop and implement written policies and procedures for the discipline of youth that shall promote acceptable behavior; including the use of positive behavior interventions and supports. Discipline shall be imposed at the least restrictive level which promotes the desired behavior and shall not include corporal punishment, group punishment, physical or psychological degradation. Deprivation of the following is not permitted:

- (a) bed and bedding;
- (b) daily shower, access to drinking fountain, toilet and personal hygiene items, and clean clothing;
- (c) full nutrition;
- (d) contact with parent or attorney;
- (e) exercise;
- (f) medical services and counseling;
- (g) religious services;
- (h) clean and sanitary living conditions;
- (i) the right to send and receive mail;
- (j) education; and,
- (k) rehabilitative programming.

The facility administrator shall establish rules of conduct and disciplinary penalties to guide the conduct of youth. Such rules and penalties shall include both major violations and minor violations, be stated simply and affirmatively, and be made available to all youth. Provision shall be made to provide accessible information to youth with disabilities, limited English proficiency, or limited literacy.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1391. Discipline Process.

The facility administrator shall develop and implement written policies and procedures for the administration of discipline which shall include, but not be limited to:

- (a) designation of personnel authorized to impose discipline for violation of rules;
- (b) prohibiting discipline to be delegated to any youth;
- (c) definition of major and minor rule violations and their consequences, and due process requirements;
- (d) trauma-informed approaches and positive behavior interventions;
- (e) minor rule violations may be handled informally by counseling, advising the youth of expected conduct imposing a minor consequence. Discipline shall be accompanied by written documentation and a policy of review and appeal to a supervisor; and,
- (f) major rule violations and the discipline process shall be documented and require the following:
 - (1) written notice of violation prior to a hearing;
 - (2) accommodations provided to youth with disabilities, limited literacy, and English language learners;
 - (3) hearing by a person who is not a party to the incident;
 - (4) opportunity for the youth to be heard, present evidence and testimony;
 - (5) provision for youth to be assisted by staff in the hearing process;
 - (6) provision for administrative review.
- (g) violations that result in a removal from camp or commitment program, but not a return to court, will follow the due process provisions in subsection (e) above.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

Article 8. Health Services

§ 1400. Responsibility for Health Care Services.

The facility administrator shall ensure that health care services are provided to all youth. The facility shall have a designated health administrator who, in cooperation with the behavioral/mental health director and facility administrator and pursuant to a written agreement, contract or job description, is administratively responsible to:

- (a) develop policy for health care administration;
- (b) identify health care providers for the defined scope of services;
- (c) establish written agreements as necessary to provide access to health care;
- (d) develop mechanisms to assure that those agreements are properly monitored; and,
- (e) establish systems for coordination among health care service providers.

When the health administrator is not a physician, there shall be a designated responsible physician who shall develop policy in health care matters involving clinical judgments.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

§ 1401. Patient Treatment Decisions.

Clinical decisions about the treatment of individual youth are the sole province of licensed health care professionals, operating within the scope of their license and within facility policy defining health care services.

Safety and security policies and procedures that are applicable to youth supervision staff also apply to health care personnel.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1402. Scope of Health Care.

- (a) The health administrator, in cooperation with the facility administrator, shall develop and implement written policy and procedures to define the extent to which health care shall be provided within the facility and delineate those services that shall be available through community providers. Each facility shall provide:
 - (1) at least one health care provider to provide treatment; and,
 - (2) health care services which meet the minimum requirements of these regulations and be at a level to address emergency, acute symptoms and/or conditions and avoid preventable deterioration of health while in confinement.
- (b) When health services are delivered within the juvenile facility, staff, space, equipment, supplies, materials, and resource manuals shall be adequate to the level of care provided.
- (c) Consistent with security requirements and public safety, written policy and procedures for juvenile facilities shall provide for parents, guardians, or other legal custodians, at their own expense, to authorize and arrange for medical, surgical, dental, behavioral/mental health or other remedial treatment of youth that is permitted under law.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1403. Health Care Monitoring and Audits.

- (a) In juvenile facilities with on-site health care staff, the health administrator, in cooperation with the facility administrator, shall develop and implement written policy and procedures to collect statistical data and submit at least annual summaries of health care services to the facility administrator.
- (b) The health administrator, in cooperation with the responsible physician and the facility administrator, shall establish policies and procedures to assure that the quality and adequacy of health care services are assessed at least annually.
 - (1) Policy and procedures shall identify a process for correcting identified deficiencies in the medical, dental, mental health and pharmaceutical services delivered.
 - (2) Based on information from these assessments, the health administrator shall provide the facility administrator with an annual written report on medical, dental, mental health and pharmaceutical services.
- (c) Medical, behavioral/mental and dental services shall be reviewed at least quarterly, at documented administrative meetings between the health and facility administrators and other staff, as appropriate.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

§ 1404. Health Care Staff Qualifications.

- (a) The health administrator shall, at the time of recruitment for health care positions, develop education and experience requirements that are consistent with the community standard and the needs and understanding of the facility population. Hiring practices will take into consideration cultural awareness and linguistic competence.
- (b) In all juvenile facilities providing on-site health care services, the health administrator, in cooperation with the facility administrator, shall establish policy and procedures to assure that

State licensure, certification, or registration requirements and restrictions that apply in the community, also apply to health care personnel who provide services to youth.

- (c) Appropriate credentials shall be accessible for review. Policy and procedures shall provide that these credentials are periodically reviewed and remain current.
- (d) The health administrator shall assure that position descriptions and health care practices require that health care staff receive the supervision required by their license and operate within their scope of practice.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

§ 1405. Health Care Staff Procedures.

The responsible physician for each facility providing on-site health care may determine that a clinical function or service can be safely and legally delegated to health care staff other than a physician. When this is done, the function or service shall be performed by staff operating within their scope of practice pursuant to written protocol, standardized procedures or direct medical order.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

§ 1406. Health Care Records.

In juvenile facilities providing on-site health care, the health administrator, in cooperation with the facility administrator, shall maintain individual and dated health records that include when applicable, but are not limited to:

- (a) intake health screening form;
- (b) health appraisals/medical examinations;
- (c) health service reports (e.g., emergency department, dental, psychiatric, and other consultations);
- (d) complaints of illness or injury;
- (e) names of personnel who treat, prescribe, and/or administer/deliver prescription medication;
- (f) location where treatment is provided;
- (g) medication records in conformance with Title 15, Section 1438;
- (h) progress notes;
- (i) consent forms;
- (j) authorizations for release of information;
- (k) copies of previous health records;
- (l) immunization records;
- (m) laboratory reports; and,
- (n) individual treatment plan.

Written policy and procedures shall provide for maintenance of the health record in a locked area or secured electronically, separate from the confinement record. Access to the medical and/or behavioral/mental health record shall be controlled by the health administrator and shall assure that all confidentiality laws related to the provider-patient privilege apply to the health record. Health care records shall be retained in accordance with community standards.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

§ 1407. Confidentiality.

- (a) For each juvenile facility that provides on-site health services, the health administrator, in cooperation with the facility administrator, shall establish policy and procedures, consistent with applicable laws, for the multi-disciplinary sharing of health information. These policies and procedures shall address the provision for providing information to the court, child supervision staff and to probation. Information in the youth's case file shall be shared with the health care staff when relevant. The nature and extent of information shared shall be appropriate to treatment planning, program needs, protection of the youth or others, management of the facility, maintenance of security, and preservation of safety and order.
- (b) Medical and behavioral/mental health services shall be conducted in a private manner such that information can be communicated confidentially consistent with HIPAA.
- (c) Youth shall not be used to translate confidential medical information for other non-English speaking youth.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: Section 209, Welfare and Institutions Code; 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

§ 1408. Transfer of Health Care Summary and Records.

The health administrator, in cooperation with the facility administrator, shall establish written policy and procedures to assure that a health care summary and relevant records are forwarded to health care staff in the receiving facility when a youth is transferred to another jurisdiction, and to the local health officer, when applicable. Policies shall include:

- (a) a summary of the health record, or documentation that no record exists at the facility, is sent in an established format, prior to or at the time of transfer;
- (b) relevant health records are forwarded to the health care staff of the receiving facility;
- (c) notification to health care staff of the receiving facility prior to or at the time of the release or transfer of youth with known or suspected communicable diseases;
- (d) applicable authorization from the youth and/or parent-legal guardian is obtained prior to transferring copies of actual health records, unless otherwise provided by court order, statute or regulation having the force and effect of law; and,
- (e) confidentiality of health records is maintained.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

§ 1408.5 Release of Health Care Summary and Records.

After youth are released to the community, health record information shall be promptly transmitted to specific physicians or health care facilities in the community, upon request and with the written authorization of the youth and/or parent/guardian.

In special purpose juvenile halls and other facilities that do not have on-site health care staff, policy and procedures shall assure that youth supervision staff forward non-confidential information on medications and other treatment orders prior to or at the time of transfer.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1409. Health Care Procedures Manual.

For juvenile facilities with on-site health care staff, the health administrator, in cooperation with the facility administrator, shall develop, implement and maintain a facility-specific health services manual of written policies and procedures that address, at a minimum, all health care related standards that are applicable to the facility.

Health care policy and procedure manuals shall be available to all health care staff, to the facility administrator, the facility manager, and other individuals as appropriate to ensure effective service delivery.

Each policy and procedure for the health care delivery system shall be reviewed at least every two years and revised as necessary under the direction of the health administrator. The health administrator shall develop a system to document that this review occurs. The facility administrator, facility manager, health administrator and responsible physician shall designate their approval by signing the manual.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1410. Management of Communicable Diseases.

The health administrator/responsible physician, in cooperation with the facility administrator and the local health officer, shall develop written policies and procedures to address the identification, treatment, control and follow-up management of communicable diseases. The policies and procedures shall address, but not be limited to:

- (a) intake health screening procedures;
- (b) identification of relevant symptoms;
- (c) referral for medical evaluation;
- (d) treatment responsibilities during detention;
- (e) coordination with public and private community-based resources for follow-up treatment;
- (f) applicable reporting requirements; and,
- (g) strategies for handling disease outbreaks.

The policies and procedures shall be updated as necessary to reflect communicable disease priorities identified by the local health officer and currently recommended public health interventions.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

§ 1411. Access to Treatment.

The health administrator, in cooperation with the facility administrator, shall develop written policy and procedures to provide unimpeded access to health care.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

§ 1412. First Aid/AED and Emergency Response.

The health administrator/responsible physician, in cooperation with the facility administrator, shall establish facility-specific policies and procedures to assure access to first aid and emergency services.

- (a) First aid kits shall be available in designated areas of each juvenile facility. The responsible physician shall approve the contents, number, location and procedure for periodic inspection of the kits.
- (b) Automated external defibrillators (AED) shall be available in each juvenile facility. The facility administrator shall ensure that device is maintained properly per manufacturer standard.

Youth supervision and health care staff shall be trained and written policies and procedures established to respond appropriately to emergencies requiring first aid and AED.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

§ 1413. Individualized Treatment Plans.

With the exception of special purpose juvenile halls, the health administrator and behavioral/mental health director responsible physician, in cooperation with the facility administrator, shall develop and implement policy and procedures to assure that coordinated and integrated health care treatment plans are developed for all youth who are receiving services for significant medical, behavioral/mental health or dental health care concerns. Policies and procedures shall assure:

- (a) Health care treatment plans are considered in facility program planning.
- (b) Health care restrictions shall not limit participation of a youth in school, work assignments, exercise and other programs, beyond that which is necessary to protect the health of the youth or others.
- (c) Relevant health care treatment plan information shall be shared with youth supervision staff in accordance with Section 1407 for purposes of programming, implementation and continuity of care.
- (d) Accommodations for youth who may have special needs when using showers and toilets and dressing/undressing.

Treatment planning by health care providers shall address:

- (a) Pre-release and discharge planning for continuing medical, dental and behavioral/mental health care, including medication, following release or transfer, which may include relevant authorization for transfer of information, insurance, or communication with community providers to ensure continuity of care.
- (b) Participation in relevant programs upon return into the community to ensure continuity of care.
- (c) Youth and family participation (if applicable and available).
- (d) Cultural responsiveness, awareness and linguistic competence.
- (e) Physical and psychological safety.
- (f) Traumatic stress and trauma reminders when applicable.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1414. Health Clearance for In-Custody Work and Program Assignments.

The health administrator/responsible physician, in cooperation with the facility administrator, shall develop health screening and monitoring procedures for work and program assignments that have health care implications, including, but not limited to, food handlers.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

§ 1415. Health Education.

With the exception of special purpose juvenile halls, the health administrator for each juvenile facility, in cooperation with the facility administrator, shall develop written policies and procedures to assure that interactive and gender and developmentally appropriate medical, behavioral/mental health and dental health education and disease prevention programs are provided to youth. The education program content shall be updated as necessary to address current health and community priorities that meet the needs of the confined population.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

§ 1416. Reproductive Services and Sexual Health.

For all juvenile facilities, the health administrator, in cooperation with the facility administrator, shall develop written policies and procedures to assure that reproductive and sexual health services are available to all youth in accordance with current public health guidelines.

Such services shall include but not be limited to those prescribed by Welfare and Institutions Code Sections 220, 221 and 222 and Health and Safety Code Section 123450.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: Section 209, Welfare and Institutions Code; 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

§ 1417. Pregnant/Post-Partum Youth.

With the exception of special purpose juvenile halls, the health administrator for each juvenile facility, in cooperation with the facility administrator, shall develop written policies and procedures pertaining to pregnant and post-partum youth as required by Penal Code Section 6030(e) and limitations on the use of restraints in accordance with Penal Code Section 6030(f) and Welfare and Institutions Code Sections 220, 221, and 222.

Written policies and procedures shall also include the following:

- (a) Pregnant youth will receive information regarding options for continuation of pregnancy, termination of pregnancy and adoption.
- (b) Pregnant youth receive prenatal care, including physical examination, nutrition guidance, childbirth, breast feeding and parenting education, counseling and provisions for follow up and post-partum care,
- (c) Availability of a breast pump and procedures for storage, delivery or disposal for lactating youth.
- (d) Qualified medical professionals develop a plan for pregnant youth that includes direct communication of medical information and transfer of medical records regarding prenatal care to the obstetrician who will be providing prenatal care and delivery in the community.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 6030(e), Penal Code; and Sections 220, 221, and 222, Welfare and Institutions Code.

§ 1418. Youth with Developmental Disabilities.

Policy and procedures shall require that any youth who is suspected or confirmed to have a developmental disability is referred to the local Regional Center for the Developmentally Disabled for purposes of diagnosis and/or treatment within 24 hours of identification, excluding holidays and weekends.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

§ 1430. Medical Clearance/Intake Health and Screening.

The health administrator/responsible physician, in cooperation with the facility administrator and behavioral/mental health director shall establish policies and procedures for a documented intake health screening procedure to be conducted immediately upon entry to the facility. Policies and procedures shall also define when a health evaluation and/or treatment shall be obtained prior to acceptance for booking.

For adjudicated youth who are confined in any juvenile facility for successive stays, each of which totals less than 96 hours, the responsible physician shall establish a policy for a medical evaluation and clearance. This evaluation and clearance shall include screening for communicable disease.

The responsible physician shall establish criteria defining the types of apparent health conditions that would preclude acceptance of a youth into the facility without a documented medical clearance. The criteria shall be consistent with the facility's resources to safely hold the youth.

Intake personnel shall ensure that youth who are unconscious, semi-conscious, profusely bleeding, severely disorientated, known to have ingested substances, intoxicated to the extent that they are a threat to their own safety or the safety of others, in alcohol or drug withdrawal or otherwise urgently in need of medical attention shall be immediately referred to an outside facility for medical attention and clearance for booking.

Written documentation of the circumstances and reasons for requiring a medical clearance whenever a youth is not accepted for booking is required.

Written medical clearance, and when possible, a medical evaluation with progress notes are required for admission to the facility.

Procedures for an intake health screening shall consist of a defined, systematic inquiry and observation of every youth booked into the juvenile facility. The screening shall be conducted immediately upon entry to the facility and may be performed by either health care personnel or trained youth supervision staff.

Screening procedures shall include but not be limited to:

- (a) Medical, dental and behavioral/mental health concerns that may pose a hazard to the youth or others in the facility;
- (b) Health conditions that require treatment while the youth is in the facility; and,
- (c) Identification of the need for accommodations eg. physical or developmental disabilities, gender identity or medical holds.

Any youth suspected to have a communicable disease that could pose a significant risk to others in the facility shall be separated from the general population pending the outcome of an evaluation by healthcare staff.

Procedures shall require timely referral for health care commensurate with the nature of any problems or complaint identified during the screening process.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

§ 1431. Intoxicated Youth and Youth With a Substance Use Disorder.

- (a) The responsible health administrator/physician, in cooperation with the facility administrator, shall develop and implement written policy and procedures that address the identification and management of alcohol and other substance intoxication. Withdrawal, and treatment of substance use disorder in accordance with Section 1430.
- (b) Policy and procedures shall address:
- (1) a medical clearance shall be obtained prior to booking any youth who is intoxicated to the extent that they are a threat to themselves or others;
 - (2) designated housing, including use of any protective environment for placement of intoxicated youth;
 - (3) symptoms known history of ingestion or withdrawal that should prompt immediate referral for medical evaluation and treatment;
 - (4) determining when the youth is no longer considered intoxicated and documenting when the monitoring requirements of this regulation are discontinued;
 - (5) medical responses to youth experiencing intoxication or withdrawal reactions;
 - (6) management of pregnant youth who use alcohol or other substances;
 - (7) initiation of substance abuse counseling and/or treatment during confinement and referral procedures for continuation upon release to the community consistent with Section 1413 and Section 1355;
 - (8) coordination with behavioral/mental health services in cases of substance abusing youth with known or suspected mental illness.
 - (9) how, when and by whom the youth will be monitored when intoxicated;
 - (10) the frequency of monitoring and the documentation required;
 - (11) that when a youth is intoxicated, experiencing progressive or severe intoxication or withdrawal, they shall be immediately medically evaluated; and,
 - (12) that intoxication beyond four hours from the time of admission shall require a medical evaluation.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1432. Health Assessment.

The health administrator/responsible physician, in cooperation with the facility administrator for each juvenile hall, shall develop and implement written policy and procedures for a health assessment of youth and for the timely identification of conditions necessary to safeguard the health of the youth.

- (a) The health assessment shall be completed within 96 hours of admission, excluding holidays, to the facility and result in a compilation of identified problems to be considered in classification, treatment, and the multi-disciplinary management of the youth while in custody and in pre-release planning. It shall be conducted in a location that protects the privacy of the

youth and conducted by a physician, or other licensed or certified health professional working within his/her scope of practice and under the direction of a physician.

- (1) At a minimum, the health assessment shall include, but is not limited to, health history, examination, laboratory and diagnostic testing, and immunization reviews as outlined below:
 - (A) The health history includes but is not limited to: Review of the intake health screening, history of illnesses, operations, injuries, medications, allergies, immunizations, systems review, exposure to communicable diseases, family health history, habits (e.g., tobacco, alcohol and other substances), developmental history including strengths and supports available to the youth (e.g., school, home, and peer relations, activities, interests), history of recent trauma-exposure which may require immediate attention (including physical and sexual abuse, sexual assault, neglect, violence in the home, traumatic loss) and current traumatic stress symptoms, pregnancy needs, sexual activity, contraceptive methods, reproductive history, physical and sexual abuse, neglect, history of mental illness, self-injury, and suicidal ideation.
 - (B) The physical examination includes but is not limited to: Temperature, height, weight, pulse, blood pressure, appearance, gait, head and neck, a preliminary dental and visual acuity screening, hearing screening, lymph nodes, chest and cardiovascular, breasts, abdomen, genital (pelvic and rectal examination, with consent, if clinically indicated), musculoskeletal, neurologic.
 - (C) Laboratory and diagnostic testing includes, but is not limited to: Tuberculosis screening and testing for sexually transmitted diseases for sexually active youth. Additional testing should be available as clinically indicated, including pregnancy testing, urinalysis, hemoglobin or hematocrit.
 - (D) Review and update of the immunization records within two weeks in accordance with current public health guidelines.
- (2) The physical examination and laboratory and diagnostic testing components of the health assessment may be modified by the health care provider, for youth admitted with an adequate examination done within the last 12 months, provided there is reason to believe that no substantial change would be expected since the last full evaluation. When this occurs, health care staff shall review the intake health screening form and conduct a face-to-face interview with the youth. The health history and immunization review should be done within 96 hours of admission excluding holidays.
- (3) Physical exams shall be updated annually for all youth.
- (b) For adjudicated youth who are confined in any juvenile facility for successive stays, each of which totals less than 96 hours, the responsible physician shall establish a policy for a medical assessment. If this assessment cannot be completed at the facility during the initial stay, it shall be completed prior to acceptance at the facility. This evaluation and clearance shall include screening for communicable disease.
- (c) For youth who are transferred to and from juvenile facilities outside their detention system, the health administrator, in cooperation with the facility administrator, shall develop and implement policy and procedures to assure that a health assessment:
 - (1) is received from the sending facility at or prior to the time of transfer;
 - (2) is reviewed by designated health care staff at the receiving facility; and,
 - (3) is identified and any missing required assessments are scheduled within 96 hours.
- (d) The health administrator/responsible physician shall develop policy and procedures to assure that youth who are transferred among juvenile facilities within the same detention system, receive a written health care clearance. The health record shall be reviewed and updated prior to transfer and forwarded to facilities that have licensed on-site health care staff.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1433. Requests for Health Care Services.

The health administrator, in cooperation with the facility administrator, shall develop policy and procedures to establish a daily routine for youth to convey requests for emergency and non-emergency medical, dental and behavioral/mental health care services.

- (a) Youth shall be provided the opportunity to confidentially convey either through, written or verbal communications, request for medical, dental or behavioral/mental health services. Provisions shall be made for youth who have language or literacy barriers.
- (b) Youth supervision staff shall relay requests from the youth, initiate referrals when a need for services is observed, and advocate for the youth when the need for medical, dental and behavioral/mental services appears to be urgent.
- (c) Staff shall inquire and make observations of each youth regarding their medical, dental and behavioral/mental health including the presence of trauma-related behaviors, injury and illness.
- (d) There shall be opportunities available on a twenty-four hour per day basis for youth and staff to communicate the need for emergency medical and behavioral/mental health care services.
- (e) Provision shall be made for any youth requesting medical, dental and behavioral/mental health care attention, or observed to be in need of health care, to be given that attention by licensed or certified health care personnel.
- (f) All medical, dental and behavioral/mental health care requests shall be documented and maintained.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1434. Consent and Refusal for Health Care.

The health administrator, in cooperation with the facility administrator, shall establish written policy and procedures to obtain informed consent for health care examinations and treatment.

- (a) All immunizations, examinations, treatments, and procedures requiring verbal or written informed consent in the community also require that consent for confined youth.
- (b) There shall be provision for obtaining parental consent and obtaining authorization for health care services from the court when there is no parent/guardian or other person standing in loco parentis, including the requirements in Welfare and Institutions Code Section 739.
- (c) Policy and procedures shall be consistent with applicable statutes in those instances where the youth's consent for testing or treatment is sufficient or specifically required.
- (d) Conservators can provide consent only within limits of their court authorization.

Youth may refuse, verbally or in writing, non-emergency medical, dental and behavioral/mental health care.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1435. Dental Care.

The health administrator, in cooperation with the facility administrator, shall develop and implement written policy and procedures to require that dental treatment be provided to youth as necessary to respond to acute conditions and to avert adverse effects on the youth's health and require preventive services as recommended by a dentist. Treatment shall not be limited to extractions.

Annual dental exams shall be provided to any youth detained for longer than one year.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1436. Prostheses and Orthopedic Devices.

- (a) The health administrator, in cooperation with the facility administrator and the responsible physician shall develop written policy and procedures regarding the provision, retention and removal of medical and dental prostheses, including eyeglasses and hearing aids.
- (b) Prostheses shall be provided when the health of the youth would otherwise be adversely affected, as determined by the responsible physician.
- (c) Procedures for retention and removal of prostheses shall comply with the requirements of Penal Code Section 2656.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

§ 1437. Mental Health Services.

The health administrator/responsible physician, in cooperation with the behavioral/mental health director and the facility administrator, shall establish policies and procedures to provide behavioral/mental health services. These services shall include, but not be limited to:

- (a) screening for behavioral/mental health problems at intake performed by either behavioral/mental/medical health personnel or trained youth supervision staff; history of recent exposure to trauma which may require immediate attention (including physical and sexual abuse, sexual assault, neglect, violence in the home, traumatic loss), current traumatic stress symptoms, and pregnancy needs
- (b) assessment by a behavioral/mental health provider when indicated by the screening process;
- (c) therapeutic services and preventive services where resources permit;
- (d) crisis intervention and the management of acute psychiatric episodes;
- (e) stabilization of persons with mental disorders and the prevention of psychiatric deterioration in the facility setting;
- (f) initial and periodic medication support services;
- (g) assurance that any youth who displays significant symptoms of severe depression, suicidal ideation, irrational, violent or self destructive behaviors, shall be provided a mental status assessment by a licensed behavioral/mental health clinician, psychologist, or psychiatrist.
- (h) transition planning for youth undergoing behavioral/mental health treatment, including arrangements for continuation of medication and services from behavioral/mental health providers, including providers in the community where appropriate.

Absent an emergency, unless the juvenile facility has been designated as a Lanterman-Petris-Short (LPS) facility, and youth meet the criteria for involuntary commitment under the LPS Act in Welfare and Institutions Code Section 5000 et seq., all services shall be provided on a voluntary basis. Voluntary mental health admissions may be sought pursuant to Penal Code Section 4011.8 or Welfare and Institutions Code Section 6552.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1437.5. Transfer to a Treatment Facility.

The health administrator/responsible physician, in cooperation with the behavioral/mental health director and the facility administrator, shall establish policies and procedures for the transfer of youth to a treatment facility. These policies and procedures shall include but are not limited to:

- (a) Youth who appear to be a danger to themselves or others, or to be gravely disabled, due to a mental health condition shall be evaluated either pursuant to applicable statute or by on-site health personnel to determine if treatment can be initiated at the juvenile facility, and
- (b) Provision for timely referral, transportation, and admission to licensed mental health facilities, and follow-up for youth whose psychiatric needs exceed the treatment capability of the facility.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1438. Pharmaceutical Management.

For all juvenile facilities, the health administrator, in consultation with a pharmacist and in cooperation with the facility administrator, shall develop and implement written policy, establish procedures, and provide space and accessories for the secure storage, controlled administration, and disposal of all legally obtained drugs.

- (a) Such policies, procedures, space and accessories shall include, but not be limited to, the following:
 - (1) securely lockable cabinets, closets, and refrigeration units;
 - (2) a means for the positive identification of the recipient of the prescribed medication;
 - (3) administration/delivery of medicines to youth as prescribed;
 - (4) confirmation that the recipient has ingested the medication;
 - (5) documenting that prescribed medications have or have not been administered, by whom, and if not, for what reason;
 - (6) prohibition of the delivery of medication from one youth to another;
 - (7) limitation to the length of time medication may be administered without further medical evaluation;
 - (8) the length of time allowable for a physician's signature on verbal orders, not to exceed seven (7) days;
 - (9) training by medical staff for non-licensed personnel which includes, but is not limited to: delivery procedures and documentation; recognizing common symptoms and side-effects that should result in contacting health care staff for evaluation; procedures for consultation for confirming ingestion of medication; and, consultation with health care staff for monitoring the youth's response to medication;
 - (10) a written report shall be prepared by a pharmacist, no less than annually, on the status of pharmacy services in the institution. The pharmacist shall provide the report to the health authority and the facility administrator; and,
 - (11) transition planning, including plan for uninterrupted continuation of medication.
- (b) Consistent with pharmacy laws and regulations, the health administrator shall establish written protocols that limit the following functions to being performed by the identified personnel:
 - (1) Procurement shall be done only by a physician, dentist, pharmacist, or other persons authorized by law.
 - (2) Storage of medications shall assure that stock supplies of legend medications shall only be accessed by licensed health personnel. Supplies of legend medications that have been properly dispensed and supplies of over-the-counter medications may be accessed by both licensed and trained non-licensed personnel.
 - (3) Repackaging shall only be done by a physician, dentist, pharmacist, or other persons authorized by law.

- (4) Preparation of labels can be done by a licensed physician, dentist, pharmacist or other personnel, provided the label is checked and affixed to the medication container by the physician, dentist, or pharmacist before administration or delivery to the youth. Labels shall be prepared in accordance with Section 4076 and 4076.5 of the Business and Professions Code.
 - (5) Dispensing shall only be done by a physician, dentist, pharmacist, or other person authorized by law.
 - (6) Administration of medication shall only be done by licensed health personnel who are authorized to administer medication and acting on the order of a prescriber.
 - (7) Licensed health care personnel and trained non-licensed personnel may deliver medication acting on the order of a prescriber.
 - (8) Disposal of legend medication shall be done in accordance with pharmacy laws and regulations and requires any combination of two of the following classifications: physician, dentist, pharmacist, or registered nurse. Controlled substances shall be disposed of in accordance with Drug Enforcement Administration disposal procedures.
- (c) The responsible physician shall establish policies and procedures for managing and providing over-the-counter medications to youth.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1439. Psychotropic Medications.

The health administrator/responsible physician, in cooperation with the behavioral/mental health director and the facility administrator, shall develop and implement written policies and procedures governing the use of voluntary and involuntary psychotropic medications.

- (a) These policies and procedures shall include, but not be limited to:
- (1) protocols for health care providers written and verbal orders for psychotropic medications in dosages appropriate to the youth's need;
 - (2) the length of time medications may be ordered and administered before re-evaluation by a health care provider;
 - (3) provision that youth who are on psychotropic medications prescribed in the community are continued on their medications when clinically indicated pending verification in a timely manner by a health care provider
 - (4) re-evaluation and further determination of continuing psychotropic medication, if needed, shall be made by a health care provider;
 - (5) provision that the necessity for uninterrupted continuation on psychotropic medications is addressed in pre-release planning and prior to transfer to another facility or program including authorization for transfer of prescriptions; and,
 - (6) provision for regular clinical/administrative review of utilization patterns for all psychotropic medications, including every emergency situation.
- (b) Psychotropic medications shall not be administered to a youth absent an emergency unless informed consent has been given by the legally authorized person or entity.
- (1) Youth shall be informed of the expected benefits, potential side effects and alternatives to psychotropic medications.
 - (2) Absent an emergency, youth may refuse psychotropic medication without disciplinary consequences.
- (c) Youth found by a health care provider to be an imminent danger to themselves or others by reason of a mental disorder may be involuntarily given psychotropic medication immediately necessary for the preservation of life or the prevention of serious bodily harm, and when there is insufficient time to obtain consent from the parent, guardian, or court before the threatened harm would occur. It is not necessary for harm to take place or

become unavoidable prior to initiating treatment. All involuntary administrations of psychotropic medications shall be documented and reviewed by the facility administrator or designee and health administrator.

- (d) Assessment and diagnosis must support the administration of psychotropic medications. Administration of psychotropic medication is not allowed for coercion, discipline, convenience or retaliation.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1452. Collection of Forensic Evidence.

The health administrator, in cooperation with the facility administrator, shall establish policies and procedures assuring that forensic medical services, including drawing of blood alcohol samples, body cavity searches, and other functions for the purpose of prosecution are collected by appropriately trained medical personnel who are not responsible for providing ongoing health care to the youth.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

§ 1453. Sexual Assaults.

The health administrator, in cooperation with the facility administrator, shall develop and implement policy and procedures for treating victims of sexual assaults, preservation of evidence and for reporting such incidents to local law enforcement.

The evidentiary examination and initial treatment of victims of sexual assault shall be conducted at a health facility that is separate from the custodial facility and is properly equipped and staffed with personnel trained and experienced in such procedures.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1454. Participation in Research.

The health administrator, in cooperation with the facility administrator, shall develop site specific policy and procedures governing biomedical or behavioral research involving youth. Human subjects' research shall occur only when ethical, medical and legal standards for human research are met as verified by Institutional Review Board (IRB) approvals. Written policy and procedure shall require assurances for the safety of the youth and informed consent.

Participation shall not be a condition for obtaining privileges or other rewards in the facility. The court, health administrator, and facility administrator shall be informed of all such proposed actions.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

Article 9. Food

§ 1460. Frequency of Serving.

Meals shall be served at least three times in any 24-hour period. At least one of these meals shall include hot food. Food shall be offered to youth at the time of initial intake, shall be served to youth if more than 14 hours pass between meals, and shall be served to youth on medical diets as prescribed by the attending physician. A snack shall be provided to all youth between 2 to 4 hours after the dinner meal is served.

A minimum of twenty minutes shall be allowed for the actual consumption of each meal except for those youth on medical diets where the responsible physician has prescribed additional time. Provisions shall be made for youth who may miss a regularly scheduled facility meal. They shall be provided with a substitute meal and beverage, and youth on medical diets shall be provided with their prescribed meal.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

§ 1461. Minimum Diet.

Facility meals are based on nutritional standards which may include the Federal Child Nutrition Meal Program. The minimum diet provided shall be based upon the nutritional and caloric requirements found in the 2011 Dietary Reference Intakes (DRI) of the Food and Nutrition Board, Institute of Medicine of the National Academies; the 2008 California Food Guide, and the 2015-2020 Dietary Guidelines for Americans. Facilities shall have a written process for how vegetarian or vegan diets may be requested and granted or denied. Religious diets, and when provided, vegetarian or vegan diets, must conform to these nutrition standards.

The nutritional requirements for the minimum diet are specified in the following subsections. Snacks may be included as part of the minimum diet. A wide variety of foods should be served.

(a) Protein Group. Includes: beef, veal, lamb, pork, poultry, fish, eggs, cooked dry beans, peas, lentils, nuts, peanut butter, and textured vegetable protein (TVP). One serving equals 14 grams or more of protein; the daily requirements shall equal two servings (a total of 196 grams per week). In addition, there shall be a requirement to serve a third serving from the legumes three days a week, and/or three servings from another protein group. One serving equals, but is not limited to, one of the following examples:

2 to 3 oz. (without bone) lean, cooked meat, poultry or fish

2 medium eggs

1 cup cooked dry beans, peas, or lentils

4 Tbsp. peanut butter

8 oz. tofu

2 1/4 oz. dry, or 1 cup rehydrated, canned, or frozen TVP

1/2 cup seeds

2/3 cup nuts

(b) Dairy Group. Includes milk (fluid, evaporated or dry; nonfat; 1% or 2% reduced fat, etc.); cheese (cottage, cheddar, etc.); yogurt; ice cream or ice milk, and pudding. A serving is equivalent to 8 oz. of fluid milk and provides at least 250 mg of calcium. All milk shall be pasteurized and fortified with vitamins A and D. For persons 9-18 years of age, including pregnant and lactating women, the daily requirement is four servings.

One serving equals, but is not limited to, one of the following examples:

8 oz. fluid milk (nonfat, 1% or 2% reduced fat)

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- 1 1/2 oz. natural cheese
- 2 oz. processed cheese
- 1 1/2 cups of lowfat, or nonfat cottage cheese
- 1 1/2 cups of ice milk, or ice cream
- 1/3 cup nonfat dry milk
- 1/2 cup nonfat, or lowfat evaporated milk
- 1 cup nonfat, or lowfat plain yogurt
- 1 cup pudding

- (c) Vegetable-Fruit Group. Includes: fresh, frozen, dried, and canned vegetables and fruits. One serving equals: 1/2 cup vegetable or fruit; 6 oz. of 100% juice; 1 medium apple, orange, banana, or potato; 1/2 grapefruit, or 1/4 cup dried fruit. The daily requirement shall be at least six servings; at least one serving per day, or seven (7) servings per week, shall be from each of the following three categories:
- (1) One serving of a fresh fruit or vegetable.
 - (2) One serving of a Vitamin C source containing 30 mg. or more. One serving equals, but is not limited to, the following examples:

Broccoli	Orange juice
Brussels Sprouts	Potato (baked only)
Cabbage	Strawberries
Cantaloupe, or honeydew melon	Tangerine, large
Cauliflower	Tomato paste
Green and red peppers (not dehydrated)	Tomato puree
Greens collards including kale, turnip, and mustard greens	Tomato juice
Grapefruit	Tomato sauce (6 oz.)
Grapefruit juice	Vegetable juice cocktail
Orange	

- (3) One serving of a Vitamin A source fruit or vegetable containing 200 micrograms Retinol Equivalents (RE) or more. One serving equals, but is not limited to, the following examples:

Apricot nectar (6 oz.)	Peas and carrots
Apricots	Pumpkin
Cantaloupe	Red peppers
Carrots	Sweet potatoes or yams
Greens, including kale, beets, chard, mustard, turnips, or spinach	Vegetable juice cocktail (6 oz.)
Mixed vegetables with carrots	Winter squash

- (d) Grain Group. Includes: bread, rolls, pancakes, sweet rolls, ready-to-eat, or cooked cereals, corn bread, pasta, rice, tortillas, etc., and any food item containing whole or enriched grains. At least four (4) servings from this group must be made with some whole grains. The daily requirement for youth shall be a minimum of six (6) servings, or 42 servings per week. One serving equals, but is not limited to, one of the following examples:

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Bread, white (including French and Italian), whole wheat, rye, pumpernickel, or raisin	1 slice
Bagel, small	1/2
English muffin, small	1/2
Plain roll, muffin or biscuit	1
Frankfurter roll	1/2
Hamburger bun	1/2
Dry bread crumbs	3 Tbsp.
Crackers:	
Arrowroot	3
Graham, 2 1/2 "	2
Matzo, 4" x 6"	1/2
Oyster	20
Pretzels, 3 1/8" long, 1/8" diameter	25
Rye wafers, 2" x 3 1/2"	3
Soda, 2 1/2" sq.	6
Ready-to-eat unsweetened cereal	3/4 cup
Cereal, cooked	1/2 cup
Barley, couscous, grits, macaroni, noodles, pastas, rice, spaghetti, etc.	1/2 cup
Cornmeal, dry	2 Tbsp.
Flour (wheat, whole wheat, carob, soybean, cornmeal, etc.)	2 1/2 Tbsp.
Wheat germ	1/4 cup
Pancakes, 5"	1
Waffle, 5"	1
Tortilla, 6" (corn/flour)	1

The following are examples of whole grains and whole grain products:

Barley	Pumpernickel bread
Bran	Rolled oats
Brown rice	Rye
Corn meal	Whole grain
tortilla	bagels, muffins, and crackers, graham
baked taco/tostada shell	hot cereal
Cracked wheat (bulgur)	pancakes and waffles
Flour	ready-to-eat cereal
carob	Whole wheat
soybean	bread
whole wheat	rolls
Oatmeal	tortilla
Popcorn	

- (e) Calories. Recommended daily caloric allowances for both females and males is a minimum of 2500 calories not to exceed 3000. Calorie increases with the exception of a medical diet may occur as collaboratively determined by the facility manager, dietitian, food service manager and physician.

- (1) Pregnant youth shall be provided with a diet as approved by a doctor in accordance with Penal Code Section 6030(e) and a supplemental snack, if medically indicated.
- (2) In keeping with chronic disease prevention goals, total dietary saturated fat shall not exceed 10 percent of total calories on a weekly basis. Facility dietitians shall consider the recommendations and intent of the 2015-2020 Dietary Guidelines of Americans of reducing overall added sugar and sodium levels. Herbs and spices may be used to improve the taste and eye appeal of food served.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1462. Medical Diets.

Only the attending physician shall prescribe a medical diet. The medical diets utilized by a facility shall be planned, prepared, and served with the consultation of a registered dietitian. The facility manager shall comply with any medical diet prescribed for a youth. Diet orders shall be maintained on file for at least one year.

The facility manager and responsible physician shall ensure that the medical diet manual, with sample menus for medical diets, shall be available in both the medical unit and the food service office for reference and information. A registered dietitian shall review, and the responsible physician shall approve the diet manual on an annual basis.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

§ 1463. Menus.

Menus shall be planned at least one month in advance of their use. Menus shall be planned to provide a variety of foods considering the cultural and ethnic makeup of the facility, thus, preventing repetitive meals. Menus shall be approved by a registered dietitian before being used. If any meal served varies from the planned menu, the change shall be noted in writing on the menu and/or production worksheet.

Menus, as planned and including changes, shall be retained for one year and evaluated by a registered dietitian at least annually.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

§ 1464. Food Service Plan.

Facilities shall have a written site specific food service plan that shall comply with the applicable California Retail Food Code (CalCode). In facilities with an average daily population of 50 or more, there shall be employed or available, a trained and experienced food services manager or designee to complete a written food service plan. In facilities of less than an average daily population of 50, that do not employ or have a food services manager available, the facility manager shall complete a written food service plan. The plan shall include, but not be limited to the following policies and procedures:

- (a) menu planning;
- (b) purchasing;
- (c) storage and inventory control;

- (d) food preparation;
- (e) food serving;
- (f) transporting food;
- (g) orientation and on-going training;
- (h) personnel supervision;
- (i) budgets and food costs accounting;
- (j) documentation and record keeping;
- (k) emergency feeding plan;
- (l) waste management;
- (m) maintenance and repair;
- (n) hazard analysis critical control point plan; and,
- (o) provision for maintaining three days of meals for testing in the event of food-borne illness.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1465. Food Handlers Education and Monitoring.

The facility manager, in cooperation with the food services manager, shall develop and implement written policies and procedures to ensure that supervisory staff and food handlers receive ongoing training in safe food handling techniques, including personal hygiene, in accordance with Section 113947 of the Health and Safety Code, California Retail Food Code (CalCode). The procedures shall include provisions for monitoring compliance that ensure appropriate food handling and personal hygiene requirements.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1466. Kitchen Facilities, Sanitation, and Food Storage.

Kitchen facilities, sanitation, and food preparation, service, and storage shall comply with standards set forth in Health and Safety Code, Division 104, Part 7, Chapters 1-13, Sections 113700 et seq. California Retail Food Code (CalCode).

In facilities where youth prepare meals for self-consumption or where frozen meals or pre-prepared food from other permitted food facilities (see Health and Safety Code Section 114381) are (re)heated and served, the following applicable CalCode standards may be waived by the local health officer:

- (a) Health and Safety Code Sections 114130-114141;
- (b) Health and Safety Code Sections 114099.6, 114095-114099.5, 114101-114109, 114123, and 114125. If a domestic or commercial dishwasher, capable of providing heat to the surface of the utensils of a temperature of at least 165 degrees Fahrenheit, is used for the purpose of cleaning and sanitizing multi-service kitchen utensils and multi-service consumer utensils;
- (c) Health and Safety Code Sections 114149-114149.3 except that, regardless of such a waiver, the facility shall provide mechanical ventilation sufficient to remove gases, odors, steam, heat, grease, vapors and smoke from the kitchen;
- (d) Health and Safety Code Sections 114268-114269; and,
- (e) Health and Safety Code Sections 114279-114282.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1467. Food Serving and Supervision.

Policies and site-specific procedures shall be developed and implemented to ensure that appropriate work assignments are made and food handlers are adequately supervised. Food shall be prepared and/or served only under the immediate supervision of a staff member.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

Article 10. Clothing and Personal Hygiene

§ 1480. Standard Facility Clothing Issue.

The youth's personal clothing, undergarments and footwear may be substituted for the institutional clothing and footwear specified in this regulation. The facility has the primary responsibility to provide clothing and footwear. Clothing provisions shall ensure that:

- (a) clothing is clean, reasonably fitted, durable, easily laundered, in good repair, and free of holes and tears.
- (b) the standard issue of climatically suitable clothing for youth shall consist of but not be limited to:
 - (1) socks and serviceable footwear;
 - (2) outer garments;
 - (3) new non-disposable underwear which shall remain with the youth throughout their stay, and;
 - (4) undergarments, that are freshly laundered and free of stains, including tee shirts and bras.
- (c) clothing is laundered at the temperature required by local ordinances for commercial laundries and dried completely in a mechanical dryer or other laundry method approved by the local health officer.
- (d) suitable clothing is issued to pregnant youth.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1481. Special Clothing.

Provision shall be made to issue suitable additional clothing essential for minors to perform special work assignments where the issue of regular clothing would be unsanitary or inappropriate.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

§ 1482. Clothing Exchange.

The facility administrator shall develop and implement written policies and site-specific procedures for the cleaning and scheduled exchange of clothing. Unless work, climatic conditions, or illness necessitates more frequent exchange, outer garments, except footwear, shall be exchanged at least once each week. Tee shirts, bras, and underwear shall be exchanged daily; youth shall receive their own underwear back at exchange.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1483. Clothing, Bedding and Linen Supply.

There shall be a quantity of clothing, bedding, and linen available for actual and replacement needs of the facility population. Each facility shall have a written procedure for acquisition, handling, storage, transportation and processing of clothing, bedding and linen in a clean and sanitary manner. Consideration shall be given to mattress type for pregnant youth or youth with other medical-related needs.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

§ 1484. Control of Vermin in Youths' Personal Clothing.

There shall be written policies and site-specific procedures developed and implemented by the facility administrator to control the contamination and/or spread of vermin and ecto-parasites in all youths' personal clothing. Infested clothing shall be cleaned or stored in a closed container so as to eradicate or stop the spread of the vermin.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1485. Issue of Personal Care Items.

There shall be written policies and site-specific procedures developed and implemented by the facility administrator for the availability of personal hygiene items. Each female youth shall be provided with sanitary napkins, panty liners and tampons as requested. Each youth to be held over 24 hours shall be provided with the following personal care items:

- (a) toothbrush;
- (b) toothpaste;
- (c) soap;
- (d) comb;
- (e) shaving implements;
- (f) deodorant;
- (g) lotion;
- (h) shampoo; and,
- (i) post-shower conditioning hair products.

Youth shall not be required to share any personal care items listed in items (a) through (d). Liquid soap provided through a common dispenser is permitted. Youth shall not share disposable razors. Double edged safety razors, electric razors, and other shaving instruments capable of breaking the skin, when shared among youth, shall be disinfected between individual uses by the method prescribed by the State Board of Barbering and Cosmetology in Sections 979 and 980, Chapter 9, Title 16, California Code of Regulations.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1486. Personal Hygiene.

There shall be written policies and site specific procedures developed and implemented by the facility administrator for showering/bathing and brushing of teeth. Youth shall be permitted to shower/bathe upon assignment to a housing unit and on a daily basis thereafter and given an opportunity to brush their teeth after each meal.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1487. Shaving.

Youth shall have access to a razor daily, unless their appearance must be maintained for reasons of identification in Court. All youth shall have equal opportunity to shave face and body hair. The facility administrator may suspend this requirement in relation to youth who are considered to be a danger to themselves or others.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1488. Hair Care Services.

Written policies and site specific procedures shall be developed and implemented by the facility administrator to comply with Title 16, Chapter 9, Sections 979 and 980, California Code of Regulations. Hair care services shall be available in all juvenile facilities. Youth shall receive hair care services monthly. Equipment shall be cleaned and disinfected after each haircut or procedure, by a method approved by the State Board of Barbering and Cosmetology.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

Article 11. Bedding and Linens

§ 1500. Standard Bedding and Linen Issue.

Clean laundered, suitable bedding and linens, in good repair, shall be provided for each youth entering a living area who is expected to remain overnight, shall include, but not be limited to:

- (a) one mattress or mattress-pillow combination which meets the requirements of Section 1502 of these regulations;
- (b) one pillow and a pillow case unless provided for in (a) above;
- (c) one mattress cover and a sheet or two sheets;
- (d) one towel; and,
- (e) one blanket or more, upon request.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

§ 1501. Bedding and Linen Exchange.

The facility administrator shall develop and implement site specific written policies and procedures for the scheduled exchange of laundered bedding and linen issued to each youth housed. Washable items such as sheets, mattress covers, pillow cases and towels shall be exchanged for clean replacement at least once each week.

The covering blanket shall be cleaned or laundered once a month.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1502. Mattresses.

Any mattress issued to a youth in any facility shall conform to the size of the bed as referenced in Title 24, Section 1230.2.5 and be enclosed in an easily cleaned, non-absorbent ticking. Any mattress purchased for issue to a youth in a facility, which is locked to prevent unimpeded access to the outdoors, shall be certified by the manufacturer as meeting all requirements of the State Fire Marshal and Bureau of Home Furnishings test standard for penal mattresses at the time of purchase.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

Article 12. Facility Sanitation and Safety

§ 1510. Facility Sanitation, Safety and Maintenance.

The facility administrator shall develop and implement written policies and site-specific procedures for the maintenance of an acceptable level of cleanliness, repair and safety throughout the facility. The plan shall provide for a regular schedule of housekeeping tasks, equipment, including restraint devices, and physical plant maintenance and inspections to identify and correct unsanitary or unsafe conditions or work practices in a timely manner. The use of chemicals shall be done in accordance to the product label and Safety Data Sheet which may include the use of Personal Protection Equipment (PPE).

Medical care housing as described in Title 24, Section 13-201(c)6 shall be cleaned and sanitized according to policies and procedures as established by the health administrator.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

§ 1511. Smoke Free Environment.

The facility administrator shall develop policies and procedures that assure youth are not exposed to use of tobacco products or electronic nicotine delivery system devices while in the facility or in the custody of staff.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code; and Assembly Bill 1397, Chapter 12, Statutes of 1996. Reference: 1995-96 Budget Act, Chapter 303, Item Number 5430-001-001, Statutes of 1995; Assembly Bill 904, Chapter 304, Statutes of 1995; and Assembly Bill 1397, Chapter 12, Statutes of 1996.

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: Radio Master Services

Funding Source: Operating Funds

PSC Duration: 10 years 3 days

PSC Amount: \$9,500,000

1. Description of Work

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

Engineering master services (task orders). This service is to implement upgrades to functionality to meet changing operational needs and to keep the system in a state-of-good-repair.

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

This service is required in order to implement upgrades to functionality to meet changing operational needs and to keep the system in a state-of-good-repair. Denying this request means losing the ability to add new features or ensure the system is staying with current technology. Failures will occur more often and when failures occur, they will take longer to resolve.

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

The vendor was responsible for the delivery of an integrated voice and data radio system, including hardware and software, in 2017.

D. Will the contract(s) be renewed?

Yes, the city may choose to renew the master services with the vendor if the long-term technology relationship is extended.

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.

These are proprietary maintenance support services and SFMTA has entered a long-term sole-source relationship with this vendor to provide this technology.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Maintenance support by the vendor is required to ensure the system continues to operate. This type of support is not possible with Civil Service Employees since they cannot modify the vendor's intellectual property.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialty programming of a vendor's sole source technology and intellectual property.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1044, IS Engineer-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: None. City resources cannot modify the vendor's intellectual property.

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

None. City resources cannot modify the vendor's intellectual property.

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

- A. Explain why civil service classes are not applicable.
City resources cannot modify the vendor's intellectual property
- 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. City resources cannot modify the vendor's intellectual property.

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. Yes, training will be given as appropriate to each task order executed under the master services agreement. Training will be given to class 9153 - Transit Controller and the IS Engineer Series 1041-1044.
- 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 03/31/2023, 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: 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# 45086 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/05/2023

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Friday, March 31, 2023 12:26 PM
To: Nuque, Amy; 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 # 45086 - 22/23

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RECEIPT for Union Notification for PSC 45086 - 22/23 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 45086 - 22/23 for \$9,500,000 for Initial Request services for the period 03/31/2023 – 03/31/2033. 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/20126> 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: 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: Radio Maintenance Support

Funding Source: Operating Funds

PSC Duration: 9 years 2 days

PSC Amount: \$9,500,000

1. Description of Work

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

Remote system monitoring

- On-site equipment troubleshooting and repair (radio sites, tunnel radio, core network)
- On-site preventative maintenance (radio sites, tunnel radio, core network)
- Depot returns and repair
- Root cause analysis for system failures
- Security updates/patch installation
- Management and documentation of the above scope

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

This service is required as part of on-going system maintenance post project implementation. It enhances San Francisco Municipal Transportation Agency (SFMTA's) maintenance by providing pro-active monitoring, reporting of issues, and on-site troubleshooting. When an incident is underway these services help ensure root causes can be identified, and issues resolved in a timely manner. These services are proprietary, we cannot access the system and acquire necessary information to identify cause of error or failure without the vendor's help. Denying this request means that failures will occur more often and when failures occur, they will take longer to resolve.

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

The vendor was responsible for the delivery of an integrated voice and data radio system, including hardware and software, in 2017.

D. Will the contract(s) be renewed?

Yes, the city may choose to renew the maintenance support with the vendor if the long-term technology relationship is extended.

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.

These are proprietary maintenance support services and SFMTA has entered a long-term sole-source relationship with this vendor to provide this technology.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Maintenance support by the vendor is required to ensure the system continues to operate. This type of support is not possible with Civil Service Employees since they cannot modify the vendor's intellectual property.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Specialty programming of a vendor's sole source technology and intellectual property.

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

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

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

None. No city resources can modify the vendor's intellectual property

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

A. Explain why civil service classes are not applicable.
No city resources can modify the vendor's intellectual property.

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 city resources can modify the vendor's intellectual property.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No training is needed. These services are proprietary and we cannot access the system.

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 03/31/2023, 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: 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# 46298 - 22/23

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 06/05/2023

Civil Service Commission Action:

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Friday, March 31, 2023 12:07 PM
To: Nuque, Amy; 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 # 46298 - 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 46298 - 22/23 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 46298 - 22/23 for \$9,500,000 for Initial Request services for the period 03/31/2024 – 03/31/2033. 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/20123> 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: 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: Computer-Aided Dispatch / Automatic Vehicle Location (CAD-AVL) System Maintenance Support

Funding Source: Operating Funds

PSC Duration: 9 years 2 days

PSC Amount: \$9,500,000

1. Description of Work

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

- Remote system monitoring

- Remote troubleshooting

- Root cause analysis for system failures

- Security updates/patch installation (with San Francisco Municipal Transportation Agency Information Technology (SFMTA IT) support)

- Management and documentation of the above scope

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

This service is required as part of on-going system maintenance post project implementation. It enhances SFMTA's maintenance by providing pro-active monitoring and reporting of issues. When an incident is underway, remote troubleshooting ensures root causes can be identified, and issues resolved in a timely manner. These services are proprietary, we cannot access the system and acquire necessary information to identify cause of error or failure without help from vendor subcontractor. Denying this request means without pro-active monitoring that failures will occur more often and when failures occur, they will take longer to resolve without priority access to vendor subcontractor resources.

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

These services were provided in the past by vendor. The vendor was responsible for the delivery of an integrated computer aided dispatch and automatic vehicle location system, including hardware and software, in 2017. The vendor outsources the work to subcontractor at that time. Since the software development work was subcontracted to a construction contractor vendor, approval by the Civil Service Commission was not relevant.

D. Will the contract(s) be renewed?

Yes, the city may choose to review the maintenance support with the vendor if the long-term technology relationship is extended.

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.

These are proprietary maintenance support services and SFMTA has entered a long-term sole-source relationship with this vendor to provide this technology.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Maintenance support by the vendor is required to ensure the system continues to operate. This type of support is not possible with Civil Service Employees since they cannot modify the vendor's intellectual property.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Specialty programming of a vendor's sole source technology and intellectual property.

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

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

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

None. City resources cannot modify the vendor's intellectual property.

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

A. Explain why civil service classes are not applicable.
City resources cannot modify the vendor's intellectual property.

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. City resources cannot modify the vendor's intellectual property.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No, training is not in the scope of maintenance support.

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 03/30/2023, 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: 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# 47450 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/05/2023

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Thursday, March 30, 2023 3:02 PM
To: Nuque, Amy; 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 # 47450 - 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 47450 - 22/23 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 47450 - 22/23 for \$9,500,000 for Initial Request services for the period 03/31/2024 – 03/31/2033. 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/20120> 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 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: As-Needed Information Technology Project Support Services

Funding Source: General Funds, Federal & State Grant Funds PSC Duration: 5 years 1 day

PSC Amount: \$12,000,000

1. Description of Work

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

Contractor(s) will provide as-needed support services which may include supporting modules and applications inside of the Epic Electronic Health Record (EHR) System, coordinating and tracking tasks and meetings, maintain project schedule in current proprietary project planner system, document project decisions and deliverables, perform functions relative to maintenance of applications, participate in implementation analysis and design, workflow documentation, system build and configuration, application and integrated testing.

Contractor(s) will provide support for training development, coordinate with existing proprietary system integration engine and interfaces for clinical and financial applications, create, migrate, maintain and troubleshoot existing system interfaces, set up and test new interfaces as existing critical projects. Experienced system integration business and technical skills are needed to perform system administration, daily customer support and system troubleshooting and configuration, modifying code, test and support system upgrades to meet current proprietary system interface(s), FHIR (Fast Healthcare Interoperability Resources) and Application Programming Interface specifications with Epic. Interfaces may include but are not limited to: Admission, Discharge, and Transfer (ADT); Orders; Results; and Charges.

Contractor(s) and resources will collaborate with both Epic and non-Epic databases/data models, to perform functions related to documenting report requirements, reporting writing, managing Extract, Transfer, Load [ETL] processes, automating extract processes, lead data mapping processes, and adhering to data governance processes. Contractor (s) will provide resources for positions to support applications which may include but are not limited to: Epic EHR Coordinated Care Management; EpicCare Ambulatory; EpicCare Inpatient; Cadence; ADT; Willow Ambulatory; Cogito; Research Informatics; and Epic Datalink.

Contractor(s) will provide Epic Certified Analysts for consulting and support for Epic Phase 3 including positions such as, Information Technology (IT) Specialized Consulting and Support, Supplemental staffing & Consultants, Project Managers, Application Project Leads, Reporting Analysts, Integration Analysts, Application/Business Analysts, IT Engineers, Epic Certified Application Analysts, Epic EHR Resources and all modules within; Epic Trainers and Analysts, Analysts and Report Writers across various Report tools, Interface engine engineers, business analyst experienced in HL7 services and not limited to experience with MS SQL Reporting Analysts, Lyniate, Rhapsody and API, IT Project Managers and Managers who can support Microsoft Project tools, General Technical Analysts, and Managers to support Wave 3 initiatives, Technical

Field Resources; for example, Networks, Workstations, Device Management technicians. Several analysts may be required to support Epic Datalink to transfer data from external MS SQL databases to Epic data fields.

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

These services are necessary in order to maintain existing legacy applications and new Epic Electronic Health Record modules, and to provide enhancements as needed to such systems in order to maintain their effectiveness and achieve full functionality for patient services and hospital activities. The Department has established both clinical and operational workflows around legacy and systems transitioning to the new Epic EHR, and denial of this request would result in inefficiencies. Staffing and specialized consulting is needed in order to keep legacy applications running and to maintain the continuity of services during the Phase 3 of the new Epic EHR. In addition, temporary supplemental staffing and consulting services will be needed for highly specialized IT positions while City staff continues to receive training and certification on the new EHR system. Temporary staffing and consulting will also be needed to assist in the development, project management, and maintenance of EHR applications and modules. This request also includes specialized analysts with backgrounds in modern and legacy EHR, workflow design, optimizations, re-engineering, human resource functions, revenue cycle optimizations and change management. If the request is denied, the continuity of care and efficiency of applications and modules for the newly implemented Epic EHR will be placed in jeopardy, resulting in possible loss of revenues (billing), and an overall negative impact to clinical operations, reducing the quality of patient care.

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

42422 - 16/17

D. Will the contract(s) be renewed?
if there is an extended need.

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

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:

The temporary resources and support will only be needed during Wave 3 of the Epic EHR Project, to maintain efficiencies of existing applications and onboard new and future modules and applications inside of Epic. These services will be on a temporary as needed bases, based on immediate tasks and deliverables the Department needs to support Wave 3 IT activities for the EPIC EHR.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Resources must provide Epic Certified Analysts for consulting and support for Epic Phase 3 including positions such as, IT Specialized Consulting and Support, Supplemental staffing & Consultants, Project Managers, Application Project Leads, Reporting Analysts, Integration Analysts, Application/Business Analysts, IT Engineers, Epic Certified Application Analysts, Epic EHR Resources and all modules within; Epic Trainers and Analysts, Analysts and Report Writers across various Report tools, Interface engine engineers, business analyst experienced in existing proprietary system interface services and not limited to experience with MS SQL Reporting Analysts, Lyniate, Rhapsody and API, IT Project Managers and Managers who can support Microsoft Project tools, General Technical

Analysts, and Managers to support Wave 3 initiatives, Technical Field Resources; for example, Networks, Workstations, Device Management technicians. Several analysts may be required to support Epic Datalink to transfer data from external MS SQL databases to Epic data fields.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1031, IS Trainer-Assistant; 1032, IS Trainer-Journey; 1033, IS Trainer-Senior; 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; 1091, IT Operations Support Admin I; 1092, IT Operations Support Admin II; 1093, IT Operations Support Admn III; 1094, IT Operations Support Admin IV; 1095, IT Operations Support Admin V; 1244, Senior Personnel Analyst; 1246, Principal Personnel Analyst; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 2320, Registered Nurse; 5214, Building Plans Engineer; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4; 0923, Manager II; 0931, Manager III; 0932, Manager IV; 0933, Manager V; 1244, Senior Human Resources Analyst; 1246, Principal Human Resources Analyst; 1091, IT Operations Support Administrator I; 1092, IT Operations Support Administrator II; 1093, IT Operations Support Administrator III ; 1094, IT Operations Support Administrator IV ; 1094, IT Operations Support Administrator IV ; 1095, IT Operations Support Administrator V;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor may provide their own computers and similar equipment in their own offices.

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

The Department has assessed the current staffing profile, and determined that there is not enough capacity to maintain the current and legacy applications, newly implemented modules and applications, and future modules and applications to be transitioned in or out of The Department. These services will be on a temporary as needed bases, based on immediate tasks and deliverables the Department needs to support Wave 3 IT activities for the EPIC EHR.

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

- A. Explain why civil service classes are not applicable.

The Contractor will provide specialized knowledge to work on the new Epic EHR system.

- 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 back-fill and temporary staffing will only be needed during the Wave 3 of the new EHR system. As the new system continues to settle into The Department, existing legacy applications and systems will be decommissioned which will reduce the need for the requested services. In addition, as current City employees receive the needed training, the need for the services will decrease.

6. Additional Information

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not. Yes. The Contractor(s) will provide expertise and specific training as needed in change management, process improvement, gap analysis in workflows, program management and information governance as they relate to a unified electronic health record. Due to the wide-ranging scope of the project, other employees may receive training as required.

- 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 02/22/2023, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Management & Superv Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Professional & Tech Engrs, SFAPP; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse).

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 4th Floor San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48404 - 22/23

DHR Analysis/Recommendation:
 Commission Approval Required
 DHR Approved for 06/05/2023

Civil Service Commission Action:

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: Hiramoto, Kelly (DPH)
Sent: Friday, March 24, 2023 11:57 AM
To: christina@sfmea.com; staff@sfmea.com; criss@sfmea.com
Cc: Longhitano, Robert (DPH); Li, Joanna (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Fw: Receipt of Notice for new PCS over \$100K PSC # 48404 - 22/23
Attachments: 48404-2223 Initial.pdf

Please see Union Notification below. MEA contacts were inadvertently not included in the original notification. Attached please find a copy of PSC 48404-22/23 for reference.

Thank you.

Kelly

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

This message and any attachments are solely for the intended recipient and may contain confidential or privileged information. If you are not the intended recipient, any disclosure, copying, use or distribution of the information included in this message and any attachments is prohibited. If you have received this communication in error, please notify me by reply e-mail and immediately and permanently delete this message and any attachments. Thank you.

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> on behalf of kelly.hiramoto@sfdph.org <kelly.hiramoto@sfdph.org>
Sent: Wednesday, February 22, 2023 11:26 AM
To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; Jason Klumb <Jason.Klumb@seiu1021.org>; snaranjo@cirseiu.org <snaranjo@cirseiu.org>; jennifer.esteen@seiu1021.org <jennifer.esteen@seiu1021.org>; emathurin@cirseiu.org <emathurin@cirseiu.org>; abush@cirseiu.org <abush@cirseiu.org>; sbabaria@cirseiu.org <sbabaria@cirseiu.org>; kcartermartinez@cirseiu.org <kcartermartinez@cirseiu.org>; Thomas Vitale <thomas.vitale@seiu1021.org>; Ricardo.lopez@sfgov.org <Ricardo.lopez@sfgov.org>; Sandeep.lal@seiu1021.me <Sandeep.lal@seiu1021.me>; pscreview@seiu1021.org <pscreview@seiu1021.org>; ablood@cirseiu.org <ablood@cirseiu.org>; david.canham@seiu1021.org <david.canham@seiu1021.org>; jtanner940@aol.com <jtanner940@aol.com>; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; 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>; Li, Joanna (DPH) <joanna.li@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 48404 - 22/23

RECEIPT for Union Notification for PSC 48404 - 22/23 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 48404 - 22/23 for \$12,000,000 for Initial Request services for the period 05/01/2023 – 04/30/2028. 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/19902> 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: Zoll (AED 3) Automated External Defibrillator software to link AED to online and is calle

Funding Source: PUC wide

PSC Duration: 7 years 36 weeks

PSC Amount: \$140,000

1. Description of Work

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

The current Zoll AED (Automated External Defibrillator) used throughout the SFPUC is the AED Plus, this new order will provide the SFPUC with the necessary equipment and service as the currently used AED's expire. The new AED3's will have a cloud based software 'AED3 Navigator' which enables the units to work seamlessly together and receive updates automatically, self-test, and track the unit.

The 'AED3 Navigator' is a comprehensive AED service package that ensures the AED is ready for use in an emergency. This is cloud based program that is wi-fi enabled with self-reporting to enhance existing inspections. Tracks pad and battery expiration, last self-check and readiness status, deployment and other vital information. SFPUC wide will be able to login and see up-to-date information on any specific AED3 unit.

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

Automated external defibrillators (AEDs) are an important lifesaving technology and may have a role to play in treating workplace cardiac arrest. This has been proven as an AED was recently used to save an SFPUC employee's life. The (AEDs) should always be in compliance and ready to deploy in an emergency. The 'AED Navigator' ensures that the unit status is always available for employees in real time. If an issue with the unit arises staff can easily get assistance and/or be provided with a 'loaner unit' quickly.

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.

There has been a previous Contract for the Zoll AED and access to the AED information via the vendor's website. This request is the first time through PSC as the wi-fi ability for self-checking, tracking, and updates which will reflect up to date information is a new technology.

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.

Total seven year contract This is an annual renewal fee that coincides with the purchase of the AED's and matches their contract terms.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The Zoll AEDs must be purchased from manufacturer through an authorized vendor. Once all the serial numbers of AED, division, location and site has been entered into the cloud-based program it is fully automated and there would be no transition.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The purchase of the AEDs manufactured by Zoll has been approved for the purpose of providing consistency throughout the SFPUC. The contractor that met the requirements for procuring the Zoll AEDs also is providing limited customer care with the purchase. Required skills and expertise include: • Knowledge of AED placement, installation, and inspection • Technical knowledge for troubleshooting units and availability within a short time period • Technical knowledge and authorization to provide training on the software • Knowledge of proprietary software and access to it at the appropriate level • Ability to collect and accurately upload data into proprietary software • Knowledge of firmware update protocols and ability to accurately provide updates • Knowledge of and access to specialized software to download records from deployed AEDs

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, vendor will provide new equipment (AED3) for replacing the current units as they expire.

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

The Zoll AED3's went through the bid process and it is not applicable as Zoll AED's are not available through a city vendor. The AED3 Navigator – not applicable, this is sole source and the software component is proprietary to vendor and to the wireless capability on the Zoll AED3.

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

A. Explain why civil service classes are not applicable.

No current classification is performing automatic tracking of AED's. The fact that this will be automatic and tracking website program provided by vendor there is not a job class for this task. The addition of the cloud- based platform for real time information on the new AED3's which removes the need for any manual input would mean the AED is safer and better equipped for an emergency as it is always self-checking.

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 is not a civil service class that could perform the work requested on the Contract. The wireless component is a proprietary software specific to the Zoll AED's that monitors, self-checks, alerts when batteries or pads need replacing, etc on the AED. There is no civil service class that could perform the work requested.

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. If the SFPUC requests the contractor/vendor may come out annually to train staff (no more than 50 employees during this time/15 to 30 minutes.) The staff that would possibly receive the training would be those that may request more information or unfamiliar.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 04/14/2023, 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@sflower.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41496 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/05/2023

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of shale@sfwater.org
To: [dhr-psccordinator@sfgov.org](mailto:Hale, Shawndrea M.; sbabaria@cirseiu.org; andrea@sfmea.com; Camaguey@sfmea.com; Camaguey@sfmea.com; 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; najuawanda.daniels@seiu1021.org; pking@uapd.com; president@sanfranciscodsa.com; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; rmarco@twusf.org; pwilson@twusf.org; cmover@nccrc.org; noah.frigault@sfgov.org; sfdpoa@icloud.com; Mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; janko.laxamana@sfgov.org; jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; tracym@sfpoa.org; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Julie.Meyers@sfgov.org; seichenberger@local39.org; jason.klumb@seiu1021.org; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tienkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Kathy; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Hale, Shawndrea M.; <a href=)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41496 - 22/23
Date: Friday, April 14, 2023 1:25:47 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 41496 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41496 - 22/23 for \$140,000 for Initial Request services for the period 04/21/2023 – 12/31/2030. 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/20193> 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: Construction Management (CM) Staff Augmentation Services for the Treasure Island Water Resource

Funding Source: Sewer System Improvement Program (SSIP) PSC Duration: 4 years 48 weeks

PSC Amount: \$8,000,000

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC), a department of the City and County of San Francisco ("City"), seeks to retain the services of a qualified Proposer to provide construction management (CM) staff augmentation services for the Treasure Island Water Resource Recovery Facility (TIWRRF). As part of the SFPUC's Wastewater Capital Improvement Program (WW CIP), the existing Treasure Island Wastewater Treatment Plant will be replaced with a new wastewater treatment plant to provide reliable wastewater services for the island and to provide for the growing population. The CM staff augmentation services required for the TIWRRF Project includes construction resident engineering and office engineering services, field contract administration, construction contract administration, construction inspection, environmental inspection and project controls services. The SFPUC will manage the staff augmentation team during the construction and closeout phases of this project for a duration under 5 years.

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

The SFPUC does not have the staff resources to perform the required work. These services are needed to ensure compliance with contract specifications, drawings and procedures. Due to the unique complexities of the design and construction required for the Project, the City has determined that the Project requires specialized expertise and skill. If denied, there would not be adequate staff and the necessary CM expertise to manage the construction of this new treatment plant, thus increasing the overall likelihood of poor construction and inadequate performance of the TIWRRF Project.

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 on other projects but none-specific to the TIWRRF project. Similar CM services PSCs include PSC# 44553-16/17.

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:

If and when available, City staff within the SFPUC's Construction Management Bureau will be used to work on the TIWRRF Project CM team. Treatment processes, technologies, and construction delivery methods (e.g. design build) will be introduced in working closely with the TIWRRF Project CM Team, whereby City staff gain wastewater treatment construction experience for future work. This in turn will provide new and innovative designs and construction techniques for future projects. Training workshops will also be included on specialized inspections, code updates and new construction management technologies.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Construction management skills include contract administration, inspection services, contracts management, and project controls with expertise in wastewater treatment facility construction, specifically treatment plant construction, including: contractor means and methods, safety regulations, water quality standards, compliance with State and Federal regulations applicable to the treatment and disposal of sewage and stormwater runoff, system shutdowns and start-up procedures, equipment and performance testing, compliance with the latest building codes, and claims expertise. These specialized skills and knowledge are essential for building the wastewater treatment plant and maintaining treatment services for San Francisco customers during the overall construction period.

B. Which, if any, civil service class(es) normally perform(s) this work? 1426, Senior Clerk Typist; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 6318, Construction Inspector; 6319, Senior Const Inspector;

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 SFPUC has discussed with San Francisco Public Works (SFPW) the potential for obtaining CM services by using its available resources. The SFPUC has previously used and is currently using SFPW resources to support the operation, maintenance, and repair of its existing wastewater treatment facilities located primarily at the Southeast and Oceanside Water Pollution Control Plants but also located throughout San Francisco. For example, SFPW has partnered with the SFPUC to provide all CM staffing resources for its North Shore Pump Station Wet Weather Improvements Project, a project for which professional CM services were originally sought. The SFPUC will continue to partner with SFPW, but on a larger scale, the SFPUC will need to augment its existing CM staffing resources to meet the specialized needs and peak workload demands of WW CIP construction projects.

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

A. Explain why civil service classes are not applicable.

Some work can and will be done by City staff whenever possible. This is a request to “augment” City staff on intermittent, short duration work when City staff is otherwise tasked. Current civil service staff are not always able to perform this scope of services because they don’t always have the specialized experience and/or knowledge required to adequately manage the construction of a large, complex wastewater treatment plant, such as the TIWRRF Project. Construction Engineers and Inspectors are needed to perform the construction management work, and for a wastewater treatment plant, these positions also require specialized skills in the areas of coating inspection, instrumentation & control (I&C), electrical engineering and electrical inspection, and testing, startup, and commissioning. The level of CM resources required for the TIWRRF Project is not a long-term need that would warrant the hiring of new SFPUC personnel; these CM positions are needed in part due to peak workload staffing requirements resulting from the increase of SSIP construction projects in the next 4-8 years. Except for the Project Construction Manager, who’s an SFPUC staff person, the contract is meant to fully augment the project CM team. Once project construction begins, and if an SFPUC or SFPW staff person becomes available, then that person may be assigned to the project to gain experience and training for similar work on future construction projects.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. The specialized needs of construction management for the TIWRRF Project, are not consistent (steady) or long enough in duration to make it feasible to adopt a new civil service 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 contact? If so, please explain what that will entail; if not, explain why not.
No. NO - N/A, this is a one-time construction project and the construction management services supporting the project will not be needed at its completion.

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; SEIU 1021 Miscellaneous; SEIU Local 1021

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# 48361 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/05/2023

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of shale@sfwater.org
To: [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); max.porter@seiu1021.org; sarah.wilson@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; najuawanda.daniels@seiu1021.org; jason.klumb@seiu1021.org; noah.frigault@sfgov.org; Julie.Meyers@sfgov.org; thomas.vitale@seiu1021.org; Ricardo.lopez@sfgov.org; [Basconcillo, Kathy](mailto:Basconcillo,Kathy); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; david.canham@seiu1021.org; jtanner940@aol.com; junko.laxamana@sfgov.org; ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 48361 - 22/23
Date: Wednesday, March 8, 2023 11:07:52 AM

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RECEIPT for Union Notification for PSC 48361 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 48361 - 22/23 for \$8,000,000 for Initial Request services for the period 06/01/2023 – 05/01/2028. 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/19990> 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: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 44553 - 16/17)

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

Type of Service: Sewer System Improvement Program Construction Management Services (PRO.0026,27,28,68,104)

Funding Source: SSIP Funded

PSC Original Approved Amount: \$67,000,000 PSC Original Approved Duration: 03/01/17 - 11/01/25 (8 years 35 weeks)

PSC Mod#1 Amount: \$25,000,000 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$7,000,000 PSC Mod#2 Duration: no duration added

PSC Mod#3 Amount: \$10,000,000 PSC Mod#3 Duration: no duration added

PSC Cumulative Amount Proposed: \$109,000,000 PSC Cumulative Duration Proposed: 8 years 35 weeks

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC) intends to award up to three (3) contracts ranging from \$15 million to \$35 million each to provide professional construction management (CM) services on an as-needed basis to support SFPUC staff on various Sewer System Improvement Program (SSIP) projects. These additional CM services will support existing staff on various SSIP projects including construction of the new headworks and biosolids digester facilities at the Southeast Water Pollution Control Plant (SEP) as well as major improvements and upgrades at other various wastewater treatment facilities. Additionally, as-needed CM staff may be required to support the SFPUC's Construction Management Bureau's organizational effort and may, for example, include adding on a short-term basis, Construction Engineer(s), Inspector(s), Safety Manager(s), and Cost Estimator(s).

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

The SFPUC does not have the staff resources to perform all of the required work nor could enough current staff be transferred from other City departments, e.g., SF Public Works. Additionally, no new hires could be added to meet the timing and/or requirements of the limited duration and specialized expertise for this proposed work effort. If denied, there would not be adequate staff and the necessary CM expertise to manage the construction of these projects, thus increasing the overall likelihood of inadequate performance on SSIP projects, which comprise a multi-billion dollar capital improvement program.

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 44553 - 16/17

D. Will the contract(s) be renewed?

No.

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

The construction of the SSIP projects will span a time period of approximately eight (8) years and eight (8) months. This duration is due in large part to the sequencing of the construction work since the footprint for all of these construction projects is confined primarily to the wastewater treatment facilities located in San Francisco. In short, there is a large volume of construction work to be completed in a very small work area. Consequently, the as-needed CM services will be required throughout this entire construction duration.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The work under this contract requires specialized experience and knowledge to adequately manage the construction associated with large, complex wastewater treatment facilities.

B. Reason for the request for modification:

This PSC is related to SFPUC, Sewer System Improvement Program (SSIP), Construction Management Services. Under this PSC, four (4) contracts have been awarded, PRO.0027, PRO.0028, PRO.0068 and PRO.0104. The original award amount was \$67M, and to date, there have been two (2) modifications for a revised amount of \$99M. The following reflects the current approved amounts for the respective contracts: PRO.0027, Southeast Community Center @ 1550 Evans (\$5M) PRO.0028, New Headworks Facility Construction Management Staff Augmentation Services (\$17M) PRO.0068, Biosolids Digester Facility Construction Management Staff Augmentation Services (\$42M) PRO.0104, Southeast Plant Construction Management Services (\$35M) Modification No.3 (\$10M) is being requested is related to PRO.0028, New Headworks Facility Construction Management Staff Augmentation Services. These services provide Construction Management (CM) services for a new 250 million gallons per day (MGD) Headworks facility at the Southeast Water Pollution Control Plant (SEP). The Headworks is the first treatment process in the liquid wastewater stream and contains the critical solids removal equipment such as the fine screens, grit removal, and odor control systems. Upgrading these systems will improve the downstream treatment. The CM services requested under this modification reflects the increased level of effort needed to support the project through final completion. The increased level of effort is due to changes in project scope and schedule. The increased level of effort is summarized below: • Addition of a Special Inspector to cover the Contractor's planned multiple work shifts. • Addition of an Office Engineer to assist with the multiple work scopes. • Addition of an Assistant Field Contract Administrator to support the increased CM/GC contract administration. • Addition of as-needed material testing services • Addition of inspector overtime based on the Contractor's planned multiple work shifts.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Construction management skills include pre-construction services, contract administration, inspection services, contracts management, and project controls with expertise in the CM/GC project delivery method and in wastewater treatment facility construction including: contractor means and methods, safety regulations, water quality standards, system shutdowns and start-up procedures, equipment and performance testing, compliance with latest building codes, and claims expertise. These specialized skills and knowledge are essential for maintaining treatment plant operations and service to the customers during the overall SSIP construction period.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 6318, Construction Inspector; 6319, Senior Const Inspector;
- 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.
Current civil service classes are not applicable because they do not have the specialized experience and knowledge to adequately manage the construction associated with large, complex wastewater treatment facilities, which are not the kind of projects these classes were set up to handle. Construction Engineers and Inspectors are needed to perform construction management work for SSIP projects, but this level of resources is not a long-term need that would warrant the hiring of new SFPUC personnel.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: The specialized needs of construction management for SSIP projects, e.g., performance testing and start-up activities of wastewater treatment facilities, are not consistent or long enough in duration to make it feasible to adopt a new civil service 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 contact? If so, please explain what that will entail; if not, explain why not.
Training will not be provided. However, the SFPUC has previously used resources from SF Public Works to support the operation, maintenance, and repair of its existing wastewater treatment facilities. As such, the SFPUC and SF Public

Works will continue to partner, but on a larger scale, by augmenting existing CM staff resources to meet the specialized needs and peak workload demands of the SSIP construction projects.

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.
HDR Engineering (PRO.0028)

7. **Union Notification:** On 08/17/20, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

Name: Bill Irwin Phone: 415-934-3975 Email: wirwin@sflower.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44553 - 16/17

DHR Analysis/Recommendation:

09/21/2020

Commission Approval Required

Approved by Civil Service Commission

09/21/2020 DHR Approved for 09/21/2020

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: Professional Services

Funding Source: External Affairs COA

PSC Duration: 4 years 21 weeks

PSC Amount: \$900,000

1. Description of Work

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

1. Support SFPUC in identifying the material environmental, social and governance (ESG) issues for the organization, building an integrated strategy framework, and defining KPIs, targets and a roadmap to achieve impact across SFPUC's value chain. Translate strategic ESG goals into actionable roadmaps and clear implementation plans that are grounded in SFPUC's internal and external stakeholder expectations, business processes and policies, as well as industry best practices.

2. Conduct ESG data collection, benchmarking, industry analysis, and support SFPUC staff to produce initial ESG report and disclosures.

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

The SFPUC is undertaking the development of an ESG framework and inaugural report, which will necessarily include conducting an ESG Materiality Assessment, benchmarking leading practices and standards, ESG science-based target setting and business goal alignment, and the development of a roadmap for ESG impact measurement/metrics, disclosures and reporting. SFPUC staff supporting this new area of work will be able to utilize this RFP to consult subject matter experts for support, including for the specific components listed above. Denial of this professional services contract will prohibit the initiative from advancing without this external technical expertise.

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):

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:

As explained above, the services being sought will be intermittent and on an as-needed basis. SFPUC City staff will direct the additional specialized as needed services identified through the RFP.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Minimum Qualifications identified: A minimum of five (5) years of experience and expertise with environmental, social and governance (ESG) program management, strategy development, design, systems, reporting and implementation. Clearly demonstrate experience in a Principal, Lead Role or subject matter expert on ESG framework and report development, and translating strategic ESG goals into actionable roadmaps and implementation plans. Strong project management experience in developing and/or implementing strategic plans, clear metrics and evaluation systems. The Senior ESG Lead must have supported at least one other water, wastewater, and/or power-related utility or organization in the past with ESG technical support services. Minimum of three (3) relevant, verifiable projects in the last five years, need not be in the same firm.

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?

n/a

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

A. Explain why civil service classes are not applicable.

SFPUC has identified several civil service classifications (0923, 0932) to direct the ESG work, and these employees have requested the additional specialized technical support services that they have identified to successfully complete identified deliverables.

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 contracted scope of work will be for as needed intermittent services requiring technical subject matter expertise.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.

No. No, contractors will not be expected to train City and County 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 04/14/2023, 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# 49132 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/05/2023

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of shale@sfwater.org
To: [Hale, Shawndrea M.](mailto:Hale, Shawndrea M.;); sbabaria@cirseiu.org; andrea@sfmea.com; Camaguey@sfmea.com; Camaguey@sfmea.com; cpark@local39.org; cpark@local39.org; khughes@ibew6.org; ewallace@ifpte21.org; ewallace@ifpte21.org; plangrooferlocal40@gmail.com; rooferlocal40@gmail.com; seichenberger@local39.org; dtuttle@oe3.org; dtubble@oe3.org; pkim@ifpte21.org; najuawanda.daniels@seiu1021.org; pking@uapd.com; president@sanfranciscodsa.com; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; rmarenco@twusf.org; pwilson@twusf.org; cmover@nccrc.org; noah.frigault@sfgov.org; sfdpoa@icloud.com; Mjayne@iam1414.org; [Emanuel, Rachel \(DEM\);](mailto:Emanuel, Rachel (DEM);) laborers261@gmail.com; junko.laxamana@sfgov.org; jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; tracym@sfpoa.org; mleach@ibt856.org; rooferlocal40@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; [Basconcillo, Kathy](mailto:Basconcillo, 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@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfmsa@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.](mailto:Hale, Shawndrea M.;); dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 49132 - 22/23
Date: Friday, April 14, 2023 1:07:44 PM

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RECEIPT for Union Notification for PSC 49132 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 49132 - 22/23 for \$900,000 for Initial Request services for the period 08/01/2023 – 12/31/2027. 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/20194> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

From: [Kyger, Todd](#)
To: [Boilard, Chelsea S](#); [Ng, Melissa](#)
Subject: FW: Environmental, Social and Governance (ESG) program
Date: Monday, April 17, 2023 10:38:46 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[2021 Personal Services Contract Summary Form ESG.docx](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)

fyi

Thank you,
t

Todd Kyger

Project Labor Agreement Administrator, Infrastructure

Workforce & Economic Program Services

Cell: 415-308-0839

Pronouns: he, him, his

sfpuc.org | tkyger@sflower.org



From: Boilard, Chelsea S <CBoilard@sflower.org>
Date: Monday, April 17, 2023 at 10:26 AM
To: Hale, Shawndrea M. <SHale@sflower.org>
Cc: Kyger, Todd <TKyger@sflower.org>
Subject: Fwd: Environmental, Social and Governance (ESG) program

Hi Shawndrea and Todd,

Thanks to you both for helping move this forward so quickly, and it's great that MEA waived the remainder of the review period.

Shawndrea, was just looking at the CSC calendar:

<https://sfdhr.org/sites/default/files/documents/PSCs/2023/PSC-2023-Calendar.pdf>

It looks like we can make the May 15th meeting deadline (with 4/19 deadline to DHR)! How can I support with getting on the cal for the May 15th meeting?

Thank you much,
Chelsea

From: Kyger, Todd <TKyger@sfwater.org>
Sent: Monday, April 17, 2023, 10:08 AM
To: Criss Romero <criss@sfmea.com>
Cc: christina@sfmea.com <christina@sfmea.com>; Boilard, Chelsea S <CBoilard@sfwater.org>; Hale, Shawndrea M. <SHale@sfwater.org>; Ballesteros, Theresa K <TBallesteros@sfwater.org>
Subject: Re: Environmental, Social and Governance (ESG) program

Hi Criss,

Thanks very much for your expedited review and follow up. We appreciate your support and will try to do as suggested in any future requests. Thank you.

Thank you,
t

Todd Kyger

Project Labor Agreement Administrator, Infrastructure

Workforce & Economic Program Services

Cell: 415-308-0839

Pronouns: he, him, his

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cid:image001.png@01D736A1.6DA82690



From: Criss Romero <criss@sfmea.com>
Date: Monday, April 17, 2023 at 9:53 AM
To: Kyger, Todd <TKyger@sfwater.org>
Cc: christina@sfmea.com <christina@sfmea.com>, Boilard, Chelsea S <CBoilard@sfwater.org>, Hale, Shawndrea M. <SHale@sfwater.org>, Ballesteros, Theresa K <TBallesteros@sfwater.org>
Subject: Re: Environmental, Social and Governance (ESG) program

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.

Hello, Todd.

We waive the 30-day review period. We usually receive a link to the PSC database when these requests are submitted, and a hard copy is attached to the link.

Criss Romero

Executive Director



870 Market Street, Suite 490 ~ San Francisco, CA 94102
415.989.7244 voice | 415.971.7701 cell | 415.989.7077 fax
Criss@SFMEA.com
[SFMEA Website](#)

On Fri, Apr 7, 2023 at 4:26 PM Kyger, Todd <TKyger@sfgwater.org> wrote:

Hi Criss and Christina,

The SFPUC is submitting this PSC for **environmental, social and governance (ESG) program professional services** for your expedited review and waiver of the remaining 30-day review period. The PM, Chelsea Boilard, and I are available for any questions or follow up, if necessary. Please feel free to contact either of us if we can offer any clarification or be of service. If you have no objections to this request for services, kindly reply back to this email waiving the remaining review period and we will submit the form to the **PSC Database** for your final sign off, and then work with DHR to calendar the item at the next available Civil Service Commission meeting. Thanks again and look forward to your correspondence.

Thanks, t

Todd Kyger
Project Labor Agreement Administrator, Infrastructure
Workforce & Economic Program Services
Cell: 415-308-0839
Pronouns: he, him, his
sfpuc.org | tkyger@sfgwater.org

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As Needed Mechanical Engineering Services

Funding Source: Departmental Work Orders

PSC Amount: \$9,000,000

PSC Est. Start Date: 06/05/2023

PSC Est. End Date 06/30/2029

1. Description of Work

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

Consultants will provide highly specialized mechanical engineering services and related electrical engineering services that include constructability analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering, power system reliability studies, construction support, peer review validation, and other consultation work. Projects and facilities may include sewage and water treatment plants; pump stations; force mains; hydraulic and pneumatic systems, auxiliary water supply systems (AWSS), related industrial facilities and its appurtenances, heating, ventilation, and air conditioning (HVAC) systems, plumbing systems, fire and life safety systems, and emergency generators systems, surge analysis, energy modeling, and other related mechanical engineering services.

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

Services are needed to assist DPW on difficult or unique projects that require specialized mechanical engineering expertise beyond the capabilities of existing staff, and to meet scheduling demands when the workload exceeds department resources. Denial of this service could result in failure to meet client department requirements and project delays that would increase construction costs. DPW's responsiveness could also be negatively impacted for the mitigation of emergencies such as sewage flooding, water supply service, and fire prevention that affect public health and safety.

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

Services were provided through contracts for As-Needed Mechanical Engineering Services under PSC#4199-06/07 approved on August 6, 2007, PSC#4010-12/13 approved on July 16, 2012, and PSC#41914-19/20 approved on 10/21/2019.

D. Will the contract(s) be renewed?

No

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

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

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

This service will only be required on an as-needed basis when either City staff don't have the capacity to fulfill all project requests, causing delays, or if specialized services are required.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Requires licensed mechanical engineers with expertise and familiarity with public works projects; expertise in current engineering and construction practices such as contract documents, field investigation, constructability analysis, peer reviews, reports and studies; and have the ability to provide service to the City on short notice.
- 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; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The Contractor would provide special equipment, tools, and computer software for energy modeling related tasks.

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

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

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

- A. Explain why civil service classes are not applicable.
Civil service classifications are applicable and City staff will be utilized when feasible. Consultants will only be contacted to meet abrupt scheduling demands when the workload exceeds City resources, or during the occurrence of emergency events.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, Civil Service Classes already exist. The as-needed services are required to augment City staff during peak workload periods, for those projects that require specialized expertise and knowledge.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. Since these mechanical engineering services will only be utilized on as-needed basis either to augment city staff or to work on sporadic highly specialized work, there is no need for consultants to provide training to existing staff.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

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

7. **Union Notification:** On 03/29/2023, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44631 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/05/2023

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
To: [Burns, Alexander \(DPW\); 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; Sy, Don \(DPW\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Burns, Alexander (DPW); 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; Sy, Don (DPW); DHR-PSCCoordinator, DHR (HRD)@ifpte21.org)
Subject: Receipt of Notice for new PCS over \$100K PSC # 44631 - 22/23
Date: Wednesday, March 29, 2023 1:36:05 PM

RECEIPT for Union Notification for PSC 44631 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 44631 - 22/23 for \$9,000,000 for Initial Request services for the period 06/05/2023 – 06/30/2029. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/20116> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPWDept. Code: DPWType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: As-Needed Mechanical Engineering ServicesFunding Source: Departmental Work OrdersPSC Amount: \$3,000,000PSC Est. Start Date: 11/04/2019PSC Est. End Date 12/31/2025**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Consultants will provide highly specialized mechanical engineering services and related electrical engineering services that include constructability analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering, power system reliability studies, construction support, peer review validation, and other consultation work. Projects and facilities may include sewage and water treatment plants; pump stations; force mains; hydraulic and pneumatic systems, auxiliary water supply systems (AWSS), related industrial facilities and its appurtenances, heating, ventilation, and air conditioning (HVAC) systems, plumbing systems, fire and life safety systems, and emergency generators systems, surge analysis, energy modeling, and other related mechanical engineering services.

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

Services are needed to assist PW on difficult or unique projects that require specialized mechanical engineering expertise beyond the capabilities of existing staff, and to meet scheduling demands when the workload exceeds department resources. Denial of this service could result in failure to meet client department requirements and project delays that would increase construction costs. PW's responsiveness could also be negatively impacted for the mitigation of emergencies such as sewage flooding, water supply service, and fire prevention that affect public health and safety.

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

Services were provided through contracts for As-Needed Mechanical Engineering Services under PSC #4199-06/07 approved on August 6, 2007, and PSC #4010-12/13 approved on July 16, 2012.

D. Will the contract(s) be renewed?

No. New RFQ's will be issued.

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

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

2. Reason(s) for the Request**A. Indicate all that apply (be specific and attach any relevant supporting documents):**

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

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

B. Explain the qualifying circumstances:

This service will only be required on an as-needed basis when either City staff don't have the capacity to fulfill all project requests, causing delays, or if specialized services are required. This service will only be utilized on an as-needed basis.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Requires licensed mechanical engineers with expertise and familiarity with public works projects; expertise in current engineering and construction practices such as contract documents, field investigation, constructability analysis, peer reviews, reports and studies; and have the ability to provide service to the City on short notice.
- 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; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The Contractor would provide special equipment, tools, and computer software for energy modeling related tasks.

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

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

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

- A. Explain why civil service classes are not applicable.
Civil service classifications are applicable and City staff will be utilized when feasible. Consultants will only be contacted to meet abrupt scheduling demands when the workload exceeds City resources, or during the occurrence of emergency events.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, Civil Service Classes already exist. The as-needed services are required to augment City staff during peak workload periods, for those projects that require specialized expertise and knowledge.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. No training will be provided, as consultant services are used on an as-needed basis when there is peak workloads for City staff.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

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

7. Union Notification: On 08/23/2019, 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: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41914 - 19/20

DHR Analysis/Recommendation:

action date: 10/21/2019

Commission Approval Required

Approved by Civil Service Commission

10/21/2019 DHR Approved for 10/21/2019



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

July 18, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4004-12/13 THROUGH 4010-12/13 AND 4185-06/07.

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

At its meeting of July 16, 2012 the Civil Service Commission had for its consideration the above matter.

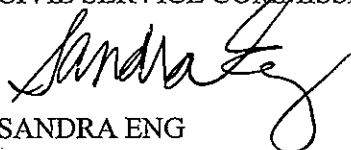
PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

The Commission:

- (1) Adopted the report; Approved the request for PSC #4009-12/13 as amended to reflect that staff will be trained. Notified the Office of the Controller and the Office of Contract Administration.
- (2) Adopted the report; Approved the request for PSC #4185-06/07 as amended to extend duration to June 30, 2016. Notified the Office of the Controller and the Office of Contract Administration.
- (3) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION


SANDRA ENG
Acting Executive Officer

Attachment

- c:
- Parveen Boparai, Municipal Transportation Agency
 - Jesusa Bushong, San Francisco Fire Department
 - Micki Callahan, Human Resources Director
 - Gordon Choy, Department of Public Works
 - Marie de Vera, Department of Human Resources
 - Aleric Degrafinried, Public Utilities Commission
 - Thomas DiSanto, Planning Department
 - Jaci Fong, Office of Contract Administration
 - Shamica Jackson, Public Utilities Commission
 - LaWan Jones, Public Utilities Commission
 - Rebekah Krell, Art Commission
 - William Lee, Department of Emergency Management
 - Brent Lewis, Department of Human Resources
 - Ben Rosenfield, Controller
 - Maria Ryan, Department of Human Resources
 - Commission File
 - Chron

RECEIVED
12 JUL 19 PM 1:15
CIVIL SERVICE COMMISSION

POSTING FOR
7/16/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4009-12/13	40	Public Utilities Commission	Regular	\$14,000,000	Contractor to provide staff, equipment and services to complete environmental monitoring, surveys, and studies; perform field work including sample collection, and resource protection and management tasks; perform and develop tools for data collection, storage, and analysis; and lead research and assessments necessary to prepare reports, designs, figures and maps, studies, technical memorandum, specifications, permit amendments and revisions and other documents to support the SFPUC permit compliance and watershed management activities.	9/1/2012 - 8/31/2016
4010-12/13	90	Public Works	Regular	\$4,500,000	Contractors will perform highly specialized mechanical and electrical engineering tasks that include surge analysis, constructability analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering, power system reliability studies, construction support, peer review validation, and other consultation work. Projects and facilities may include sewage and water treatment plants; pump stations; compressed natural gas (CNG) filling systems; heating, ventilation, and air conditioning (HVAC) systems; emergency generator systems; and emergency services during power outages or rolling blackouts. The Department of Public Works (DPW) intends to award up to three (3) as-needed contracts each not to exceed \$1,500,000.	10/1/2012 - 12/31/2017

Total Amount - Regular: \$24,748,719

RECEIVED
12 JUL 19 PM 1:15
CONTRACT ADMINISTRATION

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 11, 2007

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

TYPE OF REQUEST: [x] INITIAL REQUEST [] MODIFICATION (PSC#)

TYPE OF SERVICE: As-Needed Mechanical Engineering Services

FUNDING SOURCE: Inter-departmental Work Orders

PSC AMOUNT: \$3,000,000 (3 @ \$1,000,000 each) PSC DURATION: 10/1/2007 to 10/1/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Consultants will perform highly specialized mechanical engineering tasks that include surge analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering, and consultation. The types of mechanical facilities and tasks may include sewage and water treatment plants, pump stations, compressed natural gas (CNG) filling systems, and related facilities; heating, ventilation, and air conditioning (HVAC) systems, emergency generator systems and auxiliary water supply (AWSS) systems, and other mechanical related work. The Department of Public Works (DPW) intends to award three (3) contracts, each not to exceed \$1,000,000.

B. Explain why this service is necessary and the consequences of denial: Services are on an as-needed basis to assist DPW on difficult or unique projects that require specialized expertise beyond the capabilities of existing staff, and to meet scheduling demands when the workload exceeds department resources. Denial of this service could result in failure to meet client department requirements and cause delays that may result in additional cost to the City; and could also negatively impact DPW's ability to quickly respond to emergencies such as sewage flooding, intermittent water supply service, fire prevention, and power outages that affect public health and safety.

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): Previous contracts were awarded to CH2Mhill, Inc., Olivia Chen Consultants/Raymond Brooks Engineering, JV, and NBA Engineering/Don Todd Associates, Inc., JV, under PSC#4094-02/03, approved 2/3/2003.

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):

Local 21 Union Name Signature of person mailing/faxing form Date 7-11-2007

Union Name Signature of person mailing/faxing form Date

RFP sent to Local 21 Union Name, on When available Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Licensed mechanical engineers with expertise and familiarity with public works projects; expertise in current engineering and construction practices such as plan, specification, and cost preparation, field investigation, constructability analysis, peer reviews, reports and studies; and have the ability to provide service to the City on short notice.

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

Civil Service classifications 5256, Mechanical Engineer; 5241, Engineer; 5211, Senior Engineer; 5207, Associate Engineer; 5203, Assistant Engineer; 5201, Junior Engineer; 5366, Engineering Associate II; 5346, Mechanical Engineering Associate I; 5344, Mechanical Engineering Assistant; 5342, Mechanical Engineering Assistant I.

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

Yes. Consultants may provide testing equipment for specific tasks.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classifications are applicable and City staff will be utilized to perform the work. Consultants will only be used to meet abrupt scheduling demands that exceed City resources or expertise, and during the occurrence of emergency events.

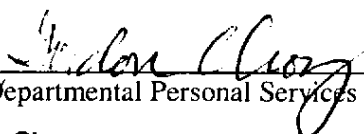
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. Civil Service classes already exist. These services are on an as-needed basis to augment City staff during peak workload periods, or for projects that require specialized expertise and knowledge.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Describe the 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?	<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 personal services contract with your department? <i>Unknown. An RFP will be processed to select the consultants.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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



 Signature of Departmental Personal Services Contract Coordinator
Gordon Choy (415) 554-6230

 Print or Type Name Telephone Number

875 Stevenson Street, Room 420
San Francisco, CA 94103

 Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As Needed Electrical Engineering Services

Funding Source: Departmental Work Orders

PSC Amount: \$7,200,000

PSC Est. Start Date: 06/05/2023

PSC Est. End Date 06/30/2029

1. Description of Work

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

Consultants will perform highly specialized electrical engineering tasks that include surge analysis, constructability analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering, power system reliability studies, construction support, peer review validation, and other consultation work. Projects and facilities may include sewage and water treatment plants; pump stations; compressed natural gas (CNG) filling systems; emergency generator systems; and emergency services during power outages or rolling blackouts.

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

Services are needed to assist Department of Public Works on difficult or unique projects that require specialized electrical engineering expertise beyond the capabilities of existing staff, and to meet scheduling demands when the workload exceeds department resources. Denial of this service could result in failure to meet client department requirements and project delays that would increase construction costs. Department of Public Work's responsiveness could also be negatively impacted for the mitigation of emergencies such as power outages, rolling blackouts, sewage flooding, water supply service, and fire prevention that affect public health and safety.

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

Services were provided through contracts for As-Needed Electrical Engineering Services under PSC#4129-08/09 approved on April 6, 2009, PSC#4010-12/13 approved on July 16, 2012, and PSC#41426-1819 approved on June 17, 2019.

D. Will the contract(s) be renewed?

No

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

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This service will only be required on an as-needed basis when either City staff don't have the capacity to fulfill all project requests, causing delays, or if specialized services are required.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Requires licensed electrical engineers with expertise and familiarity with public works projects; expertise in current engineering and construction practices such as contract documents, field investigation, constructability analysis, peer reviews, reports and studies; and have the ability to provide service to the City on short notice.
- 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; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The Contractor would provide testing equipment for specific tasks.

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

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

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

- A. Explain why civil service classes are not applicable.
Civil service classifications are applicable and City staff will be utilized when feasible. Consultants will only be contacted to meet abrupt scheduling demands when the workload exceeds City resources, or during the occurrence of emergency events.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, Civil Service Classes already exist. The as-needed services are required to augment City staff during peak workload periods, for those projects that require specialized expertise and knowledge.

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. Since these electrical engineering services will only be utilized on as-needed basis either to augment city staff or to work on sporadic highly specialized work, there is no need for consultants to provide training to existing staff.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 03/29/2023, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46269 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/05/2023

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
To: [Burns, Alexander \(DPW\); amakayan@ifpte21.org; ewallace@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; erbach@ifpte21.org; l21pscreview@ifpte21.org; Sy, Don \(DPW\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Burns, Alexander (DPW); amakayan@ifpte21.org; ewallace@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; erbach@ifpte21.org; l21pscreview@ifpte21.org; Sy, Don (DPW); DHR-PSCCoordinator, DHR (HRD)@ifpte21.org)
Subject: Receipt of Notice for new PCS over \$100K PSC # 46269 - 22/23
Date: Wednesday, March 29, 2023 10:15:04 AM

RECEIPT for Union Notification for PSC 46269 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 46269 - 22/23 for \$7,200,000 for Initial Request services for the period 06/05/2023 – 06/30/2029. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/20118> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPWDept. Code: DPWType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: As-Needed Electrical Engineering ServicesFunding Source: Departmental Work OrdersPSC Amount: \$4,200,000PSC Est. Start Date: 05/06/2019PSC Est. End Date 06/30/2025**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Consultants will perform highly specialized electrical engineering tasks that include surge analysis, constructability analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering, power system reliability studies, construction support, peer review validation, and other consultation work. Projects and facilities may include sewage and water treatment plants; pump stations; compressed natural gas (CNG) filling systems; emergency generator systems; and emergency services during power outages or rolling blackouts.

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

Services are needed to assist DPW on difficult or unique projects that require specialized electrical engineering expertise beyond the capabilities of existing staff, and to meet scheduling demands when the workload exceeds department resources. Denial of this service could result in failure to meet client department requirements and project delays that would increase construction costs. DPW's responsiveness could also be negatively impacted for the mitigation of emergencies such as power outages, rolling blackouts, sewage flooding, water supply service, and fire prevention that affect public health and safety.

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

Services were provided through contracts for As-Needed Electrical Engineering Services under PSC#4129-08/09 approved on April 6, 2009, and PSC#4010-12/13 approved on July 16, 2012

D. Will the contract(s) be renewed?

No. New RFQ's will be issued.

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

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

2. Reason(s) for the Request**A. Indicate all that apply (be specific and attach any relevant supporting documents):**

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

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

B. Explain the qualifying circumstances:

This service will only be required on an as-needed basis when either City staff don't have the capacity to fulfill all project requests, causing delays, or if specialized services are required.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Requires licensed electrical engineers with expertise and familiarity with public works projects; expertise in current engineering and construction practices such as contract documents, field investigation, constructability analysis, peer reviews, reports and studies; and have the ability to provide service to the City on short notice.
- 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; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The Contractor would provide testing equipment for specific tasks.

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

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

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

- A. Explain why civil service classes are not applicable.
Civil service classifications are applicable and City staff will be utilized when feasible. Consultants will only be contacted to meet abrupt scheduling demands when the workload exceeds City resources, or during the occurrence of emergency events.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, Civil Service Classes already exist. The as-needed services are required to augment City staff during peak workload periods, for those projects that require specialized expertise and knowledge.

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. Zero hours. None and Zero.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

No.

7. **Union Notification:** On 04/19/2019, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Management & Superv Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

Address: 1155 Market Street San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41426 - 18/19

DHR Analysis/Recommendation:

action date: 06/17/2019

Commission Approval Required

Approved by Civil Service Commission

06/17/2019 DHR Approved for 06/17/2019



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

July 18, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4004-12/13 THROUGH 4010-12/13 AND 4185-06/07.

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

At its meeting of July 16, 2012 the Civil Service Commission had for its consideration the above matter.

PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

The Commission:

- (1) Adopted the report; Approved the request for PSC #4009-12/13 as amended to reflect that staff will be trained. Notified the Office of the Controller and the Office of Contract Administration.
- (2) Adopted the report; Approved the request for PSC #4185-06/07 as amended to extend duration to June 30, 2016. Notified the Office of the Controller and the Office of Contract Administration.
- (3) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION


SANDRA ENG
Acting Executive Officer

Attachment

- c:
- Parveen Boparai, Municipal Transportation Agency
 - Jesusa Bushong, San Francisco Fire Department
 - Micki Callahan, Human Resources Director
 - Gordon Choy, Department of Public Works
 - Marie de Vera, Department of Human Resources
 - Aleric Degrafinried, Public Utilities Commission
 - Thomas DiSanto, Planning Department
 - Jaci Fong, Office of Contract Administration
 - Shamica Jackson, Public Utilities Commission
 - LaWan Jones, Public Utilities Commission
 - Rebekah Krell, Art Commission
 - William Lee, Department of Emergency Management
 - Brent Lewis, Department of Human Resources
 - Ben Rosenfield, Controller
 - Maria Ryan, Department of Human Resources
 - Commission File
 - Chron

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12 JUL 19 PM 1:15
CIVIL SERVICE COMMISSION

POSTING FOR
7/16/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4009-12/13	40	Public Utilities Commission	Regular	\$14,000,000	Contractor to provide staff, equipment and services to complete environmental monitoring, surveys, and studies; perform field work including sample collection, and resource protection and management tasks; perform and develop tools for data collection, storage, and analysis; and lead research and assessments necessary to prepare reports, designs, figures and maps, studies, technical memorandum, specifications, permit amendments and revisions and other documents to support the SFPUC permit compliance and watershed management activities.	9/1/2012 - 8/31/2016
4010-12/13	90	Public Works	Regular	\$4,500,000	Contractors will perform highly specialized mechanical and electrical engineering tasks that include surge analysis, constructability analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering, power system reliability studies, construction support, peer review validation, and other consultation work. Projects and facilities may include sewage and water treatment plants; pump stations; compressed natural gas (CNG) filling systems; heating, ventilation, and air conditioning (HVAC) systems; emergency generator systems; and emergency services during power outages or rolling blackouts. The Department of Public Works (DPW) intends to award up to three (3) as-needed contracts each not to exceed \$1,500,000.	10/1/2012 - 12/31/2017

Total Amount - Regular: \$24,748,719

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12 JUL 19 PM 1:15
CONTRACT ADMINISTRATION

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 4, 2009

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

TYPE OF REQUEST: [x] INITIAL REQUEST [] MODIFICATION (PSC#)

TYPE OF SERVICE: Electrical Engineering Services on an As-Needed Basis

FUNDING SOURCE: Departmental Work Orders

PSC AMOUNT: \$3,000,000.00 PSC DURATION: July 31, 2009 to October 31, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Consultants will perform highly specialized electrical engineering tasks that include constructability analysis, power system reliability studies, construction support, peer review validation, reports, and consultation for various types of public works projects. Additionally, consultants will provide services and recommendations during emergency events, such as power outages, rolling blackouts, etc. The Department of Public Works (DPW) intends to award three (3) as-needed contracts worth \$1,000,000 each.

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

Services are needed to assist DPW on difficult or unique projects that require specialized expertise beyond the capabilities of existing staff and to meet scheduling demands when the workload exceeds department resources. Denial of this service could result in failure to meet client department requirements and project delays that would increase construction costs. DPW's responsiveness could also be negatively impacted during the mitigation of emergencies such as power outages and rolling blackouts.

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):

Services were provided through contracts for As-Needed Electrical Engineering Services under PSC# 4075-05/06, approved on February 6, 2006.

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):

Local 21 Union Name Signature of person mailing/faxing form Date 3/04/09

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Requires licensed electrical engineers with expertise and familiarity with public works projects; expertise in current engineering and construction practices, such as plan, specification, and cost estimate preparation, field investigation, constructability analysis, peer reviews, reports and studies, and the ability to provide professional services to the City on short notice, such as during mitigation of power outage emergencies or rolling blackouts.

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

Engineering classifications which normally perform this work include: 5203 Assistant Engineer (Electrical); 5207 Associate Engineer (Electrical); 5241 Engineer (Electrical); and 5211 Senior Engineer (Electrical).

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

Yes. The Contractor would provide testing equipment for specific tasks.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Some Civil Service classes are not able to do the more specialized work on difficult or unique projects that require expertise beyond the capabilities of existing staff. However, City staff will be utilized when feasible. Consultants will only be contacted to meet abrupt scheduling demands, when the workload exceeds department resources, when projects require specialized expertise, or during the occurrence of emergency events.

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

No, Civil Service Classes already exist. The as-needed services are required to augment City staff during peak workload periods, for those projects that require specialized expertise and knowledge, and emergency situations such as power outages and rolling blackouts.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Describe the 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?	<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 personal services 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:

Gordon Choy

 Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

 Print or Type Name

(415) 554-6230

 Telephone Number

875 Stevenson Street, Room 420
San Francisco, CA 94103

 Address

Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN

Dept. Code: ADM

Type of Request: Initial Modification of an existing PSC (PSC # 45177 - 19/20)

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

Type of Service: Integrated Pest Management

Funding Source: General Fund

PSC Original Approved Amount: \$7,500,000 PSC Original Approved Duration: 07/01/21 - 06/30/26 (5 years)

PSC Mod#1 Amount: \$9,130,000 PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$16,630,000 PSC Cumulative Duration Proposed: 5 years

1. Description of Work

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

Contractor will provide a comprehensive structural Integrated Pest Management (IPM) program to be implemented City wide at various City facilities in order to achieve long-term, cost-effective, and environmentally sound pest control. The IPM services will employ a mix of biological, mechanical/physical, educational, and least toxic chemical strategies and tactics to control pests on City property. Contractor will utilize mechanical, physical, and chemical controls; monitor pest populations; keep records/logs of infestations; comply with the San Francisco IPM ordinance; and control mosquito and rat populations on City streets and in sewers.

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

The City needs as-needed integrated pest management services in order to control pests in an efficient, cost effective, and environmentally sound manner. A denial of these services would lead to increased pest numbers that will certainly cause damage and nuisance to City property, and create risks to public health and safety such as West Nile virus, various rat-borne diseases, and contamination of food by cockroaches.

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 45177 - 19/20

D. Will the contract(s) be renewed?

If needed.

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:

This is a Citywide contract used by many departments based on their needs. Work is as needed. Contractor has specialized equipment necessary to perform tasks required.

B. Reason for the request for modification:

Requesting an increased amount to \$16,630,000.00 and no change in the end date of 06/30/2026, a 5-year duration. The original approved amount is insufficient to cover services up until the end date of 6/30/2026

because the City departments have doubled the usage of the services in Fiscal Year 2023.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise in the implementation of IPM programs that emphasize the use of least toxic methods/tactics. Possession of numerous licenses and certifications from State agencies such as the California Department of Pesticide Regulation, California Department of Fish and Game, and the California Structural Pest Control Board. Licenses include Structural Pest Control Company license issued by California Structural Pest Control Board, California Structural Pest Control Board Operator's License, Applicator licenses Branch 2 from California Structural Pest Control Board or Qualified Applicator Licenses from California Department of Pesticide Regulation, California Field Representative licenses and Category K license from California Department of Pesticide Regulation.
- B. Which, if any, civil service class(es) normally perform(s) this work? 3424, Integrated Pest Mgmt Specialist; 3425, Senior Integrated Pest Mgmt Sp;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, Contractor will provide a variety of specialized sprayers, vacuums, dust injection equipment, and inspections and identification equipment.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Civil Service positions do not provide the specialized range of pest control services that are needed for this work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, the work will be done on an as-needed basis by a variety of the Contractor's employees such as specialists in rats, mosquitoes or other different pests. It would not be practical to adopt civil service classes with these different specialties and licensing required.

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.
Please see training memorandum attached.
- 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.
Current contractor will continue to provide the service.

7. **Union Notification:** On 05/03/23, the Department notified the following employee organizations of this PSC/RFP request:
Laborers, Local 261;

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

Name: Lynn Khaw Phone: 4155546296 Email: lynn.khaw@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45177 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/05/2023

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of lynn.khaw@sfgov.org
To: [Khaw, Lynn \(ADM\); laborers261@gmail.com; DHR-PSCCoordinator, DHR \(HRD\)](mailto:Khaw, Lynn (ADM); laborers261@gmail.com; DHR-PSCCoordinator, DHR (HRD))
Subject: Receipt of Modification Request to PSC # 45177 - 19/20 - MODIFICATIONS
Date: Wednesday, May 3, 2023 5:51:24 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a modification request for a Personal Services Contract (PSC) for \$9,130,000 for services for the period May 3, 2023 – June 30, 2026. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/20262>

Email sent to the following addresses: laborers261@gmail.com

Additional Attachment(s)

July 14, 2020

MEMORANDUM

TO: Honorable Civil Service Commission

FROM: Joan Lubamersky, Contracts Coordinator
Office of the City Administrator

SUBJ: Training Memorandum Pest Control Services Contract
PSC 45177 19-20

Training will vary among various City employees, depending on their position and responsibilities.

When pest control services were first offered, training was provided to approximately 100 City employees including

- Maintenance Managers Class 7263
- Carpenters Classes 7266 and 7272
- Airport Facilities Services Managers Class 9248

For this contract, the vendor will provide 4-hour annual training to new property managers. The vendor will also attend monthly technical advisory meetings which are two hours long (24 hours total per year). The vendor will also provide one-hour ad hoc training as part of the work done by the Department of the Environment with the Mayor's Office of Housing and Community Development low income housing programs.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Integrated Pest Management

Funding Source: General Fund

PSC Duration: 5 years

PSC Amount: \$7,500,000

1. Description of Work

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

Contractor will provide a comprehensive structural Integrated Pest Management (IPM) program to be implemented City wide at various City facilities in order to achieve long-term, cost-effective, and environmentally sound pest control. The IPM services will employ a mix of biological, mechanical/physical, educational, and least toxic chemical strategies and tactics to control pests on City property. Contractor will utilize mechanical, physical, and chemical controls; monitor pest populations; keep records/logs of infestations; comply with the San Francisco IPM ordinance; and control mosquito and rat populations on City streets and in sewers.

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

The City needs as-needed integrated pest management services in order to control pests in an efficient, cost effective, and environmentally sound manner. A denial of these services would lead to increased pest numbers that will certainly cause damage and nuisance to City property, and create risks to public health and safety such as West Nile virus, various rat-borne diseases, and contamination of food by cockroaches.

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

This service has been provided under PSC 49918 – 16/17

D. Will the contract(s) be renewed?

If needed.

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:

This is a Citywide contract used by by many departments based on their needs. Work is as needed. Contractor has specialized equipment necessary to perform tasks required.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise in the implementation of IPM programs that emphasize the use of least toxic methods/tactics. Possession of numerous licenses and certifications from State agencies such as the California Department of Pesticide Regulation, California Department of Fish and Game, and the California Structural Pest Control Board. Licenses include Structural Pest Control Company license issued by California Structural Pest Control Board, California Structural Pest Control Board Operator's License, Applicator licenses Branch 2 from California Structural Pest Control Board or Qualified Applicator Licenses from California Department of Pesticide Regulation, California Field Representative licenses and Category K license from California Department of Pesticide Regulation.
- B. Which, if any, civil service class(es) normally perform(s) this work? 3424, Integrated Pest Mgmt Specialist; 3425, Senior Integrated Pest Mgmt Sp;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, Contractor will provide a variety of specialized sprayers, vacuums, dust injection equipment, and inspections and identification equipment.

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

These services do not exist within City departments.

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 do not provide the specialized range of pest control services that are needed for this work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the work will be done on an as-needed basis by a variety of the Contractor's employees such as specialists in rats, mosquitoes or other different pests. It would not be practical to adopt civil service classes with these different specialties and licensing required.

6. Additional Information

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

7. Union Notification: On 07/14/2020, the Department notified the following employee organizations of this PSC/RFP request:
Laborers, Local 261

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45177 - 19/20

DHR Analysis/Recommendation:

action date: 10/05/2020

Commission Approval Required

Approved by Civil Service Commission

10/05/2020 DHR Approved for 10/05/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request: Initial Modification of an existing PSC (PSC # 4074 09/10)

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

Type of Service: Professional Architectural and Engineering Services for the Final Design and Construction of t

Funding Source: Federal Funds, Local Sales Tax, State Funds

PSC Original Approved Amount: \$39,949,959 PSC Original Approved Duration: 01/15/10 - 03/31/19 (9 years 10 weeks)

PSC Mod#1 Amount: \$7,950,658 PSC Mod#1 Duration: 12/21/11-04/04/20 (1 year 5 days)

PSC Mod#2 Amount: \$10,000,000 PSC Mod#2 Duration: 04/01/19-10/31/23 (3 years 30 weeks)

PSC Mod#3 Amount: no amount added PSC Mod#3 Duration: 06/30/23-07/01/24 (34 weeks 6 days)

PSC Cumulative Amount Proposed: \$57,900,617 PSC Cumulative Duration Proposed: 14 years 24 weeks

1. Description of Work

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

The Phase 2, Central Subway Project consultant will provide final design of the three underground subway stations (Moscone, Union Square Market Street, and Chinatown) and construction services as follows: Contract design management; Verify/validate existing preliminary engineering design; Verify cost and schedule for each construction contract; Complete the final design for the stations; Prepare construction contract documents for; Moscone, Union Square Market Street and Chinatown stations contract; Provide engineering support during construction; Provide as-needed engineering support during construction review and respond to technical submittals from contractors; Review and respond to proposed changes; Perform field visits and observations to verify design compliance and/or assist in resolving issues; Witness and approve factory testing of manufactured equipment and materials; Update design drawings as a result of responses to request for information, submittals and changes; Assemble operations and maintenance manuals; Prepare conformed plans and specifications upon contract completion; Implement the quality assurance/quality control program with procedures.

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

The complexity of the Central Subway Project, which will include tunneling, mined excavation and cut-and-cover construction in proximity to sensitive urban structures and facilities, poses significant coordination, management, design and construction challenges to the City. The City does not have the specialized expertise or staff resources to perform all services necessary for a project of this size and complexity. Given the substantial capital investment in the Central Subway and the target project completion schedule of 2018, it is in the best interest of the City to engage a qualified consultant with specific experience and expertise in transit tunnel and utility relocation design, construction oversight and related professional services for the execution of the Central Subway phase of the Third Street LRT Project. Failure to adequately staff a project of this size and complexity will jeopardize the receipt of \$948.4 million dollars in Federal New Start Funding.

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

Yes

D. Will the contract(s) be renewed?

No

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

The duration requested is less than 5 years.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Underground station final design involves specialized services not currently within the capability and capacity of the City staff.

B. Reason for the request for modification:

An extension of the Agreement to July 1, 2024, allows the Consultant to assist the SFMTA to complete the follow-on works to the main construction contract. These works are additional and/or changes to the main construction contract. These tasks were not assigned to the main Contractor to perform.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Engineering final design expertise of underground tunnels, both mined and cut and cover stations, trackway, catenary systems, electrical power transmission systems, signaling systems, traffic, roadways, communication systems and architectural systems.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer; 6318, Construction Inspector; 6319, Senior Const Inspector;
- 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.
Underground station final design involves specialized services not currently within the capability and capacity of the City staff. However, civil service classes at SFMTA and DPW will perform major portions of the final design and will perform construction management support as the final design is completed and the program advances into construction.
- 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. Most of the technical expertise required for the final design is currently included in existing engineering classifications 5203 Assistant Engineer, 5207 Associate Engineer, and 5241 Engineer. The specialized technical expertise not included in those classes will be required for a short time for this project alone and will not be needed after this project is completed and operational.

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.
N/A. Training is not in the scope of the design contract.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
Yes, FTA requires that all professional services contract
- 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.
Yes, BOS Res 68-10
- 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 05/04/23, 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: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4074 09/10

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 06/05/2023

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccoordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Thursday, May 4, 2023 4:30 PM
To: Nuque, Amy; 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; dhr-psccoordinator@sfgov.org
Subject: Receipt of Modification Request to PSC # 4074 09/10 - MODIFICATIONS

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

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period June 30, 2023 – July 1, 2024. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrrupal/node/11775>
Email sent to the following addresses: L21PSCReview@ifpte21.org
eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org
tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com
ecassidy@ifpte21.com ewallace@ifpte21.org

Additional Attachment(s)

SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS

RESOLUTION No. 09-202

WHEREAS, Design and construction of the 1.75-mile Central Subway ("Central Subway Project") is Phase 2 of the Third Street Light Rail Transit Project; and,

WHEREAS, The San Francisco Municipal Transportation Agency (SFMTA) Board of Directors adopted Resolution No 02-144 on June 7, 2005, which selected the Fourth Street alignment as the Locally Preferred Alternative for the Central Subway Project, which alternative will be carried through the Supplemental Environmental Impact Statement/Environmental Impact Report ("SEIS/SEIR") and the federal New Starts Process; and,

WHEREAS, The SFMTA Board of Directors adopted Resolution No. 08-029 on February 19, 2008, selecting the Central Subway Project Alternative 3B, Fourth/Stockton Alignment with semi-exclusive surface rail operations on Fourth Street, as the Locally Preferred Alternative; and,

WHEREAS, The San Francisco Planning Commission adopted Motion No. M-17668 on August 7, 2008, certifying completion of the Central Subway Final Supplemental Environmental Impact Report; and,

WHEREAS, The SFMTA Board of Directors, adopted Resolution No. 08-150 on August 19, 2008 adopting Central Subway Project Alternative 3B, Fourth/Stockton Alignment with semi-exclusive surface rail operations on Fourth Street and a construction variant to extend the tunnel another 2,000 feet north of Jackson Street, the CEQA Findings and Statement of Overriding Considerations for the SEIS/SEIR and the Mitigation Monitoring and Reporting Plan; and,

WHEREAS, The SFMTA Board of Directors adopted Resolution No. 09-055 on April 7, 2009, authorizing the Executive Director/CEO to issue a Request for Proposals (RFP) for Contract No. CS-155 for Professional Architectural and Engineering Services for the Final Design and Construction of the Central Subway Project, evaluate proposals, select the highest-ranking proposal, and negotiate a contract for Contract No. CS-155, Professional Architectural and Engineering Services for the Final Design and Construction Phases of Central Subway.

WHEREAS, The anticipated complexity of the Central Subway Project, in proximity to sensitive urban structures and facilities, poses significant design, coordination, and construction challenges to the City; and,

WHEREAS, The City does not have the specialized expertise or staff resources to design and manage a project of this size and intricacy; and,

WHEREAS, The SFMTA conducted a competitive selection process, and Central Subway Design Group was selected as the most qualified proposer; and,

WHEREAS, Staff and Central Subway Partners have engaged in a detailed contract negotiation to determine the costs and resources necessary to provide the Central Subway Project comprehensive engineering, construction support and related services for station design; and,

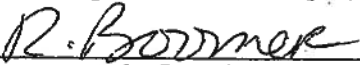
WHEREAS, Execution of the contract is contingent upon approval of the Civil Service Commission and the Board of Supervisors; and,

WHEREAS, The Contract will assist SFMTA in meeting the objectives of Goal No. 1 of the Strategic Plan -- to provide safe, accessible, clean, environmentally sustainable service and encourage the use of auto-alternative modes through the Transit First policy; Goal No. 2 -- to improve transit reliability; Goal No. 3 --to improve economic vitality through improved regional transportation; and Goal No. 4 -- to ensure the efficient and effective use of resources; now, therefore, be it

RESOLVED, That the SFMTA Board of Directors authorizes the Executive Director/CEO to execute Contract CS-155-2, Architectural and Engineering services for the Final Design and Construction of the Central Subway Project – Station Design, with Central Subway Design Group, a joint venture between Parsons Brinkerhoff, Inc. and Michael Willis Architecture, Inc. and Kwan Hemni Architecture, Inc., for an amount not to exceed \$39,949,959 for all base and optional contract work to complete the final design of the Central Subway Stations, and for a term not to exceed ten years, with an option to extend the term for an additional two years; all options to be exercised by the Agency by the approval of the Executive Director/CEO; and be it

FURTHER RESOLVED, That the SFMTA Board of Directors recommends Contract CS-155-2 to the Board of Supervisors for its approval.

I certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of DEC 01 2009.


Secretary to the Board of Directors
San Francisco Municipal Transportation Agency

09 DEC 03 11:10:33

Gevin Newsom | Mayor
Rev. Dr. James McCray Jr. | Chairman
Tom Nolan | Vice-Chairman
Cameron Beach | Director
Shirley Breyer Black | Director
Malcolm Heinicke | Director
Jerry Lee | Director
Bruce Oka | Director
Nathaniel P. Ford, Sr. | Executive Director/CEO

DATE: January 26, 2009
TO: Harlan L. Kelly, Assistant General Manager
San Francisco Public Utilities Commission
FROM: Mario Gallardo *a/b*
Contract Management Office
SUBJECT: Architectural and Engineering Services

The San Francisco Municipal Transportation Agency (SFMTA) seeks to obtain Architectural and Engineering Services for the SFMTA's Central Subway Project, Phase 2 of the Third Street Light Rail Project. Our current plan is to contract for these services through a contract for a term not to exceed ten years.

The SFMTA's primary objective is to obtain resources and expertise to supplement the Agency's staff by contracting with a professional services firm recognized for its ability to provide both architectural and engineer design, and construction support services for large complex projects.

Attached is the scope of services of our proposed contract.

Please check the appropriate box below and return via fax or mail by February 13, 2009.

- Our department does not have adequate staff with the required special skills to provide SFMTA the described services for the time period described above.
- Our department has civil service employees available to meet SFMTA needs for the time period described above for the following services:

Signed: *Harlan L. Kelly*

If you have any questions, please call Mario Gallardo at (415) 701-4348. Thank you for your assistance.

Attachment

cc: Gling Louie
Shahnam Farhangi
John Funghi

Gavin Newsom | Mayor
 Rev. Dr. James McCray Jr. | Chairman
 Tom Nolan | Vice-Chairman
 Cameron Beach | Director
 Shirley Boyer Black | Director
 Malcolm Heinicke | Director
 Jerry Lee | Director
 Bruce Oka | Director
 Nathaniel P. Ford, Sr. | Executive Director/CEO

DATE: January 26, 2009
 TO: Edward Byrne, Chief Harbor Engineer
 Port of San Francisco
 FROM: Mario Gallardo *d/g*
 Contract Management Office
 SUBJECT: Architectural and Engineering Services

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Please check the appropriate box below and return via fax or mail by February 13, 2009.

- Our department does not have adequate staff with the required special skills to provide SFMTA the described services for the time period described above.
- Our department has civil service employees available to meet SFMTA needs for the time period described above for the following services:

Signed: *Edward F. Byrne*

If you have any questions, please call Mario Gallardo at (415) 701-4348. Thank you for your assistance.

Attachment
 cc: Ging Louie
 Shahnam Farhangi
 John Funghi

MTA Municipal Transportation Agency

Gavin Newsom | Mayor
Ray Dr. James McCray Jr. | Chairman
Tom Nolan | Vice Chairman
Cameron Beech | Director
Shirley Byrnes Black | Director
Malcolm Henneke | Director
Jerry Lee | Director
Bruce Oka | Director
Nathaniel P. Ford, Sr. | Executive Director/CEO

DATE: January 26, 2009
TO: Ernie Eavis, Deputy Airport Director
San Francisco Airport Commission
FROM: Mario Gallardo *alg*
Contract Management Office
SUBJECT: Architectural and Engineering Services

The San Francisco Municipal Transportation Agency (SFMTA) seeks to obtain Architectural and Engineering Services for the SFMTA's Central Subway Project, Phase 2 of the Third Street Light Rail Project. Our current plan is to contract for these services through a contract for a term not to exceed ten years.

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Attached is the scope of services of our proposed contract

Please check the appropriate box below and return via fax or mail by February 13, 2009.

- Our department does not have adequate staff with the required special skills to provide SFMTA the described services for the time period described above
- Our department has civil service employees available to meet SFMTA needs for the time period described above for the following services:

Signed *E. Eavis*

If you have any questions, please call Mario Gallardo at (415) 701-4348. Thank you for your assistance.

Attachment
cc: Ging Louie
Shahnam Farhangi
John Funghi

Gavin Newsom | Mayor
 Rev. Dr. James McGray Jr. | Chairman
 Tom Nolan | Vice-Chairman
 Cameron Beach | Director
 Stanley Breyer Black | Director
 Malcolm Feinuckle | Director
 Jerry Lee | Director
 Bruce Oka | Director
 Nathaniel P. Ford, Sr. | Executive Director/CEO

DATE: January 26, 2009 *PEG DIVINE*
TO: ~~James CMA~~ Bureau Manager
 San Francisco Department of Public Works (BOE)
FROM: Mario Gallardo *o/g*
 Contract Management Office
SUBJECT: Architectural and Engineering Services

The San Francisco Municipal Transportation Agency (SFMTA) seeks to obtain Architectural and Engineering Services for the SFMTA's Central Subway Project, Phase 2 of the Third Street Light Rail Project. Our current plan is to contract for these services through a contract for a term not to exceed ten years.

The SFMTA's primary objective is to obtain resources and expertise to supplement the Agency's staff by contracting with a professional services firm recognized for its ability to provide both architectural and engineer design, and construction support services for large complex projects.

Attached is the scope of services of our proposed contract.

Please check the appropriate box below and return via fax or mail by February 13, 2009.

- Our department does not have adequate staff with the required special skills to provide SFMTA the described services for the time period described above.
- Our department has civil service employees available to meet SFMTA needs for the time period described above for the following services:

_____ *Margaret (Peg) Divine 2/13/09, Mgr BOE*

Signed *[Signature]*

 MARK DOLAN, AIA

If you have any questions, please call Mario Gallardo at (415) 701-4348. Thank you for your assistance.

Attachment
 cc: Ging Louie
 Shahnam Farhangi
 John Funghi

09 DEC -3 PM 10:43

City and County of San Francisco



Gavin Newsom, Mayor
Fuad Sweis, City Engineer &
Deputy Director

(415) 558-4030
FAX (415) 558-4519
http://www.sfdpw.com

Department of Public Works
Bureau of Engineering
30 Van Ness Avenue, 5th Floor
San Francisco, CA 94102-6020

Peg Divlne, Bureau Manager

MEMORANDUM

TO: Mario Gallardo
SFMTA Contract Management Office

DATE: February 13, 2009

FROM: Margaret (Peg) Divlne
Peg Divlne
DPW BOE Bureau Manager

SUBJECT: Architectural and Engineering
Services – Central Subway Project,
Phase 2

Mark Dotlan
DPW BOA Assistant Bureau Manager

The Department of Public Works, Bureaus of Architecture and Engineering have received your memo regarding the SFMTA's plans to obtain Architectural and Engineering Services. We have reviewed the RFP and have the following comments:

BOE & BOA will not be able to provide following core tasks based on Section 2.3.1 (Page 22) as outlined under RFP Contract # CS-155:

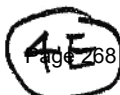
- 1) Train Control & Routing System (system task), including destination signs & audible announcements to station PA systems
- 2) Tunnel radio systems (system task)
- 3) Signage
- 4) Testing & training programs & requirements for O&M manuals and spare parts, including materials, components, subsystem & systems testing, training and advanced commission requirements for each contract. Define testing requirements in support of integration of components, subsystems and systems. Prepare commissioning, startup test and system cutover plans and requirements for each contract.
- 5) Integration into design of and assistance to Arts program
- 6) Safety & Security Certification of the Design. Provide Safety & Security Checklists for all certifiable elements of the Design as needed to fully certify Safety & Security compliance of Design. Verify & document the compliance of design with safety-related checklists, plans and procedures at the completion of design. Implement Hazard management process for design & resolve all design safety hazards. Prepare Certificate of Compliance for each certifiable element upon satisfactory completion and issue the Safety & Security Verification Certification Report for Design. Review with SFMTA Staff to ensure the compliance to agency requirements. Develop safety/security certification specification conformance checklist(s) for each of the Construction Contract Packages going out to bid. Selected Proposer will also be required to prepare checklists to cover items that are part of the design being performed by

"IMPROVING THE QUALITY OF LIFE IN SAN FRANCISCO" We are dedicated individuals committed to teamwork, customer service and continuous improvement in partnership with the community.

Customer Service

Teamwork

Continuous Improvement



City staff. The checklists for each construction contract will be used by the PM/CM during construction to ensure that certifiable safety/security items are built in accordance with the design.

- 7) Perform inspections/surveys of BART Facilities to develop plans and specifications to address BART concerns.
- 8) Document & visually depict the Central Subway corridor to allow MUNI staff to view how the project
- 9) Assist SFMTA during bid/award, including preparation of addenda, responding to bid questions
- 10) Assist SFMTA in conducting contractor outreach for the construction contract packages
- 11) After award, prepared conformed copies of drawings and specifications for each of the Construction Contract Packages, incorporating all the addenda
- 12) Assist SFMTA in conducting outreach to various communities
- 13) Participate in meetings related including Fire/Life Safety Committee meetings, review meetings, Art Commission meetings, meetings with BART, SFMTA committees and Boards, and third parties
- 14) Interagency coordination: Working with the PM/CM consultant, assist SFMTA in coordinating with various City departments and external agencies on various design/technical issues such that mutual understanding, resolutions/approvals are obtained prior to bid/award (documented by selected Proposer)
- 15) Provide hazard analyses and/or recommended mitigations of hazards as needed

BOE & BOA can provide the following core tasks based on Section 2.3 as outlined under RFP Contract # CS-155:

- 1) Geotechnical Design including the prevention & mitigation of adverse changes to groundwater flows and levels and the effects of settlement (by BOE Structural/Geotechnical Section)
- 2) Architecture for underground stations and above ground elements other than the above ground elements related to the surface street segment, including compliance with acoustical reverberation criteria and, for the building to be demolished for the Chinatown station, providing Historic American Buildings Survey/Historic American engineering Record documentation & incorporating architecturally significant elements into the design of the station (by BOA - Architecture)
- 3) Sustainability (by BOA - Architecture)
- 4) Structural Design (by BOE Structural Section)
- 5) Mechanical design, including emergency ventilation (system task) & HVAC (by BOE - Mechanical Section)
- 6) Design of elevators and escalators (by BOA - Architecture)
- 7) Design of AC electrical, and fire & security alarm systems for Moscone & Chinatown Stations, & lighting for UMS station (by BOE - Electrical Section)
- 8) Develop renderings as-needed to aid in the presentations to Art Commission, public, and third parties (by BOA - Architecture)

BOE & BOA assumes that the following tasks will be performed by BOE/BOA staff as outlined under Section 2.3.4 of the RFP Contract # CS-155 and listed below:

- 1) Provide Landscaping detail design for tree removal and restoration

- 2) Provide sewer system relocation design
- 3) Provide AWSS relocation design
- 4) Provide roadway, sidewalk, curb and curb ramp restoration design
- 5) Provide soil abatement and dewatering performance criteria during construction
- 6) Provide settlement program to monitor existing sewer and AWSS infrastructure
- 7) Provide Architectural final design of surface street elements south of the tunnel portal including trackway aesthetics
- 8) Provide Art Enrichment
- 9) Architectural: the plan for City staff to perform final architectural design of surface street elements south of the tunnel portal, including the trackway aesthetics, Brannan Street station platform finishes, shelters, and amenities, included in Construction Contract Package No. 7. (by BOA - Architecture and BOE Landscape Section)

We have attached the original cover letter that states that our department has civil service employees available to meet SFMTA needs for the time period described in the above requested services. Also included is a copy of our BOE Section Proficiencies.

If you have any questions, please call Peg Divine at 558-4084. For specific questions, please contact Mark Dorlan at 557-4713 or Norman Chan at 557-4677 or Lesley Wong at 554-8252.

Attachment: Original Cover Letter
BOE Section Proficiencies

Cc: Gng Louie
Shahnam Farhangi
John Funghi

Structural and Geotechnical Engineering Teming Hsueh 448-4059

- Preparation of contract documents to establish structural and geotechnical engineering technical criteria for outgoing consulting contracts.
- Peer or 3rd party review of geotechnical and structural documents by others.
- Design of commercial and industrial structures including new and retrofit of existing structures.
- Design of retaining walls and structures.
- Design of temporary and permanent shoring and underpinning design for construction.
- Design of roadway structures/bridges/overpass/tunnels including new and retrofit of existing structures.
- Design of seismic strengthening of public buildings ranging from recreation centers, to libraries, pump stations, police and fire stations.
- Structural inspection of City-owned structures, bridges, tunnels, retaining wall, and public buildings.
- Preparation and evaluation of geotechnical investigation reports. Including engineering analyses.
- Provides design services during project construction to ensure conformance to plans and specifications.
- Geotechnical inspection and evaluation of slopes and evaluation of landslides under static and seismic conditions, inspection of building foundations and evaluation of seismic hazards (liquefaction e.g.) for existing structures.

Landscape Architecture Section Sherman Hon 558-4488

- Provides planning and design of streetscapes such as sidewalk and crosswalk treatments, sidewalk furniture, landscape plantings for street medians and sidewalks.
- Provides planning and design of open spaces and plazas.
- Provides studies and reports on landscape development issues.
- Provides illustrative drawings for presentations to various groups and represents clients at Art Commission meetings.
- Participates as panel member or reviewer to evaluate landscape developments requiring City approvals.
- Reviews landscape development plans for conformance to City's water conservation ordinance.
- Reviews development plans for conformance to City codes and maintenance standards.
- Provides design services during project construction to ensure conformance to plans and specifications.
- Provides site design for ADA conformance

Civil-Streets & Highways Patrick Rivera 554-8280

- Planning and Designing street renovation projects.
- Preparing street renovation contract plans and specifications for advertisement.
- Coordinating street renovation work with private utility companies and public agencies to minimize utility conflicts.

- Planning and designing ADA compliant curb ramps.
- Preparing curb ramp contract plans and specifications for advertisement.
- Coordinating curb ramp construction work with City crews on City constructed curb ramps.
- Coordinating capital roadway projects with private utility companies and public agencies to minimize utility conflicts.
- Provides design services during project construction to ensure conformance to plans and specifications.

Mechanical Engineering

Maurice Chee 558-4550

The Mechanical Section specializes in the design of Building Systems, Industrial Facilities and Underground Utilities. The Building Systems Group provides design of HVAC, plumbing and fire protection systems for City buildings including hospitals, police and fire stations, schools, laboratories, libraries, recreation centers, industrial facilities, City administration buildings and offices. The Underground Utilities Group designs upgrades and improvements to the City's Auxiliary Water Supply System and large scale irrigation systems for the City's parks and green areas. The Industrial Facilities Group provides design services for water, wastewater, recycled water and ground water pump stations and treatment plants, energy recovery facilities and power plants. Our specialties include the following:

- Investigation of indoor air quality issues
- Design of heating, ventilation and air conditioning systems for all City buildings and facilities
- Design of plumbing and fire protection systems for all city buildings
- Specialized design services for the City's auxiliary water supply system.
- Provides design services during project construction to ensure conformance to plans and specifications.
- Design of pump stations for all water and wastewater applications

Hydraulic Engineering

Ken Sin 554-8345

- Planning & design of wastewater collection system
- Planning & design of wastewater transport system
- Design of water transmission pipeline.
- Investigation and analysis of flood control
- Planning & analysis of drainage studies.
- Planning and implementing of sewer GIS mapping
- Provides design services during project construction to ensure conformance to plans and specifications.

Electrical Engineering

Tamerat Awetu 558-4592

The Electrical Section specializes in the design of Building Systems, Industrial Facilities and Underground Utilities. Our specialties include the following:

- Design electrical lighting/power distribution
- Design traffic signals and street lighting systems

09 DEC -3 11:10 PM
City of Portland
Engineering Department

- Design support for fire protection system, emergency power system. Irrigation controls and instrumentation & control systems.
- Provides design services during project construction to ensure conformance to plans and specifications.

09 DEC -3 AM 10

4J

e/Time: Dec. 3. 2009 10:36AM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
1595 Memory TX	98642166	P. 15	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 3) No answer
- E. 5) Exceeded max. E-mail size

- E. 2) Busy
- E. 4) No facsimile connection

MTA | Municipal Transportation Agency

Gavin Newsom | Mayor
 Rep. Dr. James McGray Jr. | Chairman
 Tom Hahn | Vice-Chairman
 Cameron Beach | Director
 Shirley Berger Black | Director
 Will Olin | Director
 Peter Moore | Director
 Leah Stokson | Director
 Nathaniel P. Ford, Sr. | Executive Director/CEO

FAX

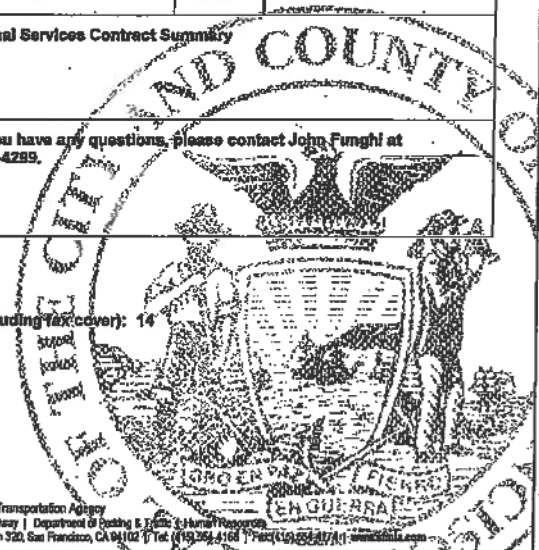
FROM:	Parveen Boparai / Betsy Moy	TO:	Ging Louie IFPTE, Local 21
PHONE:	(415) 701-5377 / 5391	FAX:	(415) 864-2166
FAX:	(415) 701-5397	PHONE:	

SUBJECT: Personal Services Contract Summary

COMMENTS If you have any questions, please contact John Funghi at 701-4289.

NO. OF PAGES (Excluding fax cover): 14

San Francisco Municipal Transportation Agency
 San Francisco Municipal Railway | Department of Planning & Traffic Services
 401 Van Ness Avenue, Room 520, San Francisco, CA 94102 | Tel: (415) 754-4168 | Fax: (415) 754-4171



09 Dec -3 AM 10:36

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request: Initial Modification of an existing PSC (PSC # 4074 09/10)

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

Type of Service: Professional Architectural and Engineering Services for the Final Design and Construction of t

Funding Source: Federal Funds, Local Sales Tax, State Funds

PSC Original Approved Amount: \$39,949,959

PSC Original Approved Duration: 01/15/10 - 03/31/19 (9 years 10 weeks)

PSC Mod#1 Amount: \$7,950,658

PSC Mod#1 Duration: 12/21/11-04/04/20 (1 year 5 days)

PSC Mod#2 Amount: \$10,000,000

PSC Mod#2 Duration: 04/01/19-10/31/23 (3 years 30 weeks)

PSC Cumulative Amount Proposed: \$57,900,617

PSC Cumulative Duration Proposed: 13 years 41 weeks

1. Description of Work

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

The Phase 2, Central Subway Project consultant will provide final design of the three underground subway stations (Moscone, Union Square Market Street, and Chinatown) and construction services as follows: Contract design management; Verify/validate existing preliminary engineering design; Verify cost and schedule for each construction contract; Complete the final design for the stations; Prepare construction contract documents for; Moscone, Union Square Market Street and Chinatown stations contract; Provide engineering support during construction; Provide as-needed engineering support during construction review and respond to technical submittals from contractors; Review and respond to proposed changes; Perform field visits and observations to verify design compliance and/or assist in resolving issues; Witness and approve factory testing of manufactured equipment and materials; Update design drawings as a result of responses to request for information, submittals and changes; Assemble operations and maintenance manuals; Prepare conformed plans and specifications upon contract' completion; Implement the quality assurance/quality control program with procedures.

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

The complexity of the Central Subway Project, which will include tunneling, mined excavation and cut-and-cover construction in proximity to sensitive urban structures and facilities, poses significant coordination, management, design and construction challenges to the City. The City does not have the specialized expertise or staff resources to perform all services necessary for a project of this size and complexity. Given the substantial capital investment in the Central Subway and the target project completion schedule of 2018, it is in the best interest of the City to engage a qualified consultant with specific experience and expertise in transit tunnel and utility relocation design, construction oversight and related professional services for the execution of the Central Subway phase of the Third Street LRT Project. Failure to adequately staff a project of this size and complexity will jeopardize the receipt of \$948.4 million dollars in Federal New Start Funding.

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

Yes

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. Display all that apply

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

Explain the qualifying circumstances:

Underground station final design involves specialized services not currently within the capability and capacity of the City staff.

B. Reason for the request for modification:

Construction Delays. Revenue service date is anticipated for Summer 2021. Design support is needed 2 year beyond for as-built and contract closeout.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Engineering final design expertise of underground tunnels, both mined and cut and cover stations, trackway, catenary systems, electrical power transmission systems, signaling systems, traffic, roadways, communication systems and architectural systems.

B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer; 6318, Construction Inspector; 6319, Senior Const Inspector;

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.

Underground station final design involves specialized services not currently within the capability and capacity of the City staff. However, civil service classes at SFMTA and DPW will perform major portions of the final design and will perform construction management support as the final design is completed and the program advances into construction.

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. Most of the technical expertise required for the final design is currently included in existing engineering classifications 5203 Assistant Engineer, 5207 Associate Engineer, and 5241 Engineer. The specialized technical expertise not

included in those classes will be required for a short time for this project alone and will not be needed after this project is completed and operational.

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.
N/A. Training is not in scope of the design contract.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
Yes, Contract complies with the Federal Transit Admn.
- 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.
Yes-Res68-10(3/2/10)/Res80605-090(6/5/18)
- 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 02/28/20, 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: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4074 09/10

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 03/13/2020

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 3, 2009

DEPARTMENT NAME: San Francisco Municipal Transportation Agency

DEPARTMENT NUMBER #35

TYPE OF APPROVAL: () EXPEDITED (X) REGULAR (OMIT POSTING X)

() CONTINUING () ANNUAL

TYPE OF REQUEST: (X) INITIAL REQUEST () MODIFICATION (PSC# _____)

TYPE OF SERVICE: Professional Architectural and Engineering Services for the Final Design and Construction of the Central Subway Project - Design Package #2 Stations Design

SOURCE: Proposition K, State Transportation Funds and Federal New Starts Funds

PSC AMOUNT: \$39,949,959.00

PSC DURATION: January 15, 2010 through March 31, 2019

1. **DESCRIPTION OF WORK**

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

The Phase 2, Central Subway Project consultant will provide final design of the three underground subway stations (Moscone, Union Square Market Street and Chinatown) and construction services as follows: Contract design management; Verify/validate existing preliminary engineering design; Verify cost and schedule for each construction contract; Complete the final design for the stations; Prepare construction contract documents for; Moscone, Union Square Market Street and Chinatown stations contract; Provide engineering support during construction; Provide as-needed engineering support during construction review and respond to technical submittals from contractors; Review and respond to proposed changes; Perform field visits and observations to verify design compliance and/or assist in resolving issues; Witness and approve factory testing of manufactured equipment and materials; Update design drawings as a result of responses to request for information, submittals and changes; Assemble operations and maintenance manuals; Prepare conformed plans and specifications upon contract completion; Implement the quality assurance/quality control program with procedures.

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

The complexity of the Central Subway Project, which will include tunneling, mined excavation and cut-and-cover construction in proximity to sensitive urban structures and facilities, poses significant coordination, management, design and construction challenges to the City. The City does not have the specialized expertise or staff resources to perform all services necessary for a project of this size and complexity. Given the substantial capital investment in the Central Subway and the target project completion schedule of 2018, it is in the best interest of the City to engage a qualified consultant with specific experience and expertise in transit tunnel and utility relocation design, construction oversight and related professional services for the execution of the Central Subway phase of the Third Street LRT Project. Failure to adequately staff a project of this size and complexity will jeopardize the receipt of \$948.4 million dollars in Federal New Start Funding.

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 service has not been provided for Phase II for the Central Subway Project. Central Subway final design strategy encompasses 3 major design contract packages. Design Contract Package #1-Tunnel & Utilities, Design Contract Packages# 2-Stations, and Design Contract Package #3 - Systems. PSC # 4064-09/10 Design Contract Package 1 for Tunnel & Utilities to be approved on December 7, 2009.

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
Union Name

Parveen Bopara
Signature of person mailing / faxing form

12-3-09
Date

RFP sent to IFPTE, Local 21, on January 29, 2009
Union Name Date

Mario Gallardo
Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4074-09/10

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

Reviewed 12/7/09

*SFMTA approved
12-3-09*

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Engineering final design expertise of underground tunnels, both mined and cut and cover stations, trackway, catenary systems, electrical power transmission systems, signaling systems, traffic, roadways, communication systems and architectural systems.

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

No single civil service class performs the range of tasks detailed in the work scope. The civil service classes 6318 Constructions Inspectors, 6319 Sr. Construction Inspectors, 5241 Engineers, 5207 Associate Engineers, and 5203 Assistant Engineers for civil, structural, electrical and traffic engineers perform some of the tasks detailed in the work scope.

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:

Underground station final design involves specialized services not currently within the capability and capacity of the City staff. However, civil service classes at SFMTA and DPW will perform major portions of the final design and will perform construction management support as the final design is completed and the program advances into construction.

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

No. Most of the technical expertise required for final design is currently included in existing engineering classifications 5203 Assistant Engineer, 5207 Associate Engineer, and 5241 Engineer. The specialized technical expertise not included in those classes will be required for a short time for this project alone and will not be needed after this project is completed and operational.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	()	(X)
B. Will the contractor train City and County employees?	()	(X)
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? <i>SFMTA Board Resolution 09-202 approved on December 1, 2009</i>	(X)	()
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	()	(X)

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. 7th Floor San Francisco CA 94103
Address

09 OCT - 3 AM 10: 59

Omit Posting Report For

12/21/2009

PROPOSED PERSONAL SERVICES CONTRACTS

<i>Dept No</i>	<i>PSC No</i>	<i>Dept Description</i>	<i>Approval Type</i>	<i>Contract Amount</i>	<i>Description of Work</i>	<i>Duration</i>
35	4074-09/10	Municipal Transportation Agency	Regular	\$39,949,959	Provide professional architectural & engineering services for the Final Design & Construction of the Central Subway Project - Design Package#2 Stations Design. Services include final design of the three underground subway stations (Moscone, Union Square Market St. & Chinatown); and construction services that include contract design management, verify/validate existing preliminary engineering design, verify cost & schedule for each construction contract, engineering support duration construction, and other related services.	3/31/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 4120 09/10)

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

Type of Service: Laundry services for Laguna Honda Hospital & San Francisco General Hospital

Funding Source: General Fund

PSC Original Approved Amount: \$18,464,525 PSC Original Approved Duration: 07/01/10 - 06/30/15 (5 years)

PSC Mod#1 Amount: \$9,000,000 PSC Mod#1 Duration: 07/01/15-12/31/17 (2 years 26 weeks)

PSC Mod#2 Amount: \$10,000,000 PSC Mod#2 Duration: 12/31/17-12/31/20 (3 years 1 day)

PSC Mod#3 Amount: \$12,000,000 PSC Mod#3 Duration: 01/01/21-12/31/23 (3 years)

PSC Mod#4 Amount: \$10,000,000 PSC Mod#4 Duration: 07/01/22-12/31/26 (3 years 1 day)

PSC Mod#5 Amount: \$18,000,000 PSC Mod#5 Duration: 04/01/23-12/31/29 (3 years 1 day)

PSC Cumulative Amount Proposed: \$77,464,525 PSC Cumulative Duration Proposed: 19 years 26 weeks

1. Description of Work

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

Pick up and process soiled hospital laundry seven days per week, including holidays, for Laguna Honda Hospital (LHH) and San Francisco General Hospital (SFGH).

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

The laundry facility at SFGH was removed in 1994 because the building was a seismic hazard. The laundry facility at LHH was demolished in September 2003 to make way for the construction of the voter-approved LHH Replacement Project. The Department of Public Health, Laguna Honda Hospital will not re-build the laundry facility. On February 9, 2009, the long-standing dispute between SEIU and the City over the City not rebuilding Laguna Honda's laundry facility was resolved via an Arbitrator's award (see award attached). Accordingly, the Department of Public Health will have a continuing need to have an outside vendor to provide laundry services to support both Laguna Honda and San Francisco General Hospital. This request includes the laundry services for LHH and SFGH. Denial of this service will place both LHH and SFGH in danger of losing their accreditations and licenses, thereby jeopardizing third party reimbursement and their ability to serve San Franciscans.

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 4120 09/10

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:

Laundry services are core support needed for the continued operation of the hospitals and the Department does not have the facilities to perform these services.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Contractor(s) must provide pick up and processing of high volume soiled hospital laundry seven days per week, including holidays, for Laguna Honda Hospital (LHH) and Zuckerberg San Francisco General Hospital (ZSFGH) to enable compliance with Title 22 of the State of California Department of Health Code of Regulations, San Francisco Department of Public Health Infection Control Policies, and Joint Commission (accreditation) requirements, services which require laundry facilities which the City does not possess.

B. Reason for the request for modification:

Extend the duration and increase the amount to continue laundry services for the Department of Public Health. The requested extensions will allow the Department to continue uninterrupted laundry services and remain in compliance with required regulatory rules.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Experience in high volume laundry services to health care facilities. All services must comply with Title 22 of the State of California Department of Health Code of Regulations, San Francisco Department of Public Health Infection Control Policies, and Joint Commission on Accreditation of Health Organizations (JCAHO) requirements. Vendors must meet normal requirements for vendors doing business with the City and County of San Francisco.

B. Which, if any, civil service class(es) normally perform(s) this work? 2770, Senior Laundry Worker; 7355, Truck Driver;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The selected contractors have commercial laundry facilities that can process the laundry for Laguna Honda Hospital and San Francisco General Hospital.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The classifications/positions that supported the laundry facility were eliminated. The classifications eliminated were: 2760 Laundry Worker, and 2780 Laundry Supervisor. Affected staffs were granted status in other classifications/positions as part of the agreement with SEIU or have been reassigned to other duties.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, the city does not have a laundry facility.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Formal training for civil service employees is not included in this contract.

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

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

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

7. Union Notification: On 03/07/23, the Department notified the following employee organizations of this PSC/RFP request:
SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021; SEIU 1021 Miscellaneous; Bldg Mtl & Constr Teamsters, L 853;

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# 4120 09/10

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/05/2023

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of kelly.hiramoto@SFDPH.org
Sent: Tuesday, March 7, 2023 3:34 PM
To: Hiramoto, Kelly (DPH); snaranjo@cirseiu.org; jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; kcartermartinez@cirseiu.org; ablood@cirseiu.org; max.porter@seiu1021.org; Laxamana, Junko (DBI); sarah.wilson@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Najuwanda Daniels; Jason Klumb; Frigault, Noah (HRC); Julie.Meyers@sfgov.org; Thomas Vitale; Ricardo.lopez@sfgov.org; Kbasconcillo@sfgwater.org; pcamarillo_seiu@sbcglobal.net; Wendy Frigillana; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; XiuMin Li; Sin.Yee.Poon@sfgov.org; david.canham@seiu1021.org; jtanner940@aol.com; Rossi, Ron (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4120 09/10 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$18,000,000 for services for the period April 1, 2023 – December 31, 2029. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/4868>

Email sent to the following addresses: jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo_seiu@sbcglobal.net Kbasconcillo@sfgwater.org Ricardo.lopez@sfgov.org thomas.vitale@seiu1021.org Julie.Meyers@sfgov.org noah.frigault@sfgov.org jason.klumb@seiu1021.org najuwanda.daniels@seiu1021.org leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me sarah.wilson@seiu1021.org junko.laxamana@sfgov.org max.porter@seiu1021.org ablood@cirseiu.org kcartermartinez@cirseiu.org sbabaria@cirseiu.org abush@cirseiu.org emathurin@cirseiu.org jennifer.esteen@seiu1021.org snaranjo@cirseiu.org

Fw: Receipt of Modification Request to PSC # 4120 09/10 - MODIFICATIONS

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

Tue 3/7/2023 3:52 PM

To: pfinn@ibt856.org <pfinn@ibt856.org>;mleach <mleach@ibt856.org>;connections@teamsters853.org <connections@teamsters853.org>

Cc: Longhitano, Robert (DPH) <robert.longhitano@sfdph.org>

📎 1 attachments (127 KB)

PCS 4120-0910 MOD 5 3-07-23.pdf;

Hi Mr. Finn, Mr. Leach and Mr. Beck,

Please see Union Notification for PSC #4120-09/10 Mod 5, Laundry services for Laguna Honda Hospital & San Francisco General Hospital. The PSC is attached for your review.

Mr. Beck: If there is a representative that replaced Daniel Harrington we should also notify, please let me know their contact information and I will send them the notification as well.

Thank you.

Kelly

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

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From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> on behalf of kelly.hiramoto@SFDPH.org <kelly.hiramoto@SFDPH.org>

Sent: Tuesday, March 7, 2023 3:33 PM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; snaranjo@cirseiu.org <snaranjo@cirseiu.org>; jennifer.esteen@seiu1021.org <jennifer.esteen@seiu1021.org>; emathurin@cirseiu.org <emathurin@cirseiu.org>; abush@cirseiu.org <abush@cirseiu.org>; sbabaria@cirseiu.org <sbabaria@cirseiu.org>; kcartermartinez@cirseiu.org <kcartermartinez@cirseiu.org>; ablood@cirseiu.org <ablood@cirseiu.org>; max.porter@seiu1021.org <max.porter@seiu1021.org>; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; sarah.wilson@seiu1021.org <sarah.wilson@seiu1021.org>; Sandeep.lal@seiu1021.me <Sandeep.lal@seiu1021.me>; leah.berlanga@seiu1021.org <leah.berlanga@seiu1021.org>; Najuwanda Daniels <najuawanda.daniels@seiu1021.org>; Jason Klumb <Jason.Klumb@seiu1021.org>; Frigault, Noah (HRC) <noah.frigault@sfgov.org>; Julie.Meyers@sfgov.org <Julie.Meyers@sfgov.org>; Thomas Vitale <thomas.vitale@seiu1021.org>; Ricardo.lopez@sfgov.org <Ricardo.lopez@sfgov.org>; Kbasconillo@sfgov.org <Kbasconillo@sfgov.org>; pcamarillo_seiu@sbcglobal.net <pcamarillo_seiu@sbcglobal.net>; Wendy Frigillana <wendy.frigillana@seiu1021.org>; pscreview@seiu1021.org <pscreview@seiu1021.org>; ted.zarzecki@seiu1021.net <ted.zarzecki@seiu1021.net>; davidmkersten@gmail.com <davidmkersten@gmail.com>; XiuMin Li <xiumin.li@seiu1021.org>; Sin.Yee.Poon@sfgov.org <Sin.Yee.Poon@sfgov.org>; david.canham@seiu1021.org <david.canham@seiu1021.org>; jtanner940@aol.com <jtanner940@aol.com>; Rossi, Ron (DPH) <ron.rossi@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Subject: Receipt of Modification Request to PSC # 4120 09/10 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$18,000,000 for services for the period April 1, 2023 – December 31, 2029. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/4868>

Email sent to the following addresses: jtanner940@aol.com
david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org
davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org
Wendy.Frigillana@seiu1021.org pcamarillo_seiu@sbcglobal.net
Kbasconcillo@sfgov.org Ricardo.lopez@sfgov.org thomas.vitale@seiu1021.org
Julie.Meyers@sfgov.org noah.frigault@sfgov.org jason.klumb@seiu1021.org
najuawanda.daniels@seiu1021.org leah.berlanga@seiu1021.org
Sandeep.Jal@seiu1021.me sarah.wilson@seiu1021.org junko.laxamana@sfgov.org
max.porter@seiu1021.org ablood@cirseiu.org kcartermartinez@cirseiu.org
sbabaria@cirseiu.org abush@cirseiu.org emathurin@cirseiu.org
jennifer.esteen@seiu1021.org snaranjo@cirseiu.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 4120 09/10)

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

Type of Service: Laundry services for Laguna Honda Hospital & San Francisco General Hospital

Funding Source: General Fund

PSC Original Approved Amount: \$18,464,525

PSC Original Approved Duration: 07/01/10 - 06/30/15 (5 years)

PSC Mod#1 Amount: \$9,000,000

PSC Mod#1 Duration: 07/01/15-12/31/17 (2 years 26 weeks)

PSC Mod#2 Amount: \$10,000,000

PSC Mod#2 Duration: 12/31/17-12/31/20 (3 years 1 day)

PSC Mod#3 Amount: \$12,000,000

PSC Mod#3 Duration: 01/01/21-12/31/23 (3 years)

PSC Mod#4 Amount: \$10,000,000

PSC Mod#4 Duration: 07/01/22-12/31/26 (3 years 1 day)

PSC Cumulative Amount Proposed: \$59,464,525

PSC Cumulative Duration Proposed: 16 years 26 weeks

1. Description of Work

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

Pick up and process soiled hospital laundry seven days per week, including holidays, for Laguna Honda Hospital (LHH) and San Francisco General Hospital (SFGH).

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

The laundry facility at SFGH was removed in 1994 because the building was a seismic hazard. The laundry facility at LHH was demolished in September 2003 to make way for the construction of the voter-approved LHH Replacement Project. The Department of Public Health, Laguna Honda Hospital will not re-build the laundry facility. On February 9, 2009, the long-standing dispute between SEIU and the City over the City not rebuilding Laguna Honda's laundry facility was resolved via an Arbitrator's award (see award attached). Accordingly, the Department of Public Health will have a continuing need to have an outside vendor to provide laundry services to support both Laguna Honda and San Francisco General Hospital. This request includes the laundry services for LHH and SFGH. Denial of this service will place both LHH and SFGH in danger of losing their accreditations and licenses, thereby jeopardizing third party reimbursement and their ability to serve San Franciscans.

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 4120 09/10

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:

Laundry services are core support needed for the continued operation of the hospitals, as the Department does not have the facilities to perform these services

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

A. Display all that apply

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

Explain the qualifying circumstances:

Contractor(s) must provide pick up and processing of high volume soiled hospital laundry seven days per week, including holidays, for Laguna Honda Hospital (LHH) and Zuckerberg San Francisco General Hospital (ZSFGH) to enable compliance with Title 22 of the State of California Department of Health Code of Regulations, San Francisco Department of Public Health Infection Control Policies, and Joint Commission (accreditation) requirements, services which require laundry facilities which the City does not possess.

B. Reason for the request for modification:

To continue laundry services for the Department of Public Health so that the Department and its facilities can remain in compliance with all required regulatory rules and to continue to provide needed services to patients of the Department. The requested extension will allow the Department to continue uninterrupted laundry services.

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

A. Specify required skills and/or expertise: Experience in high volume laundry services to health care facilities. All services must comply with Title 22 of the State of California Department of Health Code of Regulations, San Francisco Department of Public Health Infection Control Policies, and Joint Commission on Accreditation of Health Organizations (JCAHO) requirements. Vendors must meet normal requirements for vendors doing business with the City and County of San Francisco.

B. Which, if any, civil service class(es) normally perform(s) this work? 2770, Senior Laundry Worker; 7355, Truck Driver;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The selected contractors have commercial laundry facilities that can process the laundry for Laguna Honda Hospital and San Francisco General Hospital.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The classifications/positions that supported the laundry facility were eliminated. The classifications eliminated were: 2760 Laundry Worker, and 2780 Laundry Supervisor. Affected staffs were granted status in other classifications/positions as part of the agreement with SEIU or have been reassigned to other duties.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, the city does not have a laundry facility.

6. Additional Information

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

7. Union Notification: On 03/07/22, the Department notified the following employee organizations of this PSC/RFP request:
SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021; SEIU 1021 Miscellaneous; Bldg Mtl & Constr Teamsters, L 853;

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# 4120 09/10

DHR Analysis/Recommendation:
Commission Approval Not Required
Approved by DHR on 05/27/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 4120 09/10)

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

Type of Service: Laundry services for Laguna Honda Hospital & San Francisco General Hospital

Funding Source: General Fund

PSC Original Approved Amount: \$18,464,525 PSC Original Approved Duration: 07/01/10 - 06/30/15 (5 years)

PSC Mod#1 Amount: \$9,000,000 PSC Mod#1 Duration: 07/01/15-12/31/17 (2 years 26 weeks)

PSC Mod#2 Amount: \$10,000,000 PSC Mod#2 Duration: 12/31/17-12/31/20 (3 years 1 day)

PSC Mod#3 Amount: \$12,000,000 PSC Mod#3 Duration: 01/01/21-12/31/23 (3 years)

PSC Cumulative Amount Proposed: \$49,464,525 PSC Cumulative Duration Proposed: 13 years 26 weeks

1. Description of Work

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

Pick up and process soiled hospital laundry seven days per week, including holidays, for Laguna Honda Hospital (LHH) and San Francisco General Hospital (SFGH).

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

The laundry facility at SFGH was removed in 1994 because the building was a seismic hazard. The laundry facility at LHH was demolished in September 2003 to make way for the construction of the voter-approved LHH Replacement Project. The Department of Public Health, Laguna Honda Hospital will not re-build the laundry facility. On February 9, 2009, the long-standing dispute between SEIU and the City over the City not rebuilding Laguna Honda's laundry facility was resolved via an Arbitrator's award (see award attached). Accordingly, the Department of Public Health will have a continuing need to have an outside vendor to provide laundry services to support both Laguna Honda and San Francisco General Hospital. This request includes the laundry services for LHH and SFGH. Denial of this service will place both LHH and SFGH in danger of losing their accreditations and licenses, thereby jeopardizing third party reimbursement and their ability to serve San Franciscans.

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 4120 09/10

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:

Laundry services are core support needed for the continued operation of the hospitals, as the Department does not have the facilities to perform these services

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Contractor(s) must provide pick up and processing of high volume soiled hospital laundry seven days per week, including holidays, for Laguna Honda Hospital (LHH) and Zuckerberg San Francisco General Hospital (ZSFGH) to enable compliance with Title 22 of the State of California Department of Health Code of Regulations, San Francisco Department of Public Health Infection Control Policies, and Joint Commission (accreditation) requirements, services which require laundry facilities which the City does not possess.

B. Reason for the request for modification:

To extend the term by three years with a corresponding increase to the PSC amount. The extension is required to continue services.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Experience in high volume laundry services to health care facilities. All services must comply with Title 22 of the State of California Department of Health Code of Regulations, San Francisco Department of Public Health Infection Control Policies, and Joint Commission on Accreditation of Health Organizations (JCAHO) requirements. Vendors must meet normal requirements for vendors doing business with the City and County of San Francisco.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2770, Senior Laundry Worker; 7355, Truck Driver;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The selected contractors have commercial laundry facilities that can process the laundry for Laguna Honda Hospital and San Francisco General Hospital.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
The classifications/positions that supported the laundry facility were eliminated. The classifications eliminated were: 2760 Laundry Worker, and 2780 Laundry Supervisor. Affected staffs were granted status in other classifications/positions as part of the agreement with SEIU or have been reassigned to other duties.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, the city does not have a laundry facility.

6. Additional Information

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

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

7. **Union Notification:** On 12/04/20, the Department notified the following employee organizations of this PSC/RFP request:
SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021; SEIU 1021 Miscellaneous; Bldg Mtl & Constr Teamsters, L 853;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4120 09/10

DHR Analysis/Recommendation:

03/01/2021

Commission Approval Required

Approved by Civil Service Commission

03/01/2021 DHR Approved for 03/01/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 47132 - 15/16)

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

Type of Service: As- Needed Power Operations Support (PRO.0018)

Funding Source: SFPUC Energy Services Funds

PSC Original Approved Amount: \$8,000,000 PSC Original Approved Duration: 09/01/16 - 08/31/21 (5 years)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 09/01/21-08/31/22 (1 year)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 03/10/22-08/31/23 (1 year)

PSC Mod#3 Amount: no amount added PSC Mod#3 Duration: 05/05/23-08/31/26 (3 years 1 day)

PSC Cumulative Amount Proposed: \$8,000,000 PSC Cumulative Duration Proposed: 10 years 1 day

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC), Power Enterprise, seeks a professional services consultant to assist with power operations support on an as-needed basis. Tasks will include assisting in the development of an Integrated Resources Plan (IRP) and the design and implementation of ongoing IRP review. The consultant will also provide support in risk management, settlements, power scheduling, and trading. The SFPUC would also like to utilize the consultant's expertise in business and strategic planning for both the publicly-owned utility (POU) functions and community choice aggregation (CCA) processes.

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

The services are necessary because the SFPUC is mandated by the California Independent System Operator (CAISO) to maintain resource adequacy and local capacity requirements. The SFPUC needs assistance from a consultant to meet these requirements, and the consequences of denial of this service would cause the SFPUC to be in violation of state mandates. The SFPUC also needs a third-party vendor to help evaluate and improve current risk management and settlement processes to keep up with the expansion of load and customers.

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 47132 - 15/16

D. Will the contract(s) be renewed?

Yes.

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

The SFPUC intended to develop an annual Integrated Resource Plan (IRP) with the first IRP to be adopted by September 30, 2016, however, this has been delayed; therefore we are extending the duration of this PSC an additional year to accommodate. We expect this effort to lead to the creation of a robust and flexible Integrated Resource Plan looking 30 years ahead with a 5-year setup and execution plan and 10-year benchmarks.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

These services go beyond regular duties of civil service classes, and must have the specialized expertise to engage in advanced analysis, modeling and updating of power procedures and processes for risk management, scheduling, and settlements. Extensive experience is needed with resource planning and economic evaluation for a wide range of electricity markets, evaluation and analysis of wholesale power markets, and assessing risks associated with different generation technologies and energy conservation alternatives. Existing staff does not have the capacity and experience with preparing an Integrated Resource Plan.

B. Reason for the request for modification:

To bridge the gap of these important professional services until PRO.0227(R) As-Needed Power Operations Support is awarded.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The required skills and expertise include: extensive experience with resource planning and economic evaluation for a wide range of electricity markets; evaluation and analysis of wholesale power markets; and assessing risks associated with different generation technologies and energy conservation alternatives.

B. Which, if any, civil service class(es) normally perform(s) this work? 5602, Utility Specialist;

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.

These services go beyond the regular duties of civil service classes, and must have the specialized expertise and knowledge to engage in advanced analysis, modeling and updating of power procedures and processes for risk management, scheduling, and settlements. Existing staff does not have the capacity and experience with preparing an Integrated Resource Plan.

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, our hope is for the consultant to teach the current civil service class to perform this work.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
The contractor will provide approximately 200 hours of training for identifying potential power resources and impacts on transmission and distribution systems and developing forecasts and identifying strategies. The contractor will train management and three to five utility specialists.

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 05/05/23, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Management & Superv Local 21; Architect & Engineers, Local 21;

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

Name: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47132 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/05/2023

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of shale@sfgov.org
To: [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); 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; [Lo, Stacey \(ADM\)](mailto:Lo,Stacey(ADM)); dhr-psccordinator@sfgov.org
Subject: Receipt of Modification Request to PSC # 47132 - 15/16 - MODIFICATIONS
Date: Friday, May 5, 2023 3:29:57 PM

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

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

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period May 5, 2023 – August 31, 2026. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/8763>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 47132 - 15/16)

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

Type of Service: As- Needed Power Operations Support (PRO.0018)

Funding Source: SFPUC Energy Services Funds

PSC Original Approved Amount: \$8,000,000 PSC Original Approved Duration: 09/01/16 - 08/31/21 (5 years)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 09/01/21-08/31/22 (1 year)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 03/10/22-08/31/23 (1 year)

PSC Cumulative Amount Proposed: \$8,000,000 PSC Cumulative Duration Proposed: 7 years

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC), Power Enterprise, seeks a professional services consultant to assist with power operations support on an as-needed basis. Tasks will include assisting in the development of an Integrated Resources Plan (IRP) and the design and implementation of ongoing IRP review. The consultant will also provide support in risk management, settlements, power scheduling, and trading. The SFPUC would also like to utilize the consultant’s expertise in business and strategic planning for both the publicly-owned utility (POU) functions and community choice aggregation (CCA) processes.

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

The services are necessary because the SFPUC is mandated by the California Independent System Operator (CAISO) to maintain resource adequacy and local capacity requirements. The SFPUC needs assistance from a consultant to meet these requirements, and the consequences of denial of this service would cause the SFPUC to be in violation of state mandates. The SFPUC also needs a third-party vendor to help evaluate and improve current risk management and settlement processes to keep up with the expansion of load and customers.

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 47132 - 15/16

D. Will the contract(s) be renewed?

Yes.

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

The SFPUC intended to develop an annual Integrated Resource Plan (IRP) with the first IRP to be adopted by September 30, 2016, however, this has been delayed; therefore we are extending the duration of this PSC an additional year to accommodate. We expect this effort to lead to the creation of a robust and flexible Integrated Resource Plan looking 30 years ahead with a 5-year setup and execution plan and 10-year benchmarks.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

These services go beyond regular duties of civil service classes, and must have the specialized expertise to engage in advanced analysis, modeling and updating of power procedures and processes for risk management, scheduling, and settlements. Extensive experience is needed with resource planning and economic evaluation for a wide range of electricity markets, evaluation and analysis of wholesale power markets, and assessing risks associated with different generation technologies and energy conservation alternatives. Existing staff does not have the capacity and experience with preparing an Integrated Resource Plan.

B. Reason for the request for modification:

To bridge the gap in these important professional services while working on a new solicitation.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The required skills and expertise include: extensive experience with resource planning and economic evaluation for a wide range of electricity markets; evaluation and analysis of wholesale power markets; and assessing risks associated with different generation technologies and energy conservation alternatives.

B. Which, if any, civil service class(es) normally perform(s) this work? 5602, Utility Specialist;

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.

These services go beyond the regular duties of civil service classes, and must have the specialized expertise and knowledge to engage in advanced analysis, modeling and updating of power procedures and processes for risk management, scheduling, and settlements. Existing staff does not have the capacity and experience with preparing an Integrated Resource Plan.

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, our hope is for the consultant to teach the current civil service class to perform this work.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
The contractor will provide approximately 200 hours of training for identifying potential power resources and impacts on transmission and distribution systems and developing forecasts and identifying strategies. The contractor will train management and three to five utility specialists.

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 03/10/22, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Management & Superv Local 21; Architect & Engineers, Local 21;

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

Name: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47132 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 03/22/2022

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: As- Needed Power Operations Support (PRO.0018)

Funding Source: SFPUC Energy Services Funds

PSC Duration: 5 years

PSC Amount: \$8,000,000

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC), Power Enterprise, seeks a professional services consultant to assist with power operations support on an as-needed basis. Tasks will include assisting in the development of an Integrated Resources Plan (IRP) and the design and implementation of ongoing IRP review. The consultant will also provide support in risk management, settlements, power scheduling, and trading. The SFPUC would also like to utilize the consultant’s expertise in business and strategic planning for both the publicly-owned utility (POU) functions and community choice aggregation (CCA) processes.

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

The services are necessary because the SFPUC is mandated by the California Independent System Operator (CAISO) to maintain resource adequacy and local capacity requirements. The SFPUC needs assistance from a consultant to meet these requirements, and the consequences of denial of this service would cause the SFPUC to be in violation of state mandates. The SFPUC also needs a third-party vendor to help evaluate and improve current risk management and settlement processes to keep up with the expansion of load and customers.

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

This service has not been provided in the past.

D. Will the contract(s) be renewed?

Yes.

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

The SFPUC intends to develop an annual Integrated Resource Plan (IRP) with the first IRP to be adopted by September 30, 2016. We expect this effort to lead to the creation of a robust and flexible Integrated Resource Plan looking 30 years ahead with a 5-year setup and execution plan and 10-year benchmarks. It is anticipated that we will require continuing IRP support services thru Year 2021.

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:

These services go beyond regular duties of civil service classes, and must have the specialized expertise to engage in advanced analysis, modeling and updating of power procedures and processes for risk management, scheduling, and settlements. Extensive experience is needed with resource planning and economic evaluation for a wide range of electricity markets, evaluation and analysis of wholesale power markets, and assessing risks associated with different generation technologies and energy conservation alternatives. Existing staff does not have the capacity and experience with preparing an Integrated Resource Plan.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The required skills and expertise include: extensive experience with resource planning and economic evaluation for a wide range of electricity markets; evaluation and analysis of wholesale power markets; and assessing risks associated with different generation technologies and energy conservation alternatives.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5602, Utility Specialist;
- 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, because the City does not possess these highly specialized services.

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

- A. Explain why civil service classes are not applicable.
These services go beyond the regular duties of civil service classes, and must have the specialized expertise and knowledge to engage in advanced analysis, modeling and updating of power procedures and processes for risk management, scheduling, and settlements. Existing staff does not have the capacity and experience with preparing an Integrated Resource Plan.
- 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, our hope is for the consultant to teach the current civil service class to perform this work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
The contractor will provide approximately 200 hours of training for identifying potential power resources and impacts on transmission and distribution systems and developing forecasts and identifying strategies. The contractor will train management and three to five utility specialists.
- 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 03/16/2016, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Management & Superv 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: Stacey Lo Phone: 415-554-1860 Email: SLo@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47132 - 15/16

DHR Analysis/Recommendation:

action date: 05/16/2016

Commission Approval Required

Approved by Civil Service Commission

05/16/2016 DHR Approved for 05/16/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 46125 - 19/20)

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

Type of Service: Environmental Compliance Calendar Software License and As-Needed Technical Support

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 07/01/20 - 06/30/24 (4 years)

PSC Mod#1 Amount: \$48,800 PSC Mod#1 Duration: 06/30/24-12/31/25 (1 year 26 weeks)

PSC Cumulative Amount Proposed: \$148,800 PSC Cumulative Duration Proposed: 5 years 26 weeks

1. Description of Work

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

San Francisco International Airport's ("Airport") requires specialized software to track and verify compliance of environmental laws, regulations and standards to ensure that projects at the Airport meet environmental compliance regulations.

The contractor will provide a proprietary environmental compliance calendar software and provide configuration and software support services on an as-needed basis.

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

This service is necessary to track the environmental compliance permits and tasks required for Airport projects. Denial of services will make it more difficult to track compliance, and increase the Airport's risk of noncompliance with environmental laws and regulations which may lead to penalties.

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 46125-19/20

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for these services.

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 is modified to align with the contract.

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:

This service will be used on an as-needed, intermittent basis.

B. Reason for the request for modification:

Need to add time and money to align with the contract.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor is required to provide proprietary software, and support services including configuration, maintenance and updates.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
The software is proprietary and only the contractor's technicians may perform the work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, as the software is proprietary and the work can only be performed by the contractor's technicians. The work is provided on an intermittent, as-needed basis.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No training will be provided as the work cannot be performed by City 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.
Yes, Cority (formerly Enviance Inc.)

**7. Union Notification: On 05/08/23, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;**

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

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: P.O. Box 8097, San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46125 - 19/20

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 06/05/2023

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfso.com
Sent: Monday, May 08, 2023 6:03 PM
To: Cynthia Avakian (AIR); Laxamana, Junko (DBI); ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; l21pscreview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 46125 - 19/20 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for \$48,800 for services for the period June 30, 2024 – December 31, 2025. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrDrupal/node/20296>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Environmental Compliance Calendar Software License and As-Needed Technical Support

Funding Source: Airport Operating Funds

PSC Amount: \$100,000

PSC Est. Start Date: 07/01/2020

PSC Est. End Date 06/30/2024

1. Description of Work

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

San Francisco International Airport's ("Airport") requires specialized software to track and verify compliance of environmental laws, regulations and standards to ensure that projects at the Airport meet environmental compliance regulations.

The contractor will provide a proprietary environmental compliance calendar software and provide configuration and software support services on an as-needed basis.

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

This service is necessary to track the environmental compliance permits and tasks required for Airport projects. Denial of services will make it more difficult to track compliance, and increase the Airport's risk of noncompliance with environmental laws and regulations which may lead to penalties.

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

This service was provided under PSC # 46840- 14/15 which covered a broader range of as-needed environmental consulting services.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for these services.

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:

This service will be used on an as-needed, intermittent basis.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor is required to provide proprietary software, and support services including configuration, maintenance and updates.

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

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

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

None, as this software is proprietary and services must be provided by the contractor's technicians.

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

A. Explain why civil service classes are not applicable.

The software is proprietary and only the contractor's technicians may perform the work.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, as the software is proprietary and the work can only be performed by the contractor's technicians. The work is provided on an intermittent, as-needed basis.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No training will be provided as the work cannot be performed by City 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.
Yes.

7. Union Notification: On 05/06/2020, 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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: P.O. Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46125 - 19/20

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/05/2020