



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

LONDON N. BREED
MAYOR

Sent via Electronic Mail

September 7, 2023

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBER 41012-23/24 FROM THE DEPARTMENT OF PUBLIC HEALTH – OMIT POSTING.

The above matter will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) in Room 400, City Hall, 1 Dr. Goodlett Place, San Francisco, California 94102 and through Cisco WebEx to be held on **September 18, 2023, at 2:00 p.m.**

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

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

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG
Executive Officer

Attachment

Cc: Kelly Hiramoto, Department of Public Health
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Commissioners' Binder
Commission File
Chron

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

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

B. Policy Requiring Written Reports

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

C. Policy on Written Submissions by Appellants

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

D. Policy on Materials being Considered by the Commission

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

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

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

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

F. Policy and Procedure on Hearing Items Out of Order

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

G. Procedure for Commission Hearings

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

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

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

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

Each presentation shall conform to the following:

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

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

H. Policy on Audio Recording of Commission Meetings

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

I. Speaking before the Civil Service Commission

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

J. Public Comment and Due Process

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

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

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

Information on Disability Access

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

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

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

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

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

San Francisco Lobbyist Ordinance

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



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

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

1. Civil Service Commission Register Number: _____ - _____ -
2. For Civil Service Commission Meeting of: September 18, 2023
3. Check One: **Regular Agenda**
4. Subject: Personal Services Contract # 41012-23/24 with the
Department of Public Health; Approval, Omit Posting
5. Recommendation: Adopt the report.
6. Report prepared by: Kelly Hiramoto, Acting PSC Coordinator, Department of Public Health
Telephone number: Kelly.Hiramoto@SFDPH.org
7. Notifications: Please see page 2.
8. Reviewed and approved for Civil Service Commission Agenda:

Human Resources Director:

Date:

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

CSC RECEIPT STAMP

Notifications:

SEIU Local 1021 Miscellaneous
SEIU Local 1021 (Staff Nurse & Per Diem Nurse)

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Ricardo.lopez@sfgov.org

Kbasconcillo@sfgov.org

Claude.Joseph@seiu1021.org



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

San Francisco Department of Public Health

Grant Colfax, MD
Director of Health

DATE: September 5, 2023

TO: Sandra Eng, Executive Officer, Civil Service Commission

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

RE: Request for PSC 41012-23/24 Provision of Temporary Registry for Respiratory Technicians and Therapists, OMIT POSTING

This is to respectfully request Omit Posting for PSC 41012-23/24 Provision of Temporary Registry for Respiratory Technicians and Therapists so it can be heard at the September 18, 2023, Civil Service Commission Regular Meeting.

SEIU Local 1021 Miscellaneous and SEIU Local 1021 (Staff Nurse & Per Diem Nurse) have granted DPH waiver for the 60-day notice period to allow for the Omit Posting request.

We were unable to provide the PSC request on schedule with the notification requirements due to the timing of notice received from regulators. A recent plan of correction was accepted by regulators, which includes the need to provide the services in PSC 41012-23/24 Provision of Temporary Registry for Respiratory Technicians and Therapists. The urgency of this request is to implement the plan of correction without delay and to ensure readiness for the impending CMS regulatory recertification surveys.

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

In April of 2022 the California Department of Public Health and the Centers for Medicare & Medicaid Services (CMS) informed Laguna Honda Hospital that it was out of substantial compliance with the applicable Medicare Conditions of Participation and terminated the CMS provider participation agreement. Laguna Honda Hospital will be seeking reinstatement and execute a new CMS Provider Agreement, which can only occur if it can show that they are back in substantial compliance with all applicable Medicare Conditions of Participation through a re-application process that will include an application, an initial survey, a 3-month reasonable assurance period, and a second survey to ensure that Laguna Honda Hospital remains in substantial compliance. In the summer of 2023, the need for 24 hours, 7 days per week, Respiratory Therapist coverage was identified.

The services are necessary to complete all the required steps to obtain re-certification of Laguna Honda Hospital, and to establish an ongoing framework to ensure that the improvements that have been made are operationalized and continue post-recertification. Failure to approve this contract may

Sandra Eng, Executive Officer, Civil Service Commission
August 31, 2023
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result in the inability to successfully obtain recertification and jeopardize the future of Laguna Honda Hospital's ability to act as a distinct part skilled nursing facility for the most vulnerable residents of San Francisco.

The Department continues to work closely with DPH HR to resolve job requisitions, recruitment, hiring and retention to minimize registry use.

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

cc: Michelle Ruggels, Director, DPH Business Office
Robert Longhitano, Director, DPH Office of Contract Management & Compliance
Baljeet, Sangha, Laguna Honda Hospital CMS Recertification Co-Incident Commander
Jonathan Lyens, SFHN Director of Contract Strategy, Policy, Planning and Development

Attachments:

- Email from SEIU Local 1021 granting notification period waiver
- PSC request
- Union notification

Re: Receipt of Notice for new PCS over \$100K PSC # 41012 - 23/24

Claude Joseph <Claude.Joseph@seiu1021.org>

Tue 9/5/2023 3:49 PM

To:Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>;Williams, Ramon (DPH) <ramon.williams@sfdph.org>;Thomas Vitale <thomas.vitale@seiu1021.org>;Corvinelli, Camaguey (DPH) <camaguey.corvinelli@sfdph.org>;Li, Mei Mei (DPH) <meimei.li@sfdph.org>;Fisher, Denise (DPH) <denise.fisher@sfdph.org>;Kim, Luenna (DPH) <luenna.kim@sfdph.org>;Oumar Fall <oumar.fall@seiu1021.org>;Wright, Jonathan (HRD) <jonathan.wright@sfgov.org>;Sangha, Baljeet (DPH) <baljeet.sangha@sfdph.org>;Lyens, Jonathan (DPH) <jonathan.lyens@sfdph.org>;Dennis Wong <Dennis.Wong@seiu1021.org>
Cc:Longhitano, Robert (DPH) <robert.longhitano@sfdph.org>;Albert, Reanna (DPH) <reanna.albert@sfdph.org>;Nely Obligacion <nely.obligacion@seiu1021.org>

Thank you, Kelly. We may move forward.

Thanks

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

Sent: Tuesday, September 5, 2023 3:25 PM

To: Claude Joseph <Claude.Joseph@seiu1021.org>; Williams, Ramon (DPH) <ramon.williams@sfdph.org>; Thomas Vitale <Thomas.Vitale@seiu1021.org>; Corvinelli, Camaguey (DPH) <camaguey.corvinelli@sfdph.org>; Li, Mei Mei (DPH) <meimei.li@sfdph.org>; Fisher, Denise (DPH) <denise.fisher@sfdph.org>; Kim, Luenna (DPH) <luenna.kim@sfdph.org>; Oumar Fall <Oumar.Fall@SEIU1021.ORG>; Wright, Jonathan (HRD) <jonathan.wright@sfgov.org>; Sangha, Baljeet (DPH) <baljeet.sangha@sfdph.org>; Lyens, Jonathan (DPH) <jonathan.lyens@sfdph.org>; Dennis Wong <Dennis.Wong@seiu1021.org>

Cc: Longhitano, Robert (DPH) <robert.longhitano@sfdph.org>; Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Nely Obligacion <nely.obligacion@seiu1021.org>

Subject: Re: Receipt of Notice for new PCS over \$100K PSC # 41012 - 23/24

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.

Hi Mr. Joseph,

Following up to see if SEIU is willing to grant the notification period waiver so we can request Omit Posting to allow us to submit Omit Posting request. We remain hopeful that we can request to have this scheduled at the September 18, 2023 Civil Service Commission meeting.

Thank you for your consideration.

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.

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: Provision of Temporary Registry Staff for Respiratory Technicians and Therapists

Funding Source: General Funds

PSC Duration: 2 years 25 weeks

PSC Amount: \$6,000,000

1. Description of Work

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

The Contractor(s) will supply as-needed and temporary Respiratory Technicians and Therapists to the Department of Public Health during peak periods of need or when there are vacancies in the class due to vacation, leaves, or hiring and recruitment challenges. The dollar amount requested represents the estimated spending authority for multiple contracts. Actual usage is based strictly on the needs of the Department and the actual expenses incurred.

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

The services are necessary in order to continue the provision of care to the clients and patients of the Department. If the services are denied, the Department will be unable to staff positions and maintain required staffing levels which will impact patient care and possible jeopardize the department from meeting mandated requirements by various regulatory agencies.

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.

Temporary Respiratory Technicians and Therapists are a new request.

D. Will the contract(s) be renewed?

No

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload): These registry services are necessary for intermittent, temporary, as-needed services to provide back-up coverage during times of high patient census, high acuity, unexpected staff illnesses and/or vacations and/or unanticipated staff shortages. It is standard practice to use surge staffing during transitions requiring training of large numbers of staff.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The contractor must be a temporary employment agency, or registry that has a ready pool of Respiratory Technicians and Therapists that can be placed for short term assignments. Respiratory Technicians and Therapists must have all the required licenses and certifications to practice in California.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2320, Registered Nurse; 2536, Respiratory Care Practitioner; 2537, Respiratory Care Prctnr 2; P103, Special Nurse;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No

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

The Department is committed to work with DPH HR to create a minimum of three (3) new positions to address staffing for continuous, around the clock coverage. Given the challenges of staffing positions nationwide the Department continues to experience challenges in finding sufficient permanent employees. In addition, there will always be a need to backfill and supplement permanent staff to account for attrition, planned and unplanned leaves, such as sick leave or vacation leave.

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 already exist. These registry services are necessary for intermittent, temporary, as-needed services to provide back-up coverage during times of high patient census, high acuity, unexpected staff illnesses and/or vacations and/or unanticipated staff shortages. It is standard practice to use surge staffing during transitions requiring training of large numbers of 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, because the City currently has Civil Service classifications used to provide these services on a regular basis. These registry services are needed to meet intermittent staffing needs during periods of unusually high patient activity or low staffing of civil service employees.

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. The proposed contracts are strictly for the provision of temporary staff to supplement current staff. There is no training provided to the department by temporary staff engaged under the proposed contracts.
- 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 07/21/2023, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous; SEIU Local 1021; 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 St. Rm 419b San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41012 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Receipt of Notice for new PCS over \$100K PSC # 41012 - 23/24

dhr-psccordinator@sfgov.org

on behalf of

kelly.hiramoto@sfdph.org

Fri 7/21/2023 1:17 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>;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>;SF-DHR-Info@seiu1021.org <SF-DHR-Info@seiu1021.org>;Najuawanda 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>;Kbasconcillo@sfgwater.org <Kbasconcillo@sfgwater.org>

RECEIPT for Union Notification for PSC 41012 - 23/24 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 41012 - 23/24 for \$20,000,000 for Initial Request services for the period 08/01/2023 – 12/31/2028. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/21068> 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