



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

LONDON N. BREED
MAYOR

Sent via Electronic Mail

January 18, 2024

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: REVIEW OF PERSONAL SERVICES CONTRACT NUMBER 49234-23/24 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 **January 30, 2024, at 1:00 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

Attachments

Cc: Reanna Albert, Department of Public Health
Kelly Hiramoto, Department of Public Health
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 in-person 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. People who have received an accommodation due to a disability (as described below) may provide their public comments remotely. The Commission will also allow public comment from members of the public who choose to participate remotely. It is possible that the Commission may experience technical challenges that interfere with the ability of members of the public to participate in the meeting remotely. If that happens, the Commission will attempt to correct the problem, but may continue the hearing so long as people attending in-person are able to observe and offer public comment.

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: sof@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/>.



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

San Francisco Department of Public Health

Grant Colfax, MD
Director of Health

DATE: January 2, 2024

TO: Sandra Eng, Executive Officer, Civil Service Commission

FROM: Reanna Albert, PSC Coordinator, Department of Public Health

RE: Request for PSC 49234-23/24 Security Services at Comprehensive Crisis Center, OMIT POSTING

This is to respectfully request Omit Posting for PSC 49234-23/24 Security Services at Comprehensive Crisis Center so it can be heard at the January 30, 2024, Civil Service Commission Special Meeting.

The 30-day notice period for Deputy Sheriff's Association ended on 12/30/23. SEIU Local 1021, Miscellaneous has granted DPH waiver for the 60-day notice period to allow for the Omit Posting request.

Effective January 1, 2024, the State requires that the Comprehensive Crisis Center maintain on-site overnight shifts. Comprehensive Crisis Center staff have reported criminal activity in the parking lot where the site is located, including auto burglaries and illegal lodging in parked vehicles. Based on FY 23-24 community crime stats, within a 2-mile radius of the site location, the security risk/vulnerabilities include the following police reports:

- Robberies – 9 reports
- Grand Theft from Person – 5 reports
- Possess Controlled Substance – 4 reports
- Petty Theft – 1 report
- Weapon Crimes – 1 report

Initial attempts were made to secure the security services through existing security contracts. It was determined late in November that the services would be able to utilize existing but needed a new PSC. Holiday schedules caused further delays in obtaining the information needed to submit a complete PSC.

Additionally, the Sheriff's Office has declined to provide security support for the Comprehensive Crisis Center, citing safety concerns for their Sheriff's Cadet staff. A full-time law enforcement (deputy) presence would be disproportionate to the volume of security related incidents and the contract's scope-of-work of providing personal safety escorts to and from the facility's parking lot.

RECEIVED
2024 JAN 16 15:21:00
EXECUTIVE OFFICER
CIVIL SERVICE COMMISSION
SAN FRANCISCO

Sandra Eng, Executive Officer, Civil Service Commission
January 2, 2024
Page 2 of 2

Under the current DPH-SFH work order, The Sheriff's Office has been challenged with providing deputy staffing, where 50% of the weekly hours (2,400 weekly hours) go unfilled.

These security services are necessary to protect the safety of both clients and staff at the Comprehensive Crisis Center. Additionally, the Center must safeguard clients, who, having recently suffered traumatic events, need to feel safe.

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

cc: Michelle Ruggels, Director, DPH Business Office
Basil Price, Director of Security, DPH
Stephanie Felder, Director – Crisis Services, DPH
Amy Rankin-Williams, Behavioral Health Services/Operations – Contracts, Budget, Project Management - DPH

Attachments:

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

Albert, Reanna (DPH)

From: Price, Basil (DPH)
Sent: Monday, November 27, 2023 5:31 PM
To: Albert, Reanna (DPH)
Cc: Williams, Ramon (DPH); Rankin-Williams, Amy (DPH); Felder, Stephanie (DPH)
Subject: Fw: PSC

Reanna,

Please see the below email from SEIU.

Thank you

Basil A. Price

Director of Security, Department of Public Health

City and County of San Francisco

1001 Potrero Avenue

San Francisco, CA 94110

Office: 415-206-2577

Cell: 415-926-3669

basil.price@sfdph.org

From: Gail Byrdsong <Gail.Byrdsong@seiu1021.org>
Sent: Monday, November 20, 2023 9:47 AM
To: Williams, Ramon (DPH) <ramon.williams@sfdph.org>
Cc: Thomas Vitale <thomas.vitale@seiu1021.org>; Price, Basil (DPH) <basil.price@sfdph.org>
Subject: Re: PSC

Hi Ramon, 3801 3rd St. is one of my sites that house some of my members and members from others chapters as well! As far as HSA members, I don't think we would have an issue with providing additional security, which is much needed in that location!

Thank you,

Gail Byrdsong
SEIU 1021, Field Representative
350 Rhode Island St.; Ste. 100/South
San Francisco, CA 94103

Gail.byrdsong@seiu1021.org
(415)361-1994
Members Resource Center/MRC
1-877-687-1021

"I am no longer accepting things I cannot change...I am changing things I cannot accept". (Angela Davis)

On Nov 17, 2023, at 3:04 PM, Williams, Ramon (DPH) <ramon.williams@sfdph.org> wrote:

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.

Thank you!

From: Thomas Vitale <Thomas.Vitale@seiu1021.org>
Sent: Friday, November 17, 2023 2:59 PM
To: Williams, Ramon (DPH) <ramon.williams@sfdph.org>; Price, Basil (DPH) <basil.price@sfdph.org>
Cc: Thomas Vitale <thomas.vitale@seiu1021.org>; Gail Byrdsong <Gail.Byrdsong@seiu1021.org>
Subject: RE: PSC

Hi Ramon, I believe 3801 3rd St. is an HSA site, which would be represented by Gail Birdsong whom I have cc'd above.

Thomas Vitale
SEIU 1021 Representative
Contact# 510-703-4081

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

<http://bit.ly/SFMembershipForm>

<https://www.seiu1021.org/post/seiu-1021-covid-19-response-updates>
seiu1021.org

From: Williams, Ramon (DPH) <ramon.williams@sfdph.org>
Sent: Friday, November 17, 2023 9:26 AM
To: Thomas Vitale <Thomas.Vitale@seiu1021.org>
Cc: Price, Basil (DPH) <basil.price@sfdph.org>
Subject: FW: PSC

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 Thomas,
Happy Friday
Adding Basil, our Security Director, to this message
Please let us know if you have questions or would like to set up a meeting to discuss.

Best,
Ramon

From: Claude Joseph <Claude.Joseph@seiu1021.org>
Sent: Thursday, November 16, 2023 5:50 PM
To: Williams, Ramon (DPH) <ramon.williams@sfdph.org>
Cc: Thomas Vitale <thomas.vitale@seiu1021.org>; Oumar Fall <oumar.fall@seiu1021.org>
Subject: RE: PSC

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

Hey Ramon,

Please work with Thomas regarding this request.

Thanks

From: Williams, Ramon (DPH) <ramon.williams@sfdph.org>
Sent: Thursday, November 16, 2023 4:56 PM
To: Claude Joseph <Claude.Joseph@seiu1021.org>
Subject: PSC

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 Claude,

We're looking for a waiver to secure contract security for the Comprehensive Crisis Center, 3801 3rd Street, San Francisco, CA

Rationale for union waiver

Effective January 1, 2024, the State requires that the Comprehensive Crisis Center maintain on-site overnight shifts.

Based on FY 23-24 community crime stats, within a 2-mile radius of the site location, the security risk/vulnerabilities include the following police reports:

- Robberies – 9 reports
- Grand Theft from Person – 5 reports
- Possess Controlled Substance – 4 reports
- Petty Theft – 1 report
- Weapon Crimes – 1 report

Comprehensive Crisis Center staff have reported criminal activity in the parking lot where the site is located, including, auto burglaries and illegal lodging in parked vehicles.

The Sheriff's Office has declined to provide security support for the Comprehensive Crisis Center, citing safety concerns for their Sheriff's Cadet staff.

To safeguard the safety of the Comprehensive Crisis Center staff and clients, the presence of a uniform security guard presence, during evening operating hours, is requested.

Please let me know if you have questions and when we can discuss.

Thanks,

Ramon Williams
Director for Labor Relations
San Francisco Department of Public Health

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Security Services at Comprehensive Crisis Center

Funding Source: General Funds

PSC Amount: \$1,000,000

PSC Est. Start Date: 01/01/2024

PSC Est. End Date: 07/31/2028

1. Description of Work

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

Contractor(s) will provide security services to the Comprehensive Crisis Center, which is a mental health clinic that serves adults and children having an acute mental health crisis. These services will include providing one security guard at the Comprehensive Crisis Center to support clinic policies, and ensure the safety of clients and staff, including the following:

- Maintaining a fixed position inside the Comprehensive Crisis Center office at the front door.
- Providing personal safety escorts for employees/clients to and from the building and the parking lot.
- At the direction of clinic staff, provide security officer's assistance that is limited to the officer's presence as a deterrent or backup to office staff's actions. The officer's actions may include giving directives to take control of a potentially escalating situation, to assess, moderate, or prevent inappropriate behavior through limit setting.
- Respond to other internal and external disasters.
- Document security related incidents and emergencies.

Services will take place during overnight shifts from 10:00 PM – 8:00 AM, seven days a week, at the Comprehensive Crisis Center, located at 3801 3rd Street, Suite 400, Bayview Plaza, San Francisco.

The staff at Comprehensive Crisis Center provides 24/7 crisis intervention responses to critical incidents, including suicides, homicides, car fatalities, as well as support to people that have experienced grief and loss. In addition to the Comprehensive Crisis Center providing services at their clinic office, the staff serves the community by responding to incident sites and homes.

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

These security services are necessary to protect the safety of clients and staff at the Comprehensive Crisis Center. The Center must safeguard clients who, having recently suffered traumatic events, need to feel safe. Car break-ins and trespassers sleeping in cars are often found in the parking lot used by the Comprehensive Crisis Center staff and clients. Denial of services increases the risk of further threats and may lead to potentially escalating and dangerous situations for clients and staff. Additionally, lack of proper security measures would hinder the center's ability to provide a safe and secure environment for individuals recovering from traumatic events.

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 are new services for the Comprehensive Crisis Center.

D. Will the contract(s) be renewed?

Yes, if there is a continued need and as funding is available.

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

The State requires that beginning January 1, 2024, staff must be on-site during overnight shifts. Security services are critical for the safety and protection of both staff and clients.

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

A. Specify required skills and/or expertise: -Registered as Private Patrol Operator with 5 years minimum experience as a licensed Private Patrol Operator. -Understanding of trauma informed care and harm reduction and skills in de-escalation. -Ability to maintain calm but authoritative body language. -Ability to communicate effectively with staff and clients and speak, read, understand, and properly use documents written in English. -Ability to identify patterns, trends, and unusual activities. -Security officers need to be aware of everything happening at their assigned position: watch for security breaches, strange behaviors, and illegal activities. -Must be physically able-bodied, including working exterior assignments and in inclement weather. -Physical effort involves considerable standing and walking for extended periods of time. -Ability to assess situations. -Ability to respond quickly to de-escalate confrontational situations.

B. Which, if any, civil service class(es) normally perform(s) this work? 2587, Health Worker 3; 8300, Sheriff's Cadet; 8304, Deputy Sheriff;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
Contractor will provide safety services at Comprehensive Crisis Center. Equipment such as cell phone, radio, flashlight, reflective safety vest, pepper spray with verified training, etc. will be provided by the contractor.

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

There are no current appropriate job classes nor existing contracts within the City and County of San Francisco to provide these services other than through the Sheriff's Department, who is currently providing similar services but without the emphasis on creating a welcoming healthcare environment, trauma informed care, and de-escalation.

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

- A. Explain why civil service classes are not applicable.
Civil service staff often have conflicting duties which require enforcement of the law in ways that tend to have the potential to create environments which are at odds with clients who recently suffered traumatic events and need to feel safe.

- 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. While it may be possible to create and adopt a new civil service class, there are significant obstacles including the amount of time necessary and the current backlog in DPH Human Resources. There are also significant challenges and time to adapt the HR system to calibrate a new set of criteria to determine qualifications for this kind of service. There are a number of existing community providers that could apply to provide this service in a timely way.

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. While there is no formal training of civil service staff under this PSC, there may be opportunities for 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.
No.

7. Union Notification: On 11/30/2023, the Department notified the following employee organizations of this PSC/RFP request:
Deputy Sheriff's Association; 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: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard Street San Francisco, CA 94103

PSC# 49234 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

From: dh-psscordinator@sfgov.org on behalf of reanna.albert@sfdph.org
To: [Albert.Reanna \(DPH\)](mailto:Albert.Reanna@DPH); oumar.fall@seiu1021.org; cade.crowell@seiu1021.org; max.porter@seiu1021.org; [Laxamana, Junko \(DBI\)](mailto:Laxamana_Junko@DBI); sarah.wilson@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; matthew.torres@seiu1021.org; SF-DHR-Info@seiu1021.org; Najuwanda Daniels; Jason Klumb; Frigault, Noah (HRC); Meyers, Julie (HSA); Thomas Vitale; Ricardo.lopez@sfgov.org; Kbasconcillo@swater.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](mailto:David.Canham); itanner940@aol.com; president@sanfranciscodsa.com; kennethlomba@gmail.com; ecdemvoter@aol.com; [Albert, Reanna \(DPH\)](mailto:Albert.Reanna@DPH); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator.DHR@HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49234 - 23/24
Date: Thursday, November 30, 2023 5:34:41 PM

RECEIPT for Union Notification for PSC 49234 - 23/24 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 49234 - 23/24 for \$1,000,000 for Initial Request services for the period 01/01/2024 – 07/31/2028. 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/21687> 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