



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

**LONDON N. BREED  
MAYOR**

**Sent via Electronic Mail**

January 18, 2023

**NOTICE OF CIVIL SERVICE COMMISSION MEETING**

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT  
46300-23/24; 49854-23/24; 47440-23/24; 41725-23/24; 42740-23/24; 45484-23/24;  
42790-23/24; 47988-23/24; 49726-23/24; 38629-23/24; 41527-23/24; 42794-23/24;  
49686-23/24; 42950-23/24; 48355-23/24; 46100/22/23; 31270-22/23; 43506-21/22;  
49806-20/21; 41604-18/19; 46699-23/24; AND 49137-14/15.**

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 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:** Reanna Albert, Department of Public Health  
Alysabeth Alexander -Tut, Port  
Alexander Burns, Department of Public Works  
Rachel Garcia, Homelessness and Supportive Housing  
Jolie Gines, Department of Technology  
Shawndrea Hale, Public Utilities Commission  
Kelly Hiramoto, Department of Public Health  
Terry Jones, Human Rights Commission  
Lynn Khaw, Office of the City Administrator  
Daniel Kwon, Public Utilities Commission  
Vincent Lee, Police  
Joan Lubamersky, Office of the City Administrator  
Rebecca Lui, Controller's Office  
Sean McFadden, Rec & Park  
Commission File  
Commissioners' Binder  
Chron

## **NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**

### **A. Commission Office**

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

### **B. Policy Requiring Written Reports**

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

### **C. Policy on Written Submissions by Appellants**

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

### **D. Policy on Materials being Considered by the Commission**

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

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

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

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

### **F. Policy and Procedure on Hearing Items Out of Order**

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

### **G. Procedure for Commission Hearings**

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

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

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

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

Each presentation shall conform to the following:

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

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

#### **H. Policy on Audio Recording of Commission Meetings**

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

#### **I. Speaking before the Civil Service Commission**

Speaker cards are not required. The Commission will take 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](mailto:civilservice@sfgov.org) to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

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

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

#### **San Francisco Lobbyist Ordinance**

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



London Breed  
Mayor

Carol Isen  
Human Resources Director

Date: January 12, 2024

To: The Honorable Civil Service Commission

Through: Carol Isen  
Human Resources Director

From: Joan Lubamersky / Lynn Khaw, GSA  
Rebecca Lui, CON  
Terry Jones, HRC  
Vincent Lee, POL  
Alysabeth Alexander-Tut, PRT  
Reanna Albert / Kelly Hiramoto, DPH  
Shawndrea Hale / Daniel Kwon, PUC  
Alexander Burns, DPW  
Rachel Garcia, HOM  
Sean McFadden, REC  
Jolie Gines, TIS

Subject: **Personal Services Contracts Approval Request**

This report contains twenty-two (22) 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 23/24 to date:

Total of this Report	YTD Expedited Approvals FY2023-2024	Total for FY2023-2024
\$226,008,567	\$381,381,426	\$3,461,593,235

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# POSTING FOR

January 30, 2024

## PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<u>46300 - 23/24</u>	GENERAL SERVICES AGENCY - CITY ADMIN	\$2,500,000.00	<p>The Office of Contract Administration (OCA) manages eight contracts for the purchase of proprietary system furniture to be used Citywide. The furniture includes cubicles, wall panels, seating, and other materials required to configure a workspace, and manufacturers include: K1, Knoll, Haworth, National, and Allsteel. Each contract has been awarded to an authorized distributor for that manufacturer based on being the lowest responsive bidder to solicitations issued by OCA in 2020. While these are commodity contracts awarded in 2020, they require the awarded suppliers to oversee the selection/configuration of furniture for a particular space and its installation within that space. Because of the proprietary and complex nature of the furniture, only authorized distributors of the manufacturer have (A) the expertise to select and configure the appropriate system furniture for a space and (B) the authority by the manufacturers they represent to install it in that space. Further, any warranty on the system would be voided if the City were to attempt to install such furniture on its own.</p>	August 1, 2020	September 30, 2026	REGULAR
<u>49854 - 23/24</u>	GENERAL SERVICES AGENCY - CITY ADMIN	\$1,750,000.00	<p>The proposed work is for contractors to provide American Sign Language (ASL) interpreter services for City departments. The contractors will be responsible for dispatching interpreters when requested, matching the skills of interpreters with specific requests, and tracking and billing for the services provided. ASL is a complete and natural language with the same linguistic</p>	March 1, 2024	February 28, 2029	REGULAR

**PSC Estimated Start Date**      **PSC Estimated End Date**      **Type of Approval**

**Description of Work**

properties as spoken languages but with a unique grammar different from English. It is expressed through hand and facial movements and is the primary language of many North Americans who are deaf or hard of hearing. ASL interpreters provide specialized language services to ASL users, which will be provided as needed.

Perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller's Office City Services Auditor function to assess and improve the financial condition, and performance of City departments, and protect critical City data infrastructure.

February 5, 2024      January 28, 2029      REGULAR

**Dept Designation**      **PSC Amount**

47440 - 23/24 CONTROLLER \$15,000,000.00

Contractors shall provide on-call consultant services to design and facilitate racial equity and restorative justice discussion spaces and trainings for employees of law enforcement and justice departments in the City and County of San Francisco.

The consultant would lead:

Large group discussion spaces or training for employees in law enforcement and justice departments:

- Identify objectives and structure for discussion spaces (e.g. circles, trainings, workshops, activities, etc.), in collaboration with Racial Equity Leaders, the Office of Racial Equity, and department management.

- Design activities and content for the discussion spaces.

- Facilitate the discussion spaces.

- Identify areas for further learning and recommend next steps.

Small group discussion spaces for Racial Equity Leaders in law enforcement and justice departments:

- Debrief the large group discussion spaces with Racial Equity Leaders.

- Design and facilitate healing-centered activities for Racial

HUMAN RIGHTS COMMISSION  
41725 - 23/24 \$150,000.00

January 1, 2024      December 29, 2028      REGULAR



<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>Equity Leaders, as needed, including around how to move racial equity work within their agencies.</p> <ul style="list-style-type: none"> <li>-The small discussion spaces would be around six-times per year (bi-monthly or quarterly) in 2024 and 2025.</li> </ul> <p>The consultant needs to have knowledge of and/or experience with:</p> <ul style="list-style-type: none"> <li>-Healing-centered approaches to facilitation and learning, especially for communities that are disproportionately incarcerated. (e.g. Black, American Indian, Latinx, Pacific Islander)</li> <li>-Cultures within law enforcement and related departments. (e.g. police, sheriff, probation, district attorney, public defender)</li> <li>-Emerging practices to dismantle racism in law enforcement and justice systems.</li> <li>-Restorative justice training.</li> </ul>			
<u>42740 - 23/24</u>	HUMAN RIGHTS COMMISSION	\$550,000.00	<p>The Contract and Grant Monitoring System and Support (CGMS) is an online application that serves as the primary contract monitoring and invoicing mechanism between grantees and the Human Rights Commission. This contract will provide CGMS system and support services related to daily application and data backup, application hosting and connectivity, project management, user support, security, implementation and monitoring, data integration, software bug fixes, additions to data collection, browser compatibility testing, general code optimization, and ongoing customization's.</p>	January 1, 2024	December 31, 2027	REGULAR
<u>45484 - 23/24</u>	POLICE	\$335,000.00	<p>One-time Professional Services engagement to set up ALPR cameras. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Safety Standard Implementation Service Brief.</p>	March 1, 2024	February 28, 2025	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<u>42790 - 23/24</u>	PORT	\$4,000,000.00	To create an as-needed engineering contract with consulting teams capable of providing a wide range of engineering and construction management services on an as-needed basis for Port capital and on-going projects. Such projects may be marine related for maintenance and improvements of the Port's aging infrastructure. This is for a contract that received prior approval under PSC number 49819 – 21/22 approved on April 15, 2022 but because of lengthy contract negotiations, we are needing to return to the Commission for approval.	December 1, 2023	November 30, 2027	REGULAR
<u>47988 - 23/24</u>	PUBLIC HEALTH	\$4,000,000.00	The selected Contractor(s) will support the Department in various short-term projects in support of Behavioral Health Services (BHS) programs and initiatives, California Advancing and Innovating Medi-Cal (CalAIM) initiatives and other programs all with the aim to improve care and outcomes for vulnerable populations including Medi-Cal enrollees. For the initial project the selected contractor(s) will provide services to assess, plan, design and brief the department on the following topics: 1. Street Interventions: Design/assessment of ways to collaborate with police in order to decrease distressing street behaviors associated with serious mental illness and substance use; 2. Crisis Responses: Provide input on program design of a planned crisis response unit; 3. 911 Clinicians: Support the design of a 911 embedded clinician triage function, a planned new program to embed clinicians, while also examining 911, EMS and law enforcement interactions; and 4. Involuntary Transports Support: designing involuntary transport system for people on an involuntary psychiatric hold OR involuntary medication order.	January 1, 2024	December 31, 2027	REGULAR
<u>49726 - 23/24</u>	PUBLIC HEALTH	\$7,500,000.00	In support of Laguna Honda Hospital's (LHH) recertification efforts in the Center for Medicare and Medicaid Services provider participation program, the selected contractor will support San Francisco Department of Public Health (SFPDH)	March 1, 2024	February 28, 2027	REGULAR

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

**Description of Work**

leadership in designing, creating, establishing and maintaining critical processes related to LHH recertification, facility improvement and long-term stabilization. Specifically, selected contractor will facilitate strategy deployment, overarching project management, facilitation and follow up, as well as develop and implement an information reporting structure and process. Selected contractor will also enhance strategic communication abilities by providing a triage function for incoming requests internal to the City, as well as creation of communication documents, messaging and related collateral as required. Selected contractor will also serve as project manager and leader, potentially managing all aspects of the project lifecycle, including project development, defining deliverables, team facilitation, driving towards defined goal completion, aiding in decision support and managing timelines and ensuring deadlines are met.

The California Public Utilities Commission (CPUC) has awarded \$3.8mil to CleanPowerSF to fully fund the administration of a new energy program to benefit CleanPowerSF’s customers. The Program will provide cost-effective energy efficiency through retrofits and direct installation of equipment for businesses and organizations in the food service sector. CleanPowerSF will solicit and contract for this work from an Energy Service Company (ESCO), as this will be fully funded by the CPUC, which specifically directs CleanPowerSF to enlist an ESCO for program implementation, per the approved program design.

The ESCO will provide turnkey professional services including customer acquisition and conducting customer pre-qualification and securing customer consent energy audits and site visits (that may be virtual) of the customer’s facility to assess energy savings opportunities, execution of a contract between the ESCO and the customer and subcontracting the installation of the energy

38629 - 23/24  
 PUBLIC UTILITIES COMMISSION  
 \$3,800,000.00

June 1, 2024  
 February 28, 2029  
 REGULAR

**PSC  
Estimated  
Start  
Date**

**PSC  
Estimated  
End  
Date**

**Type of  
Approval**

**Description of Work**

efficiency measures identified in the energy audit. The ESCO will conduct installation via its pool of pre-qualified and vetted installation contractors. Each installation contractor will work with the customer to schedule and install the measures selected. The ESCO will also conduct commissioning and training as needed.

The SFPUC requires a highly specialized Consultant firms capable to handle confidential knowledge of the SFPUC's security vulnerabilities and overall security program. It is critical to the SFPUC Homeland Security's strategy to confine this critical knowledge of SFPUC's facilities, utility systems, systems design, and vulnerabilities to limited sources. A confidentiality agreement is required for all intellectual information and related documents shared with and produced by technical security consultants set to safeguard the institutional history and confidential information of the SFPUC's facilities and assets, security vulnerabilities and that of the overall security program. The consultant(s) are needed to support the SFPUC's Enterprise-wide security design criteria and elements, regional and master security server hardware and software requirements, communications and network strategy, and security policies and procedures. The consultant(s) would coordinate this work with other City and SFPUC Departments including ITS, Operations, Infrastructure, San Francisco Public Works (SFPW), SFPW Building Design Construction - Architecture (SFPW-BDC), Department of Technology Information Systems (DTIS), and Homeland Security. The security projects scope encompasses all the facilities for Water, Wastewater, and Power Enterprises. Major capital projects at various operating facilities require security upgrade components in order to benefit already planned process, mechanical and electrical upgrades scopes. By integrating security scope with other planned capital

**Dept  
Designation**

**PSC  
Amount**

**PUBLIC  
UTILITIES  
COMMISSION**

\$18,000,000.00

June 3,  
2024

June 2,  
2031

REGULAR

**PSC No**

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<u>42794 - 23/24</u>	PUBLIC UTILITIES COMMISSION	\$5,000,000.00	<p>improvement upgrades allows project delivery efficiencies to limit facility disruptions during construction phase.</p> <p>The contract will conduct hydrologic, geomorphic, biological, and related river ecosystem science and management work on an as-needed basis in relation to existing and future agreements with the US Department of Interior under the Raker Act.</p>	May 5, 2024	May 4, 2033	REGULAR
<u>49686 - 23/24</u>	PUBLIC UTILITIES COMMISSION	\$17,000,000.00	<p>Provide the back-office services necessary to operate CleanPowerSF, the City's Community Choice Aggregation (CCA) program. In the context of CCA, back-office services include comprehensive customer care, account management, billing, and data services for the program. This allows for the tracking of participating customers, recording electric usage and billings via electronic data exchange with PG&amp;E, and supporting the PUC's customer care call center in handling CCA related calls.</p>	November 1, 2024	November 30, 2029	REGULAR
<u>42950 - 23/24</u>	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$187,000.00	<p>Provide consulting services in support of a strategic initiative surrounding employee engagement and workplace satisfaction. This also builds capacity within the department to continue efforts done in the previous years that are related to employee engagement and workplace satisfaction. Consultant will design, develop, and administer all aspects of a workplace culture survey for San Francisco Public Works employees with the objective of detecting overall employee engagement and satisfaction, while achieving a high employee participation rate. Consultant will use survey response data to produce a concise, comprehensive executive summary of findings along with an analysis to assist Department in seeking additional information and feedback for potential improvement actions. Consultant will also provide support in identifying and prioritizing action items based in survey results, as well as guidance in implementing them.</p>	January 30, 2024	January 30, 2030	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			Consultant may provide services to address survey findings and support workplace culture.			
<u>48355 - 23/24</u>	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$21,000,000.00	Provide architectural and multi-discipline design services involving renovation, relocation, adaptive re-use of existing health facilities, installation of specialized medical equipment, modifications to life safety systems and other infrastructure, new health facilities, and other City facilities. Selected firms shall have extensive knowledge of, and experience with general acute care facilities under jurisdiction of the Office of Statewide Health and Planning (OSHPPD).	January 30, 2024	July 30, 2030	REGULAR

**TOTAL AMOUNT \$100,772,000**

# Posting For January 30, 2024

## Proposed Modifications to Personal Services Contracts

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
46100 - 22/23 - MODIFICATIONS	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING -- HOM	\$961,567	\$1,681,567	<p>This request pertains to HSH's COVID-19 response efforts to acquire properties to serve as Permanent Supportive Housing (PSH) options for guests exiting Shelter In Place (SIP) hotels and emergency COVID-19 shelter sites. Acquiring properties to house current SIP guests is a critical component of the City's SIP Rehousing Plan, and for vulnerable guests with comorbidities, successful rehousing could mean the difference between life and death. The Contractor will assist with coordination of property acquisition due diligence and related activities, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Initial Feasibility Assessments as requested prior to the City entering into Letter of Intent (LOI) for acquisition, including site reports and preliminary physical needs assessments</li> <li>• Closing Due Diligence and Financial Modeling, including due diligence reports and analysis and project management.</li> </ul>	02/01/2024	06/30/2025	REGULAR
31270 - 22/23 - MODIFICATIONS	HUMAN RIGHTS COMMISSION -- HRC	\$460,000	\$500,000	<p>The Public Relations (PR) Consultant shall provide public relations, writing and editing support to the Human Rights Commission's in-house staff. The scope of this work shall include:</p> <ul style="list-style-type: none"> <li>• Public relations support to the Human Rights Commission as needed to generate positive media attention surrounding the Human Rights Commission's programs, initiatives and</li> </ul>	09/30/2022	06/30/2025	REGULAR

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
				overall mission. This can include but is not limited to producing and distributing press releases, organizing events, community outreach, crisis communication, internal communications and organizing press conferences, including securing locations, drafting speaker talking points and providing logistical support. • Providing culturally sensitive public relations support including but not limited to translation of press releases, connection to language specific press contacts, and culturally sensitive press events. • Using analysis of market research and the Human Rights Commission's program and initiative goals, design creative collateral and content strategies for social media outlets			
43506 - 21/22 - MODIFICATIONS	PUBLIC HEALTH -- DPH	\$9,500,000	\$24,500,000	Contractors will provide subacute skilled nursing care for patients who require ongoing specialized care, such as tracheostomy care, complex wound management, intravenous tube feeding and/or ventilator care after an acute hospitalization. Contractors may also provide skilled nursing level of care to accommodate surge overflow or other emergency situations. The patients will be treated for as long as medically necessary, providing uninterrupted service for the duration of the PSC.	12/01/2023	06/30/2026	REGULAR
49806 - 20/21 - MODIFICATIONS	PUBLIC UTILITIES COMMISSION -- PUC	\$11,000,000	\$29,000,000	PSC 41117-18/19 was approved by the Civil Service Commission on August 5, 2019 for the scope of work in this request. PSC 41117-18/19 expired on August 5, 2020, before execution of SFPUC Contract PRO-0140. This request will allow the	12/18/2023	03/31/2029	REGULAR



PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
41604 - 18/19 - MODIFICATIONS AND PARK	RECREATION AND PARK	\$315,000	\$1,960,000	<p>SFPUC to complete the execution of Contract PRO.0140. Provide specialized and short-term augmentation to existing SFPUC staff for the construction management of the projects to be constructed for the 10-year Regional Water System Capital Improvement Program and the remainder of the Water System Improvement Program (WSIP) in the East Bay. Services will include project construction management, field contract administration, construction inspection, project controls, materials testing, Supplier Quality Surveillance (SQS), project administration and document control, start-up and testing coordination, office engineering, and maintaining a regional field office for consultant and City staff.</p> <p>The 10-year Regional Water System Capital Improvement Program includes a series of projects that are planned to be constructed during the next 7 years, culminating in the Sunol Valley Water Treatment Plant (SVWTP) Ozone and Calaveras Substation project, which is estimated to be over \$100M in construction cost, which would require an extensive and specialized construction management team to be situated in a remote location. This PSC is to provide specialized construction management staffing and also to provide augmentation to existing SFPUC staffing to cover the temporary peak work load anticipated during the PSC duration.</p>			
		\$315,000	\$1,960,000	Overall remedial engineering and dredge design services for the 900 Innes Park		12/07/2023 07/31/2027	REGULAR

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
	COMMISSION -- REC			Project in San Francisco's Bay View Hunters Point Neighborhood. The work to be performed includes in-water sediment and hazardous building materials testing, treatment and stabilization analyses, hydrodynamic modeling, chemical partitioning and breakthrough analysis, preparation of cap design criteria to ensure cap performance, preparation of construction documentation for public bidding and construction administration. Sub-consultant services include surveying and regulatory permitting support to complete the regulatory permit approval process. Work to be performed by sub-consultants include bathymetric, topographic, boundary and utilities location/surveying. Other work required includes responding to queries from the various agencies arising from the permitting process, preparation of additional exhibits and figures, and compensatory mitigation analysis and planning for addressing potential loss/impacts to aquatic habitat.			
46699 - 23/24 - MODIFICATIONS	GENERAL SERVICES AGENCY - TECHNOLOGY - - TIS	\$3,000,000	\$7,000,000	Training users on the citywide Enterprise Licensed Geographic Information System (GIS) software products, and Geographic Information System Project consulting, on an as-needed basis. Prior to 2022 CSC did not require departments to include the proprietary licensing and maintenance costs for on-premise and cloud based software products. The totality of this request is \$3.5M for proprietary software licensing and maintenance for both on-premises and cloud software products, as well as up to	07/01/2024	06/30/2029	REGULAR

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
49137 - 14/15 - MODIFICATIONS	PUBLIC HEALTH -- DPH	\$100,000,000	\$269,748,074	<p>\$500k in training and consultative services on an as-needed basis. Not all departments actually utilize the 100 hours of technical training and up to 100 hours of learning and service credits. This amount also encompasses the vendors GIS training pass which includes up to 50 training days per year for client departments use to learn about new features on the software suite of products.</p> <p><b>Scope Change:</b> No changes from the original request, just extending 2 years to the agreement</p> <p>Contractors will provide San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH) a continuous, reliable source of intermittent, supplemental, and travel nursing personnel during high patient census, high acuity, unexpected staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements. In addition, SFGH is scheduled to transition to a new acute care facility in December of 2015. In order for that transition to be successful, the current staff will require training on the new equipment, technology, patient flow and workflow processes. Supplemental contract nurses and ancillary personnel will be necessary to provide surge capacity in order to backfill SFGH staff while they attend training sessions and scheduled “day-in-the-life” training simulations.</p>	12/01/2023	10/31/2027	REGULAR
		<b>TOTAL AMOUNT \$125,236,567</b>					

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

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: Assembly & Installation of Proprietary System Furniture

Funding Source: General Fund

PSC Amount: \$2,500,000

PSC Est. Start Date: 08/01/2020

PSC Est. End Date 09/30/2026

**1. Description of Work**

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

The Office of Contract Administration (OCA) manages eight contracts for the purchase of proprietary system furniture to be used Citywide. The furniture includes cubicles, wall panels, seating, and other materials required to configure a workspace, and manufacturers include: K1, Knoll, Haworth, National, and Allsteel. Each contract has been awarded to an authorized distributor for that manufacturer based on being the lowest responsive bidder to solicitations issued by OCA in 2020.

While these are commodity contracts awarded in 2020, they require the awarded suppliers to oversee the selection/configuration of furniture for a particular space and its installation within that space. Because of the proprietary and complex nature of the furniture, only authorized distributors of the manufacturer have (A) the expertise to select and configure the appropriate system furniture for a space and (B) the authority by the manufacturers they represent to install it in that space. Further, any warranty on the system would be voided if the City were to attempt to install such furniture on its own.

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

These services are necessary to ensure the City is able to purchase systems furniture for its office and workspaces and have that furniture installed in the intended manner of the manufacturer. Because of the proprietary and complex nature of the furniture, only authorized distributors of the manufacturer have (A) the expertise to select and configure the appropriate system furniture for a space and (B) the authority by the manufacturers they represent to install it in that space. The consequences of denial would be the warranty on furniture will be voided if supplier technician(s) are not used.

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

As an industry standard, these services have always been provided by the designated distributors of the furniture manufacturers.

D. Will the contract(s) be renewed?

Yes. The City may exercise its option to extend these contracts for an additional three years, depending on the ongoing 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.

City departments have an ongoing need for office and systems furniture. Further, longer-term contracts provide an incentive for suppliers to offer better pricing.

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

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

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

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

B. Explain the qualifying circumstances:

These are as-needed contracts for the purchase of proprietary system furniture to be used Citywide. It is not known when a department may choose to purchase under these agreements. But when they do, they will need the services described in this request. Further, because of the proprietary and complex nature of the furniture, only authorized distributors of the manufacturer have (A) the expertise to select and configure the appropriate system furniture for a space and (B) the authority by the manufacturers they represent to install it in that space. The consequences of denial would be the warranty on furniture will be voided if supplier technician(s) are not used.

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

- A. Specify required skills and/or expertise: Installers/workers must be employed or contracted by authorized and certified distributors of the manufacturer.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7215, General Laborer Supervisor 1; 7514, General Laborer; 7524, Institution Utility Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the technicians who install it at the job site will supply their own equipment to be used.

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

None. These services need to be provided by the designated distributors in order for the warranty to be valid.

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

- A. Explain why civil service classes are not applicable.  
Because of the proprietary and complex nature of the furniture, only authorized distributors of the manufacturer have (A) the expertise to select and configure the appropriate system furniture for a space and (B) the authority by the manufacturers they represent to install it in that space. The consequences of denial would be the warranty on furniture will be voided if supplier technician(s) are not used.
- 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 of the proprietary and complex nature of the furniture, only authorized distributors of the manufacturer have (A) the expertise to select and configure the appropriate system furniture for a space and (B) the authority by the manufacturers they represent to install it in that space. The consequences of denial would be the warranty on furniture will be voided if supplier technician(s) are not used.

**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 not 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 10/23/2023, the Department notified the following employee organizations of this PSC/RFP request:  
Laborers, Local 261; 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: Lynn Khaw Phone: 4155546296 Email: lynn.khaw@sfgov.org

Address: City Hall, Room 430 San Francisco, CA

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46300 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/30/2024

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



**From:** [dhrrpscordinator@sfgov.org](mailto:dhrrpscordinator@sfgov.org) on behalf of [lynn.khaw@sfgov.org](mailto:lynn.khaw@sfgov.org)  
**To:** [RECEIPT for Union Notification for PSC 46300 - 23/24 more than \\$100k](mailto:Khaw, Lynn (ADM); oumar.fall@seiu1021.org; cade.crowell@seiu1021.org; SF-DHR-Info@seiu1021.org; max.porter@seiu1021.org; Jason Klumb; Laxamana, Junko (DBI); sarah.wilson@seiu1021.org; Thomas Vitale; Ricardo.lopez@sfgov.org; Kbasconcillo@sfwater.org; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Wendy Frigillana; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; XiuMin Li; Sin.Yee.Poon@sfgov.org; David Canham; jtanner940@aol.com; laborers261@gmail.com; Khaw, Lynn (ADM); DHR-PSCCoordinator, DHR (HRD)</a><br/><b>Subject:</b> Receipt of Notice for new PCS over $100K PSC # 46300 - 23/24<br/><b>Date:</b> Monday, October 23, 2023 4:36:52 PM</p><hr/></div><div data-bbox=)

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 46300 - 23/24 for \$2,500,000 for Initial Request services for the period 08/01/2020 – 09/30/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrrupal/node/21553> 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: As Needed Citywide American Sign Language (ASL) Interpretation Services

Funding Source: General Fund

PSC Duration: 5 years

PSC Amount: \$1,750,000

**1. Description of Work**

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

The proposed work is for contractors to provide American Sign Language (ASL) interpreter services for City departments. The contractors will be responsible for dispatching interpreters when requested, matching the skills of interpreters with specific requests, and tracking and billing for the services provided. ASL is a complete and natural language with the same linguistic properties as spoken languages but with a unique grammar different from English. It is expressed through hand and facial movements and is the primary language of many North Americans who are deaf or hard of hearing. ASL interpreters provide specialized language services to ASL users, which will be provided as needed.

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

The Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA) prohibit employment discrimination against employees on the basis of disability. In accordance with the law, it is the policy of the City and County of San Francisco to provide equal employment opportunities to qualified individuals with disabilities. City departments require the services of ASL interpreters on a regular basis for effective communication with employees with disabilities. In addition, under Title II of the ADA and the California Civil Rights Act, the City and County of San Francisco is required to provide accessible communications for interactions with the public. City departments arrange for ASL interpreting services for interactions with the public and for public meetings. The consequences of denial would be to lose this opportunity to provide these essential services and risk the City's legal liability for not providing such services.

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 have been provided in the past under PSC #46270 - 22/23 and are being utilized by the Mayor's Office on Disability (MOD).

D. Will the contract(s) be renewed?

Yes, if services continue to be required.

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:

City departments arrange for ASL interpreting services for interactions with the public and for public meetings on intermittent days or hours and are required on an as-needed basis.

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

A. Specify required skills and/or expertise: ASL interpreters are professional individuals who are certified by the Registry of Interpreters of the Deaf, Inc. (RID) (<https://rid.org/>) to provide interpretation of the spoken word to ASL while adhering to the RID and the National Association of the Deaf (NAD) Code of Professional Conduct (<https://rid.org/ethics/code-of-professional-conduct>).

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?**

These services are intermittent, and there are no resources 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.

ASL interpreting is a highly specialized professional service that cannot be performed by individuals who are not specially trained and certified.

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 services are intermittent and provided on an 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.

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. Please see the attached contract scopes of services.

7. **Union Notification:** On 12/15/2023, 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: Lynn Khaw Phone: 4155546296 Email: lynn.khaw@sfgov.org

Address: City Hall, Room 430 San Francisco, CA

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49854 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/30/2024

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [lynn.khaw@sfgov.org](mailto:lynn.khaw@sfgov.org)  
**To:** [RECEIPT for Union Notification for PSC 49854 - 23/24 more than \\$100k](mailto:Khaw, Lynn (ADM); jegy.sering@seiu1021.org; joshv@smw104.org; oumar.fall@seiu1021.org; oumar.fall@seiu1021.org; sportillo@ifpte21.org; sportillo@ifpte21.org; matthew.torres@seiu1021.org; matthew.torres@seiu1021.org; cade.crowell@seiu1021.org; jduritz@uapd.com; kdavis@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; mweirick@ifpte21.org; mweirick@ifpte21.org; dho@ifpte21.org; dho@ifpte21.org; dvickers@iam1414.org; SF-DHR-Info@seiu1021.org; SF-DHR-Info@seiu1021.org; sbabaria@cirseiu.org; andrea@sfmea.com; camaguey@sfmea.com (contact); camaguey@sfmea.com (contact); cpark@local39.org; cpark@local39.org; khughes@ibew6.org; ewallace@ifpte21.org; ewallace@ifpte21.org; plangrooferlocal40@gmail.com; rooferslocal40@gmail.com; Stan Eichenberger; dtuttle@oe3.org; dtuttle@oe3.org; pkim@ifpte21.org; Najuwanda Daniels; Pierre King - UAPD; president@sanfranciscodsa.com; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; roger marenco; pwilson@twusf.org; cmoyer@nccrc.org; Frigault, Noah (HRC); sfdpoa@cloud.com; mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; Laxamana, Junko (DBI); jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; @sfpoa.org; Tracy McCray; mleach; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Meyers, Julie (HSA); Stan Eichenberger; Jason Klumb; camaguey@sfmea.com (contact); 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; Kbasconillo@sfwater.org; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy Frigillana; 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@opcmllocal300.org; Ramon Hernandez; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; XiuMin Li; Sin.Yee.Poon@sfgov.org; Sean McGarry; rrmitchell@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; jitanner940@aol.com; Osha Ashworth; l21pscreview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; christina@sfmea.com; ecdemvoter@aol.com; Thomas Vitale; Khaw, Lynn (ADM); DHR-PSCCoordinator, DHR (HRD)</a><br/><b>Subject:</b> Receipt of Notice for new PCS over $100K PSC # 49854 - 23/24<br/><b>Date:</b> Friday, December 15, 2023 10:08:32 AM</p><hr/></div><div data-bbox=)

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 49854 - 23/24 for \$1,750,000 for Initial Request services for the period 03/01/2024 – 02/28/2029. 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/21772> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

# **Additional Attachment(s)**

## **Appendix A Scope of Services**

The Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA) prohibit employment discrimination against employees on the basis of disability. In accordance with the law, it is the policy of the City and County of San Francisco to provide equal employment opportunities to qualified individuals with disabilities.

In support of Federal and State law and City and County of San Francisco, Department of Human Resources policy, the Contractor shall provide as-needed, in-person and virtually, American Sign-language (ASL) interpretation services (ASL Services) to the Mayor's Office on Disability (MOD), to support the City with the service generally rendered virtually on Zoom and MS Teams platforms and in-person at 1155 Market Street, San Francisco, California 94103.

### **1. Definitions.**

- a. American Sign Language (ASL). American Sign Language (ASL) is a complete, natural language that has the same linguistic properties as spoken languages, with grammar that differs from English. ASL is expressed by movements of the hands and face. It is the primary language of many North Americans who are deaf and hard of hearing and is used by some hearing people as well.
- b. ASL Interpreter(s). A professional individual(s) who is/are certified with the Registry of Interpreters of the Deaf, Inc (RID) (<https://rid.org/>) to provide interpretation of spoken word to ASL, while adhering to the RID/ National Association of the Deaf (NAD) Code of Professional Conduct (<https://rid.org/ethics/code-of-professional-conduct/>).
- c. Independent Contractor Interpreter Pool. A pool of screened, nationally certified interpreters numbering over 150 in the Bay Area, and over 400 Nationwide. Contractor shall maintain a set of ASL Interpreters from the Independent Contractor Interpreter Pool who possess the required skills to serve the needs of specialized populations including, but not limited to, Deaf- Blind accessible language (close vision and tactile), modified sign language (foreign-born Deaf individuals with minimal knowledge of ASL), and specialized language (cognitively delayed Deaf and Hard of Hearing individuals).

### **2. Description of Services.**

The Contractor shall provide qualified ASL Interpreters from the Interpreters Independent Contractor Interpreter Pool for the following:

- a. As-Needed Meetings. As-Needed Meetings will occur on an as-needed basis involving key stakeholders, MOD employees, Mayor's Disability Council (MDC)



members and third-party vendors. All may either attend in-person or virtually on Zoom or MS Teams platform.

As-Needed Meetings may vary in length between thirty (30) minutes and eight (8) hours in duration.

- i. **Location of Services for As-Needed Meetings.** As-Needed Meetings will be held at the MOD main office, 1155 Market Street, San Francisco, California, 94103; San Francisco City Hall, 1 Drive Carlton B. Goodlett Place, Room 400, San Francisco, California, 94102; or virtually on Zoom or MS Teams platform, however, they may not be limited to locations mentioned. The City will notify the Contractor, within the time frames noted below (a.ii), of the location of services.
- ii. **Scheduling Notice Requirement.** City will notify Contractor in writing no less than ten (10) business days in advance to request ASL Services for As-Needed Meetings. The City will also clarify the location of the services within this request.
  1. **Urgent or Emergent Request.** Contractor agrees to reasonably work with City in the case of an emergent or urgent ASL Service requests of less than ten (10) business days including, but not limited to, for public meetings, and extending an interpreter's work assignment hours as needed and contingent on interpreter availability; and Contractor will not unreasonably deny requests for ASL Services, which are requested using a shorter notice period. If the Contractor is not available for an urgent or emergency Service request then the City reserves the right to go to any other source for the Services.
- b. **Contractor Availability for Service Requests and Standard Business Hours.** Contractor is available to respond to Service requests eight (8) hours/day, five (5) days/week, PST Monday through Friday. Contractors' standard business hours are 8:00 am-5:00 pm PST Monday through Friday, accessible via email, phone, and web request during business hours.
- c. **Contractor Availability for Service Requests and Non-standard Hours.** Contractor is available to respond to Service requests outside of the standard hours on an as-needed basis. Non-standard hours include 8:00 am – 6:00 pm PST on weekends and 5:00 pm – 9:00 pm PST on weekdays. The City will notify Contractor during standard business hours to request ASL services performed during non-standard hours.
- d. **Number of Interpreters Per Request.** For occupational safety and quality assurance reasons, assignments that are near one (1) hour or more in length may require two (2) ASL Interpreters, from the Interpreters Independent Contractor Interpreter Pool, to work together. This decision rests with the Contractor and depends upon the nature of the job. Some assignments less than one (1) hour will require two (2) ASL Interpreters depending on the nature of the assignment. The Contractor shall notify

the City within forty-eight (48) hours, after the City’s written request for ASL services, of the name(s) and count of ASL Interpreters.

- i. The City, in its sole determination, may request that the Contractor provide specific ASL Interpreters, from the Interpreters Independent Contractor Interpreter Pool, to support MOD.
- ii. Should the City determine in its sole and absolute discretion that an ASL Interpreter has failed to provide the Services the City shall notify Contractor in writing and the ASL Interpreter shall be immediately removed and prohibited from providing Services to the City. Failure to provide the Services by an ASL Interpreter shall include, but not be limited to, providing inaccurate or inconsistent interpretation of spoken words or ASL, tardiness, or unprofessional and/or abusive conduct. If such a failure to provide the Services occurs during the immediate provision of Services and results in a material interruption of the Services, any fees or charges associated with the Services of the removed ASL Interpreter shall be waived by Contractor.
- e. **Cancellations and Changes.** Requests for ASL Services canceled or their duration changed less than two (2) business days (48 hours) (Cancellation Change Deadline) in advance, by City, will be billed at the two (2) hour minimum per interpreter, if two (2) hours or less were reserved. If more than two (2) hours were reserved, the fee will be for the entire time reserved per interpreter.
- f. **Cancellation/Change Procedure.** Cancellations/changes must be sent to Contractor, at least two (2) business days in advance of the scheduled Services (Cancellation Change Deadline), either via email or telephone, at which time a confirmation of the cancellation/change will be sent to the City. There must be enough leeway to receive the message, process the cancellation/change, and send confirmations. It is requested that the City allow at least fifteen (15) minutes processing time. Cancellations/changes are not final until confirmations have been sent back to City.
  - i. **Urgent Notice of Cancellation.** Email messages are monitored by Contractor during the office hours.

**3. Department Liaison.** In performing the Services provided for in this Agreement, Contractor’s Primary liaison with the Mayor's Office on Disability will be John Koste.

<b>Department Liaison Name</b>	<b>Title</b>	<b>Telephone</b>	<b>Text</b>	<b>Email</b>
John Koste	Jr. Management Assistant	(415) 554-5420	(510) 435- [REDACTED]	<a href="mailto:john.koste@sfgov.org">john.koste@sfgov.org</a>

**Appendix B  
Calculation of Charges**

<b>Resource Classification</b>	<b>Name</b>	<b>Standard Hourly Rate</b>
ASL Interpreter	Aaron Brace	\$ 106.50
ASL Interpreter	Richard Owen	\$ 106.50
ASL Interpreter	Sarah Sims	\$ 106.50
ASL Interpreter	Ann Smith	\$ 106.50
ASL Interpreter	Jennifer Brooke Fulton	\$ 106.50
ASL Interpreter	Cheryl Anton	\$ 106.50
ASL Interpreter	Pamela Cavazos	\$ 106.50
ASL Interpreter	Jodi Terry	\$ 106.50
ASL Interpreter	Laurie Rivard	\$ 106.50
ASL Interpreter	Adina Kaplin	\$ 106.50
ASL Interpreter	Nora Scully	\$ 106.50
ASL Interpreter	Debbie Taylor	\$ 106.50
ASL Interpreter	Joe Quinn	\$ 106.50
ASL Interpreter	Robin Mills	\$ 106.50
ASL Interpreter	Kendra Keller	\$ 106.50
ASL Interpreter	Jim Henderson	\$ 106.50
ASL Interpreter	Patty Lessard	\$ 106.50
ASL Interpreter	Pilar Marsh	\$ 106.50
ASL Interpreter	Carol Mclaggen	\$ 106.50
ASL Interpreter	Rebecca Edens	\$ 106.50
ASL Interpreter	Robin Hunter	\$ 106.50
ASL Interpreter	Carson Alqhist	\$ 106.50
ASL Interpreter	Charlotte Toothman	\$ 106.50
ASL Interpreter	jennifer Odonnell	\$ 106.50
ASL Interpreter	Juan Ramirez	\$ 106.50
ASL Interpreter	Hannah Kanzell	\$ 106.50
ASL Interpreter	Michelle Okamoto	\$ 106.50
ASL Interpreter	Beth Abdallah	\$ 106.50

- \$106.50/hour, 7am to 5pm per interpreter
- \$111.50/hour, 5pm to 12am per interpreter
- \$129.00/hour, 12am to 7am per interpreter

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 # 46270 - 22/23)

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

Type of Service: As Needed American Sign Language (ASL) Interpretation

Funding Source: General Fund

PSC Original Approved Amount: \$250,000 PSC Original Approved Duration: 04/01/23 - 03/02/28 (4 years 48 weeks)

PSC Mod#1 Amount: \$100,000 PSC Mod#1 Duration: 04/01/23-06/30/28 (17 weeks 23 hours)

PSC Cumulative Amount Proposed: \$350,000 PSC Cumulative Duration Proposed: 5 years 13 weeks

**1. Description of Work**

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

The proposed work of the vendor will be to take requests for American Sign Language (ASL) interpreter services, provide interpreters upon request, match the skills of interpreters with the specific requests, track and bill for requests. American Sign Language (ASL) is a complete, natural language that has the same linguistic properties as spoken languages, with grammar that differs from English. ASL is expressed by movements of the hands and face. It is the primary language of many North Americans who are deaf and hard of hearing and is used by some hearing people as well. ASL interpreters provide specialized language services to the ASL users. Services will be as needed.

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

The Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA) prohibit employment discrimination against employees on the basis of disability. In accordance with the law, it is the policy of the City and County of San Francisco to provide equal employment opportunities to qualified individuals with disabilities. The Mayor's Office on Disability (MOD) employs a deaf staff member, and MOD requires the services of ASL interpreters on a regular basis for effective communication with this employee. In addition, under Title II of the ADA and the California Unruh Civil Rights Act, the City and County of San Francisco are required to provide accessible communications for interactions with the public. MOD arranges for ASL interpreting services for interactions with the public of the City Administrators Office and for the public meetings of the Mayor's Disability Council. Consequences of denial would be to lose this opportunity to provide these essential services and risk legal liability of the City for not providing them.

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.

By contract

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:

**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:

American Sign Language services will be as-needed.

B. Reason for the request for modification:

Add \$100K. The Civil Service Commission approved the dates requested earlier. We would prefer to be able to move the duration dates to about three months later. 7.1.23 to 6.30.28) However, we must use the start date

approved earlier.

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

- A. Specify required skills and/or expertise: ASL interpreters are professional individual(s) who is/are certified with the Registry of Interpreters of the Deaf, Inc (RID) (<https://rid.org/>) to provide interpretation of spoken work to ASL, while adhering to the RID/ National Association of the Deaf (NAD) Code of Professional Conduct (<https://rid.org/ethics/code-of-professional-conduct>).
- 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?**

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
ASL interpreting is a highly specialized professional service that cannot be performed by individuals who are not specially trained and certified.
- 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 department is looking into the idea of a new classification.

**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.
- 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 06/29/23, 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: 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# 46270 - 22/23

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 07/07/2023

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: As Needed American Sign Language (ASL) Interpretation

Funding Source: General Fund

PSC Duration: 4 years 48 weeks

PSC Amount: \$250,000

**1. Description of Work**

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

The proposed work of the vendor will be to take requests for American Sign Language (ASL) interpreter services, provide interpreters upon request, match the skills of interpreters with the specific requests, track and bill for requests. American Sign Language (ASL) is a complete, natural language that has the same linguistic properties as spoken languages, with grammar that differs from English. ASL is expressed by movements of the hands and face. It is the primary language of many North Americans who are deaf and hard of hearing and is used by some hearing people as well. ASL interpreters provide specialized language services to the ASL users. Services will be as needed.

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

The Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA) prohibit employment discrimination against employees on the basis of disability. In accordance with the law, it is the policy of the City and County of San Francisco to provide equal employment opportunities to qualified individuals with disabilities. The Mayor's Office on Disability (MOD) employs a deaf staff member, and MOD requires the services of ASL interpreters on a regular basis for effective communication with this employee. In addition, under Title II of the ADA and the California Unruh Civil Rights Act, the City and County of San Francisco are required to provide accessible communications for interactions with the public. MOD arranges for ASL interpreting services for interactions with the public of the City Administrators Office and for the public meetings of the Mayor's Disability Council. Consequences of denial would be to lose this opportunity to provide these essential services and risk legal liability of the City for not providing them.

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 have been provided using other City procurement methods. We have been advised to request approval of the Personal Services Contract (PSC) at this time.

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.  
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:  
American Sign Language services will be as-needed.

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

- A. Specify required skills and/or expertise: ASL interpreters are professional individual(s) who is/are certified with the Registry of Interpreters of the Deaf, Inc (RID) (<https://rid.org/>) to provide interpretation of spoken work to ASL, while adhering to the RID/ National Association of the Deaf (NAD) Code of Professional Conduct (<https://rid.org/ethics/code-of-professional-conduct>).
- 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?**

These services are 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.  
ASL interpreting is a highly specialized professional service that cannot be performed by individuals who are not specially trained and certified.
- 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 department is looking into the idea of a new classification.

**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 03/02/2023, 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: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46270 - 22/23

DHR Analysis/Recommendation:

action date: 04/03/2023

Commission Approval Required

Approved by Civil Service Commission

04/03/2023 DHR Approved for 04/03/2023

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER -- CON

Dept. Code: CON

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

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

Type of Service: City Service Auditor Consulting Services

Funding Source: General Fund

PSC Amount: \$15,000,000

PSC Est. Start Date: 02/05/2024

PSC Est. End Date 01/28/2029

**1. Description of Work**

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

Perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller's Office City Services Auditor function to assess and improve the financial condition, and performance of City departments, and protect critical City data infrastructure.

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

This service is necessary so the City can perform services mandated in the City Charter and SF Administrative Code including: Proposition C (City Charter Section 3.104, Section F1 (112) of Appendix F) and ordinances passed by the SF Board of Supervisors. Proposition C, passed by the City's voters in November 2003, amending City Charter Section 3.105 to instruct the Controller to also serve as the City Services Auditor. Per Section F1 (112) of Appendix F, "the Controller shall be authorized to contract with outside, independent experts to assist in performing the requirements of this Appendix. In doing so, the Controller shall make good faith efforts as defined in Chapter 12D of the Administrative Code to comply with the provisions of Chapter 12 et seq. of the Administrative Code, but shall not be subject to the approval processes of other City Agencies." In addition to performing services mandated in the City Charter and Administrative code, the City Services Auditor also conducts mandated work from various regulatory agencies and government agencies including but not limited to: - San Francisco Board of Supervisors - Revenue Bond Oversight Committee (RBOC) - Health Insurance Portability and Accountability Act of 1996 (HIPAA) - Payment Card Industry Data Security Standard (PCI DSS) - National Institute of Standards and Technology (NIST) - Committee on Information Technology (COIT) - Federal Information Security Management Act (FISMA) If this request is denied, then City IT networks would be at risk for cybersecurity threats and fraud which would have a significant negative impact on City security, operations and services. IT network and vulnerability assessments of City networks have increased significantly in recent years and these services will continue to increase to monitor and improve the City's cybersecurity controls environment. Cybercriminals are increasingly compromising government systems, publishing sensitive data, and using stolen data to commit fraud. Systems that are not properly secured are vulnerable to unauthorized users who could compromise the confidentiality, availability, and integrity of sensitive information or negatively affect the City's operations and services.

**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 46073 - 18/19, Mod 1 and Mod 2.

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

Contracts are not intended to be ongoing or long-term. However, some contracts may be renewed (executed under Office of Contract Administration, OCA, solicitation and procurement processes) if annual compliance reporting requirements are needed (such as for HIPAA, PCI), or to fulfill any law, regulations, guidelines or policy assurance.

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

B. Explain the qualifying circumstances:

Due to passage of Prop C, there is an emergent need to address this additional service. Requests for performance audits, financial audits, and information technology services and analyses are unanticipated, short-term, and specialized in nature. Our current employees do not have the necessary expertise skills to perform the audits and analyses. There will be circumstances where there is a demonstrable conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations.)

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

A. Specify required skills and/or expertise: For most contractors, they must have successfully performed at least two or more projects in a specified service area/type for a complex governmental organization or related enterprise and demonstrate expertise through firm and staff qualifications, project plans and approaches, and client references. Such services may include: financial, performance, and management auditing services; organizational and programmatic assessment and technical assistance services; establishing and implementing comparative jurisdictional performance; network penetration testing, cybersecurity vulnerability and web application security assessments; software configuration, disaster recovery, and risk management IT audits. Some services may require contractors to hold certification such as a Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Internal Auditor (CIA), Committee of Sponsoring Organizations (COSO) Internal Control Certificate, or Certified Management Accountant (CMA). Specialized IT audits, for example network penetration tests, often require professionals to hold security certifications such as Certified Information Systems Auditor (CISA), Certified Information Security Manager (CISM), Certified Information Systems Security Professional (CISSP), Certified Ethical Hacker (CEH), Certified Cloud Security Professional (CCSP), Systems Security Certified Practitioner (SSCP), or Offensive Security Certified Professional (OSCP).

B. Which, if any, civil service class(es) normally perform(s) this work? 1684, Auditor II; 1686, Auditor III; 1803, Performance Analyst I; 1805, Performance Analyst II; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II; 1830, Perf Analyst III Project Mgr; 1867, Auditor I; 0922, Manager I; 0923, Manager II; 0931, Manager III; 0933, Manager V;

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

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

Based on the qualifications stated above, no civil service class normally performs this work, as it includes a wide range of scale, scope and required expertise based on numerous factors including policymaker and department head requests and needs identified on both a periodic and ad-hoc basis. Selected consultants would work with the job classifications: 0922 Manager I, 0923 Manager II, 0931 Manager III, 0933 Manager V, 1684 Auditor II, 1686 Auditor III, 1805 Performance Analyst II, 1830 Performance Analyst III-Project Manager, 1823 Senior Administrative Analyst, 1824 Principal Administrative Analyst, 1825 Principal Administrative Analyst II. It is expected that services would result in knowledge transfer from contractors to City staff.

**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 do not possess expertise for highly specialized audits, assessments, investigations, comparative or best practice analyses, or training services to improve City department performance. There will be circumstances where there is a demonstrable conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations.)

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. These services are short-term, intermittent, and specialized 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.  
Yes. It is expected that services would result in knowledge transfer from contractors to City employees. Trainings will entail contractors sharing auditing experiences and methodologies/techniques on the subject matter including lessons learned.

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 12/06/2023, the Department notified the following employee organizations of this PSC/RFP request:  
Municipal Executive Association; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Rebecca Lui Phone: 415-554-6636 Email: rebecca.lui@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 306 San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47440 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/30/2024

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

**From:** [ahr-psccordinator@sfgov.org](mailto:ahr-psccordinator@sfgov.org) on behalf of [rebecca.lui@sfgov.org](mailto:rebecca.lui@sfgov.org)  
**To:** [Lui, Rebecca \(CON\)](mailto:Lui,Rebecca@CON); [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [jharding@ifpte21.org](mailto:jharding@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [agarza@ifpte21.org](mailto:agarza@ifpte21.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [l21pscreview@ifpte21.org](mailto:l21pscreview@ifpte21.org); [andrea@sfmea.com](mailto:andrea@sfmea.com); [Laxamana, Junko \(DBI\)](mailto:Laxamana,Junko@DBI); [Criss@sfmea.com](mailto:Criss@sfmea.com); [christina@sfmea.com](mailto:christina@sfmea.com); [staff@sfmea.com](mailto:staff@sfmea.com); [Lui, Rebecca \(CON\)](mailto:Lui,Rebecca@CON); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator,DHR@HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 47440 - 23/24  
**Date:** Wednesday, December 6, 2023 5:19:35 PM

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RECEIPT for Union Notification for PSC 47440 - 23/24 more than \$100k

The CONTROLLER -- CON has submitted a request for a Personal Services Contract (PSC) 47440 - 23/24 for \$15,000,000 for Initial Request services for the period 02/05/2024 – 01/28/2029. 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/21759> 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: CONTROLLER

Dept. Code: CON

Type of Request:  Initial  Modification of an existing PSC (PSC # 46073 - 18/19)

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

Type of Service: City Services Auditor Consulting Services

Funding Source: General Fund

PSC Original Approved Amount: \$8,000,000 PSC Original Approved Duration: 07/15/19 - 06/30/24 (4 years 50 weeks)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 06/30/22-11/30/26 (2 years 21 weeks)

PSC Mod#2 Amount: \$3,999,999 PSC Mod#2 Duration: no duration added

PSC Cumulative Amount Proposed: \$11,999,999 PSC Cumulative Duration Proposed: 7 years 20 weeks

**1. Description of Work**

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

Perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller's Office City Services Auditor function to assess and improve the financial condition and performance of City departments.

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

Proposition C, passed by the City's voters in November 2003, amending City Charter Section 3.105 to instruct the Controller to also serve as the City Services Auditor. Per Section F1 (112) of Appendix F,

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 46073 - 18/19

D. Will the contract(s) be renewed?

Contracts are not intended to be ongoing or long-term.

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).

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

Explain the qualifying circumstances:

Due to passage of Prop C, there is an emergent need to address this additional service. Requests for performance and financial audit services and analyses are unanticipated, short-term, and specialized in nature. Our current employees do not have the necessary expertise skills to perform the audits and analyses. There will be circumstances where there is a demonstrable conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations.)

B. Reason for the request for modification:

We would like to increase the existing PSC 46073 - 18/19 funds by \$3,999,999, which is less than half of the previously approved total amount of this PSC in order to allow for continuing services, amendments on existing contracts and new contracts for the same services executed through this PSC.



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

- A. Specify required skills and/or expertise: Contractors must have successfully performed at least two or more projects in a specified service area/type for a complex governmental organization or related enterprise and demonstrate expertise through firm and staff qualifications, project plans and approaches, and client references. Such services may include: financial, performance, and management auditing services; organizational and programmatic assessment and technical assistance services; establishing and implementing comparative jurisdictional performance.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1684, Auditor II; 1686, Auditor III; 1805, Performance Analyst II; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II; 1830, Perf Analyst III Project Mgr; 0922, Manager I; 0923, Manager II; 0931, Manager III; 0933, Manager V;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
Current civil service classes do not possess expertise for highly specialized audits, investigations, comparative or best practice analyses, and training services to improve City department performance. There will be circumstances where there is a demonstrable conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations.)
- 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. These services are short-term, intermittent, and specialized 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.  
It is expected that services would result in knowledge transfer from contractors to 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.  
This Mod for amendments with existing suppliers & new contracts

**7. Union Notification:** On 09/26/23, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Municipal Executive Association; 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: Rebecca Lui Phone: 415-554-6636 Email: rebecca.lui@sfgov.org

Address: 1 Dr. Carlton B Goodlett Place, City Hall, Room 306, San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46073 - 18/19

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 10/24/2023

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER

Dept. Code: CON

Type of Request:  Initial  Modification of an existing PSC (PSC # 46073 - 18/19)

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

Type of Service: City Services Auditor Consulting Services

Funding Source: General Fund

PSC Original Approved Amount: \$8,000,000 PSC Original Approved Duration: 07/15/19 - 06/30/24 (4 years 50 weeks)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 06/30/22-11/30/26 (2 years 21 weeks)

PSC Cumulative Amount Proposed: \$8,000,000 PSC Cumulative Duration Proposed: 7 years 20 weeks

**1. Description of Work**

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

Perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller's Office City Services Auditor function to assess and improve the financial condition and performance of City departments.

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

Proposition C, passed by the City's voters in November 2003, amending City Charter Section 3.105 to instruct the Controller to also serve as the City Services Auditor. Per Section F1 (112) of Appendix F,

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 46073 - 18/19

D. Will the contract(s) be renewed?

Contracts are not intended to be ongoing or long-term.

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).

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

Explain the qualifying circumstances:

Due to passage of Prop C, there is an emergent need to address this additional service. Requests for performance and financial audit services and analyses are unanticipated, short-term, and specialized in nature. Our current employees do not have the necessary expertise skills to perform the audits and analyses. There will be circumstances where there is a demonstrable conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations.)

B. Reason for the request for modification:

We would like to extend the existing PSC 46073 - 18/19 by 2 years and 22 weeks, which is less than half of the previously approved time period in order to allow for continuing services, amendments on existing contracts and new contracts for the same services executed through this PSC. We will not be adding funds or otherwise changing the scope of this PSC.

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

- A. Specify required skills and/or expertise: Contractors must have successfully performed at least two or more projects in a specified service area/type for a complex governmental organization or related enterprise and demonstrate expertise through firm and staff qualifications, project plans and approaches, and client references. Such services may include: financial, performance, and management auditing services; organizational and programmatic assessment and technical assistance services; establishing and implementing comparative jurisdictional performance.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1684, Auditor II; 1686, Auditor III; 1805, Performance Analyst II; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II; 1830, Perf Analyst III Project Mgr; 0922, Manager I; 0923, Manager II; 0931, Manager III; 0933, Manager V;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
Current civil service classes do not possess expertise for highly specialized audits, investigations, comparative or best practice analyses, and training services to improve City department performance. There will be circumstances where there is a demonstrable conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations.)
- 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. These services are short-term, intermittent, and specialized 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 contract? If so, please explain what that will entail; if not, explain why not.  
It is expected that services would result in knowledge transfer from contractors to 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.  
This Mod for amendments with existing suppliers & new contracts

**7. Union Notification: On 06/30/22, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Municipal Executive Association; 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: Rebecca Lui Phone: 415-554-6636 Email: rebecca.lui@sfgov.org

Address: 1 Dr. Carlton B Goodlett Place, City Hall, Room 306, San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46073 - 18/19

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 07/11/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER -- CON

Dept. Code: CON

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

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

Type of Service: City Services Auditor Consulting Services

Funding Source: General Fund

PSC Duration: 4 years 50 weeks

PSC Amount: \$8,000,000

**1. Description of Work**

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

Perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller's Office City Services Auditor function to assess and improve the financial condition and performance of City departments.

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

Proposition C, passed by the City's voters in November 2003, amending City Charter Section 3.105 to instruct the Controller to also serve as the City Services Auditor. Per Section F1 (112) of Appendix F, "the Controller shall be authorized to contract with outside, independent experts to assist in performing the requirements of this Appendix. In doing so, the Controller shall make good faith efforts as defined in Chapter 12D of the Administrative Code to comply with the provisions of Chapter 12 et seq. of the Administrative Code, but shall not be subject to the approval processes of other City 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.

These services were provided through PSC 48282-17/18 and PSC 48282-17/18 Modification 1.

D. Will the contract(s) be renewed?

Contracts are not intended to be ongoing or long-term.

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).

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

B. Explain the qualifying circumstances:

Due to passage of Prop C, there is an emergent need to address this additional service. Requests for performance and financial audit services and analyses are unanticipated, short-term, and specialized in nature. Our current employees do not have the necessary expertise skills to perform the audits and analyses. There will be circumstances where there is a demonstrable conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations.)

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

A. Specify required skills and/or expertise: Contractors must have successfully performed at least two or more projects in a specified service area/type for a complex governmental organization or related enterprise and demonstrate expertise through firm and staff qualifications, project plans and approaches, and client references. Such services may include: financial, performance, and management auditing services; organizational and programmatic assessment and technical assistance services; establishing and implementing comparative jurisdictional performance.

B. Which, if any, civil service class(es) normally perform(s) this work? 1684, Auditor II; 1686, Auditor III; 1805, Performance Analyst II; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II; 1830, Perf Analyst III Project Mgr; 0922, Manager I; 0923, Manager II; 0931, Manager III; 0933, Manager V;

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

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

Based on the qualifications stated above, no civil service class normally performs this work, as it includes a wide range of scale, scope and required expertise based on numerous factors including policymaker and department head requests and needs identified on both a periodic and ad-hoc basis. Selected consultants would work with the following job classifications: 0922 Manager I, 0923 Manager II, 0931 Manager III, 0933 Manager V, 1684 Auditor II, 1686 Auditor III, 1805 Performance Analyst II, 1830 Performance Analyst III-Project Manager, 1823 Senior Administrative Analyst, 1824 Principal Administrative Analyst, 1825 Principal Administrative Analyst II. It is expected that services would result in knowledge transfer from contractors to City staff.

**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 do not possess expertise for highly specialized audits, investigations, comparative or best practice analyses, and training services to improve City department performance. There will be circumstances where there is a demonstrable conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations.)
- 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. These services are short-term, intermittent, and specialized 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.  
Yes. It is expected that services would result in knowledge transfer from contractors to 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.  
No.

**7. Union Notification:** On 05/20/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Management & Superv Local 21; Municipal Executive Association; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Joyce Kimotsuki Phone: (415) 554-6562 Email: joyce.kimotsuki@sfgov.org

Address: 1 Dr. Carlton B Goodlett Place, City Hall, Room 306 San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46073 - 18/19

DHR Analysis/Recommendation:

action date: 07/15/2019

Commission Approval Required

Approved by Civil Service Commission

07/15/2019 DHR Approved for 07/15/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN RIGHTS COMMISSION -- HRC

Dept. Code: HRC

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

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

Type of Service: As-Needed Racial Equity and Restorative Justice Spaces and Trainings

Funding Source: General Fund

PSC Amount: \$150,000

PSC Est. Start Date: 01/01/2024

PSC Est. End Date 12/29/2028

**1. Description of Work**

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

Contractors shall provide on-call consultant services to design and facilitate racial equity and restorative justice discussion spaces and trainings for employees of law enforcement and justice departments in the City and County of San Francisco.

The consultant would lead:

Large group discussion spaces or training for employees in law enforcement and justice departments:

-Identify objectives and structure for discussion spaces (e.g. circles, trainings, workshops, activities, etc.), in collaboration with Racial Equity Leaders, the Office of Racial Equity, and department management.

-Design activities and content for the discussion spaces.

-Facilitate the discussion spaces.

-Identify areas for further learning and recommend next steps.

Small group discussion spaces for Racial Equity Leaders in law enforcement and justice departments:

-Debrief the large group discussion spaces with Racial Equity Leaders.

-Design and facilitate healing-centered activities for Racial Equity Leaders, as needed, including around how to move racial equity work within their agencies.

-The small discussion spaces would be around six-times per year (bi-monthly or quarterly) in 2024 and 2025.

The consultant needs to have knowledge of and/or experience with:



-Healing-centered approaches to facilitation and learning, especially for communities that are disproportionately incarcerated. (e.g. Black, American Indian, Latinx, Pacific Islander)

-Cultures within law enforcement and related departments. (e.g. police, sheriff, probation, district attorney, public defender)

-Emerging practices to dismantle racism in law enforcement and justice systems.

-Restorative justice training.

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

The City has a racial equity mandate for all departments, including law enforcement departments. Meeting the mandate requires some facilitated trainings and discussions from a trainer with restorative justice and healing, racial equity, and familiarity with law enforcement and government cultures. The Office of Racial Equity staff would be coordinating and have some expertise in racial equity work but needs additional expertise in restorative justice trainings and facilitation. Should these services be denied, the staff in enforcement agencies responsible for the implementation of their Racial Equity plans and other staff within those departments would be less equipped and supported to carry out the difficult work of racial equity, justice and healing that is critical to successful implementation and better community outcomes.

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 previously been provided.

D. Will the contract(s) be renewed?

If the work continues beyond December 29, 2028, the Human Rights Commission may seek to renew this contract.

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 indicated previously, the services to be provided by contractor entail a high level of expertise and facilitation on racial equity and restorative justice discussion spaces and trainings for employees of law enforcement and justice departments. The contractor also must have substantial experience in lecturing and giving presentations. Thus, this contractor will provide important and relevant services and assist the city in institutionalizing these practices.

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

A. Specify required skills and/or expertise: The consultant needs to have knowledge of and/or experience with: -Healing-centered approaches to facilitation and learning, especially for communities that are disproportionately incarcerated. (e.g. Black, American Indian, Latinx, Pacific Islander) -Cultures within law enforcement and related departments. (e.g. police, sheriff, probation, district attorney, public defender) - Emerging practices to dismantle racism in law enforcement and justice systems. -Restorative justice training.

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?**

No resources are available within the City as these services are primarily performed on non-City-owned equipment. Services are typically needed intermittently and under temporary circumstances.

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

A. Explain why civil service classes are not applicable.

There is no current employees that perform these services in the City at the citywide level, across multiple enforcement departments.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It could be practical for a new civil service class to perform this work but it'd take time to figure out a class and a process, as well as required certifications and trainings for such as classification.

**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. Explanation of training(s) was shared in the Proposed Work.

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 10/03/2023, 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: Terry Jones Phone: 4152522551 Email: terry.jones@sfgov.org

Address: 25 Van Ness Avenue, Suite 800 San Francisco, CA, 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41725 - 23/24

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 01/30/2024

Civil Service Commission Action:

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

## Receipt of Notice for new PCS over \$100K PSC # 41725 - 23/24

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

on behalf of

terry.jones@sfgov.org <terry.jones@sfgov.org>

Tue 10/3/2023 6:01 PM

To: Jones, Terry (HRC) <terry.jones@sfgov.org>;oumar.fall@sieu1021.org <oumar.fall@sieu1021.org>;  
oumar.fall@sieu1021.org <oumar.fall@sieu1021.org>;sportillo@ifpte21.org <sportillo@ifpte21.org>;sportillo@ifpte21.org  
<sportillo@ifpte21.org>;matthew.torres@seiu1021.org <matthew.torres@seiu1021.org>;matthew.torres@seiu1021.org  
<matthew.torres@seiu1021.org>;cade.crowell@seiu1021.org <cade.crowell@seiu1021.org>;jduritz@uapd.com  
<jduritz@uapd.com>;kdavis@ifpte21.org <kdavis@ifpte21.org>;kdavis@ifpte21.org <kdavis@ifpte21.org>;  
jharding@ifpte21.org <jharding@ifpte21.org>;mweirick@ifpte21.org <mweirick@ifpte21.org>;mweirick@ifpte21.org  
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dho@ifpte21.org <dho@ifpte21.org>;dvickers@iam1414.org <dvickers@iam1414.org>;SF-DHR-Info@seiu1021.org <SF-  
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<sbabaria@cirseiu.org>;andrea@sfmea.com <andrea@sfmea.com>;camaguey@sfmea.com (contact)  
<camaguey@sfmea.com>;camaguey@sfmea.com (contact) <camaguey@sfmea.com>;cpark@local39.org  
<cpark@local39.org>;cpark@local39.org <cpark@local39.org>;khughes@ibew6.org <khughes@ibew6.org>;  
ewallace@ifpte21.org <ewallace@ifpte21.org>;ewallace@ifpte21.org <ewallace@ifpte21.org>;  
plangrooferlocal40@gmail.com <plangrooferlocal40@gmail.com>;rooferslocal40@gmail.com  
<rooferslocal40@gmail.com>;Stan Eichenberger <seichenberger@local39.org>;dtuttle@oe3.org <dtuttle@oe3.org>;  
dtubbble@oe3org <dtubbble@oe3org>;pkim@ifpte21.org <pkim@ifpte21.org>;Najuawanda Daniels  
<najuawanda.daniels@seiu1021.org>;Pierre King - UAPD <pking@UAPD.com>;president@sanfranciscodsa.com  
<president@sanfranciscodsa.com>;max.porter@seiu1021.org <max.porter@seiu1021.org>;kennethlomba@gmail.com  
<kennethlomba@gmail.com>;snaranjo@cirseiu.org <snaranjo@cirseiu.org>;mdennis@twusf.org <mdennis@twusf.org>;  
roger marenco <rmarenco@twusf.org>;pwilson@twusf.org <pwilson@twusf.org>;cmoyer@nccrc.org <cmoyer@nccrc.org>;  
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<mjayne@iam1414.org>;Emanuel, Rachel (DEM) <rachel.emanuel@sfgov.org>;laborers261@gmail.com  
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<jennifer.esteen@seiu1021.org>;emathurin@cirseiu.org <emathurin@cirseiu.org>;abush@cirseiu.org <abush@cirseiu.org>;  
sbabaria@cirseiu.org <sbabaria@cirseiu.org>;anthony@dc16.us <anthony@dc16.us>;mlobre@sfpoa.org  
<MLOBre@sfpoa.org>;@sfpoa.org <@sfpoa.org>;Tracy McCray <tracym@sfpoa.org>;mleach <mleach@ibt856.org>;  
rooferslocal40@gmail.com <rooferslocal40@gmail.com>;sal@local16.org <sal@local16.org>;Criss@sfmea.com  
<Criss@sfmea.com>;Meyers, Julie (HSA) <julie.meyers@sfgov.org>;Stan Eichenberger <seichenberger@local39.org>;Jason  
Klumb <Jason.Klumb@seiu1021.org>;camaguey@sfmea.com (contact) <camaguey@sfmea.com>;ablood@cirseiu.org  
<ablood@cirseiu.org>;kcartermartinez@cirseiu.org <kcartermartinez@cirseiu.org>;ecassidy@ifpte21.com  
<ecassidy@ifpte21.com>;WendyWong26@yahoo.com <WendyWong26@yahoo.com>;WendyWong26@yahoo.com  
<WendyWong26@yahoo.com>;sarah.wilson@seiu1021.org <sarah.wilson@seiu1021.org>;kschumacher@ifpte21.org  
<kschumacher@ifpte21.org>;kpage@ifpte21.org <kpage@ifpte21.org>;tjenkins@uapd.com <tjenkins@uapd.com>;  
eerbach@ifpte21.org <eerbach@ifpte21.org>;tmathews@ifpte21.org <tmathews@ifpte21.org>;amakayan@ifpte21.org  
<amakayan@ifpte21.org>;jb@local16.org <jb@local16.org>;Ricardo.lopez@sfgov.org <Ricardo.lopez@sfgov.org>;  
Kbasconillo@sfwater.org <Kbasconillo@sfwater.org>;Sandeep.lal@seiu1021.me <Sandeep.lal@seiu1021.me>;  
pcamarillo\_seiu@sbcglobal.net <pcamarillo\_seiu@sbcglobal.net>;MRainsford@local39.org <MRainsford@local39.org>;  
Wendy Frigillana <wendy.frigillana@seiu1021.org>;pscreview@seiu1021.org <pscreview@seiu1021.org>;pkim@ifpte21.org  
<pkim@ifpte21.org>;agonzalez@iam1414.org <agonzalez@iam1414.org>;ted.zarzecki@seiu1021.net  
<ted.zarzecki@seiu1021.net>;leah.berlanga@seiu1021.org <leah.berlanga@seiu1021.org>;gail@sfflocal798.org  
<gail@sfflocal798.org>;cityworker@sfcwu.org <cityworker@sfcwu.org>;davidmkersten@gmail.com  
<davidmkersten@gmail.com>;djohnson@opcmialocal300.org <djohnson@opcmialocal300.org>;Ramon Hernandez  
<ramonliuna261@gmail.com>;ablood@cirseiu.org <ablood@cirseiu.org>;pkarinen@nccrc.org <pkarinen@nccrc.org>;  
tony@dc16.us <tony@dc16.us>;stevek@bac3-ca.org <stevek@bac3-ca.org>;XiuMin Li <xiumin.li@seiu1021.org>;  
Sin.Yee.Poon@sfgov.org <Sin.Yee.Poon@sfgov.org>;smcgarry@nccrc.org <smcgarry@nccrc.org>;rmitchell@twusf.org  
<rmitchell@twusf.org>;grojo@local39.org <grojo@local39.org>;jduritz@uapd.com <jduritz@uapd.com>;staff@sfmea.com  
<staff@sfmea.com>;mike@dc16.us <mike@dc16.us>;khughes@ibew6.org <khughes@ibew6.org>;  
l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>;sfsmsa@gmail.com <sfsmsa@gmail.com>;bart@dc16.us  
<bart@dc16.us>;David Canham <david.canham@seiu1021.org>;jtanner940@aol.com <jtanner940@aol.com>;Osha  
Ashworth <oashworth@ibew6.org>;l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>;laborers261@gmail.com  
<laborers261@gmail.com>;local200twu@sbcglobal.net <local200twu@sbcglobal.net>;speedy4864@aol.com

<speedy4864@aol.com>;christina@sfmea.com <christina@sfmea.com>;ecdemvoter@aol.com <ecdemvoter@aol.com>;  
Thomas Vitale <thomas.vitale@seiu1021.org>;Jones, Terry (HRC) <terry.jones@sfgov.org>;DHR-PSCCoordinator, DHR (HRD)  
<dhr-psccordinator@sfgov.org>

RECEIPT for Union Notification for PSC 41725 - 23/24 more than \$100k

The HUMAN RIGHTS COMMISSION -- HRC has submitted a request for a Personal Services Contract (PSC) 41725 - 23/24 for \$150,000 for Initial Request services for the period 01/01/2024 – 12/29/2028. 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/21501> 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: HUMAN RIGHTS COMMISSION -- HRC

Dept. Code: HRC

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

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

Type of Service: Contract and Grant Monitoring System and Support

Funding Source: Human Rights Commission

PSC Amount: \$550,000

PSC Est. Start Date: 01/01/2024

PSC Est. End Date 12/31/2027

**1. Description of Work**

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

The Contract and Grant Monitoring System and Support (CGMS) is an online application that serves as the primary contract monitoring and invoicing mechanism between grantees and the Human Rights Commission. This contract will provide CGMS system and support services related to daily application and data backup, application hosting and connectivity, project management, user support, security, implementation and monitoring, data integration, software bug fixes, additions to data collection, browser compatibility testing, general code optimization, and ongoing customization's.

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

The CGMS will be an essential component of our department operations, tracking the financial and programmatic activities of nonprofit grantees across contracts and grants.

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 previously been provided.

D. Will the contract(s) be renewed?

If the work continues beyond December 31, 2027, the Human Rights Commission may seek to renew this contract.

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

B. Explain the qualifying circumstances:

The City does not hold the necessary proprietary access to CGMS software.

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

A. Specify required skills and/or expertise: The contract requires proprietary access to the CGMS in order to maintain and support the software.

B. Which, if any, civil service class(es) normally perform(s) this work? 9976, 9976;

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?**

CGMS requires proprietary access to the system software which is not available to the City.

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

A. Explain why civil service classes are not applicable.

Maintenance and customization of the CGMS requires proprietary access to the software which City civil service classes do not possess.

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. Due to the proprietary nature of the software, it is not possible for civil service employees to maintain it.

**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. This contract does not involve staff 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 10/17/2023, 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

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

Name: Terry Jones Phone: 4152522551 Email: terry.jones@sfgov.org

Address: 25 Van Ness Avenue, Suite 800 San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42740 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required



DHR Approved for 01/30/2024

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

## Receipt of Notice for new PCS over \$100K PSC # 42740 - 23/24

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

on behalf of

terry.jones@sfgov.org <terry.jones@sfgov.org>

Tue 10/17/2023 8:03 PM

To: Jones, Terry (HRC) <terry.jones@sfgov.org>; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; sportillo@ifpte21.org <sportillo@ifpte21.org>; agarza@ifpte21.org <agarza@ifpte21.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; kdavis@ifpte21.org <kdavis@ifpte21.org>; jharding@ifpte21.org <jharding@ifpte21.org>; mweirick@ifpte21.org <mweirick@ifpte21.org>; dho@ifpte21.org <dho@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>; Jones, Terry (HRC) <terry.jones@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

RECEIPT for Union Notification for PSC 42740 - 23/24 more than \$100k

The HUMAN RIGHTS COMMISSION -- HRC has submitted a request for a Personal Services Contract (PSC) 42740 - 23/24 for \$550,000 for Initial Request services for the period 01/01/2024 – 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/21508> 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: POLICE -- POL

Dept. Code: POL

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

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

Type of Service: Implementation Services for ALPR setup and installation

Funding Source: Organized Retail Theft Grant

PSC Amount: \$335,000

PSC Est. Start Date: 03/01/2024

PSC Est. End Date 02/28/2025

**1. Description of Work**

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

One-time Professional Services engagement to set up ALPR cameras. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Safety Standard Implementation Service Brief.

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

The City has received a grant to purchase and install 400 automatic license plate reader (ALPR) cameras to address organized retail theft. The consequence of denial is that the City would not be able to meet and fulfill its grant goals and objectives if the ALPR equipment cannot be installed.

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.

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:

This project is funded by a grant. The requested service is for the installation and setup of 400 fixed post ALPR cameras. The professional services for installation is a one-time request.

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

A. Specify required skills and/or expertise: Ability to perform site and safety assessments, camera setup and testing of proprietary ALPR equipment.

B. Which, if any, civil service class(es) normally perform(s) this work? 1093, IT Operations Support Admn III; 1093, IT Operations Support Administrator III ;

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

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

The installation and setup is for proprietary ALPR equipment

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

A. Explain why civil service classes are not applicable.

The installation and setup is for proprietary ALPR equipment

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. 1093 class exists.

**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 is no training associated with the requested service.

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 12/14/2023, 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: Vincent Lee Phone: 4158377127 Email: vincent.lee@sfgov.org

Address: 1245 3rd Street San Francisco, CA 94158

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45484 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/30/2024

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

## Leung, Patrick (POL)

---

**From:** dhr-psccordinator@sfgov.org on behalf of vincent.lee@sfgov.org  
**Sent:** Thursday, December 14, 2023 11:52 AM  
**To:** Lee, Vincent (POL); Laxamana, Junko (DBI); sportillo@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; l21pscreview@ifpte21.org; Leung, Patrick (POL); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45484 - 23/24

RECEIPT for Union Notification for PSC 45484 - 23/24 more than \$100k

The POLICE -- POL has submitted a request for a Personal Services Contract (PSC)

45484 - 23/24 for \$335,000 for Initial Request services for the period 03/01/2024 – 02/28/2025. 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/21788> 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:** [Emily Wallace](#)  
**To:** [Leung, Patrick \(POL\)](#); [Lee, Vincent \(POL\)](#); [Laxamana, Junko \(DBI\)](#); [Stefanie Portillo](#); [Kevin Davis](#); [Julia Harding](#); [Mark Weirick](#); [Audrey Garza](#); [WendyWong26@yahoo.com](#); [tmathews@ifpte21.org](#); [kschumacher@ifpte21.org](#); [amakayan@ifpte21.org](#); [l21pscreview@ifpte21.org](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)  
**Cc:** [Kao, Ryan \(POL\)](#)  
**Subject:** Re: Receipt of Notice for new PCS over \$100K PSC # 45484 - 23/24  
**Date:** Friday, December 22, 2023 12:41:42 PM

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

Hi Patrick,

Local 21 agrees to waive our remaining review period, and this PSC may proceed. We will be sure to contact the Department if we have any questions or concerns prior to the CSC meeting.

For the Union,

Emily Wallace  
IFPTE Local 21 Representative

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**From:** Leung, Patrick (POL) <patrick.n.leung@sfgov.org>  
**Date:** Thursday, December 14, 2023 at 12:03 PM  
**To:** Lee, Vincent (POL) <vincent.lee@sfgov.org>, Lee, Vincent (POL) <vincent.lee@sfgov.org>, Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>, Stefanie Portillo <sportillo@ifpte21.org>, Kevin Davis <kdavis@ifpte21.org>, Julia Harding <jharding@ifpte21.org>, Mark Weirick <mweirick@ifpte21.org>, Audrey Garza <agarza@ifpte21.org>, Emily Wallace <ewallace@ifpte21.org>, WendyWong26@yahoo.com <WendyWong26@yahoo.com>, WendyWong26@yahoo.com <WendyWong26@yahoo.com>, tmathews@ifpte21.org <tmathews@ifpte21.org>, Kristen Schumacher <kschumacher@ifpte21.org>, amakayan@ifpte21.org <amakayan@ifpte21.org>, L21PSC Review <L21PSCReview@ifpte21.org>, DHR <dhr-psccordinator@sfgov.org>  
**Cc:** Kao, Ryan (POL) <ryan.kao@sfgov.org>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 45484 - 23/24

Good afternoon,

The SFPD would like to request for a Local 21 to waive the required 30 day-notice for this PSC. If Local 21 wants any additional information or would like to discuss the matter, please let us know.

Thank you,

Patrick Leung



San Francisco Police Department  
Chief Financial Officer  
Fiscal Division  
1245 3rd Street, 6th Floor  
San Francisco, CA 94158  
patrick.n.leung@sfgov.org  
415-837-7213 (work)

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of  
vincent.lee@sfgov.org

Sent: Thursday, December 14, 2023 11:52 AM

To: Lee, Vincent (POL) <vincent.lee@sfgov.org>; Laxamana, Junko (DBI)  
<Junko.Laxamana@sfgov.org>; sportillo@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org;  
mweirick@ifpte21.org; agarza@ifpte21.org; ewallace@ifpte21.org; WendyWong26@yahoo.com;  
wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org;  
amakayan@ifpte21.org; l21pscreview@ifpte21.org; Leung, Patrick (POL)  
<patrick.n.leung@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>  
Subject: Receipt of Notice for new PCS over \$100K PSC # 45484 - 23/24

RECEIPT for Union Notification for PSC 45484 - 23/24 more than \$100k

The POLICE -- POL has submitted a request for a Personal Services Contract  
(PSC)

45484 - 23/24 for \$335,000 for Initial Request services for the period  
03/01/2024 – 02/28/2025. Notification of 30 days (60 days for SEIU) is required.

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<http://apps.sfgov.org/dhrdrupal/node/21788> 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  
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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)**

## Flock Safety + San Francisco PD

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Flock Group Inc.  
1170 Howell Mill Rd, Suite 210  
Atlanta, GA 30318

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

PO Number:



### Budgetary Quote

This document is for informational purposes only. Pricing is subject to change.

[Redacted contact information]

#### Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
<b>Flock Safety Platform</b>			<b>\$1,200,000.00</b>
<b>Flock Safety Flock OS</b>			
FlockOS™	Included	1	Included
<b>Flock Safety LPR Products</b>			
Flock Safety Falcon®	Included	400	Included

#### Professional Services and One Time Purchases

Item	Cost	Quantity	Total
<b>One Time Fees</b>			
<b>Flock Safety Professional Services</b>			
Professional Services - Standard Implementation Fee	\$650.00	200	\$130,000.00
Professional Services - Advanced Implementation Fee	\$1,900.00	100	\$190,000.00
Professional Services - Existing Infrastructure Implementation Fee	\$150.00	100	\$15,000.00
<b>Subtotal Year 1:</b>			<b>\$1,535,000.00</b>
<b>Annual Recurring Subtotal:</b>			<b>\$1,200,000.00</b>
<b>Estimated Tax:</b>			<b>\$0.00</b>
<b>Contract Total:</b>			<b>\$3,935,000.00</b>

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This is not an invoice – this document is a non-binding proposal for informational purposes only. Pricing is subject to change.

Billing Schedule	Amount (USD)
<b>Year 1</b>	
At Contract Signing	\$1,535,000.00
<b>Annual Recurring after Year 1</b>	\$1,200,000.00
<b>Contract Total</b>	\$3,935,000.00

\*Tax not included

## Product and Services Description

Flock Safety Platform Items	Product Description
Flock Safety Falcon ®	An infrastructure-free license plate reader camera that utilizes Vehicle Fingerprint® technology to capture vehicular attributes.

One-Time Fees	Service Description
Installation on existing infrastructure	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Advanced Implementation Fee	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.

## FlockOS Features & Description

### Package: Essentials

FlockOS Features	Description
Community Cameras (Full Access)	Access to all privately owned Flock devices within your jurisdiction that have been shared with you.
Unlimited Users	Unlimited users for FlockOS
State Network (LP Lookup Only)	Allows agencies to look up license plates on all cameras opted in to the statewide Flock network.
Nationwide Network (LP Lookup Only)	Allows agencies to look up license plates on all cameras opted in to the nationwide Flock network.
Time & Location Based Search	Search full, partial, and temporary plates by time at particular device locations
License Plate Lookup	Look up specific license plate location history captured on Flock devices
Vehicle Fingerprint Search	Search footage using Vehicle Fingerprint™ technology. Access vehicle type, make, color, license plate state, missing / covered plates, and other unique features like bumper stickers, decals, and roof racks.
Flock Insights/Analytics page	Reporting tool to help administrators manage their LPR program with device performance data, user and network audits, plate read reports, hot list alert reports, event logs, and outcome reports.
ESRI Based Map Interface	Flock Safety's maps are powered by ESRI, which offers the ability for 3D visualization, viewing of floor plans, and layering of external GIS data, such as City infrastructure (i.e., public facilities, transit systems, utilities), Boundary mapping (i.e., precincts, county lines, beat maps), and Interior floor plans (i.e., hospitals, corporate campuses, universities)
Real-Time NCIC Alerts on Flock ALPR Cameras	Alert sent when a vehicle entered into the NCIC crime database passes by a Flock camera
Unlimited Custom Hot Lists	Ability to add a suspect's license plate to a custom list and get alerted when it passes by a Flock camera
Custom Hot List Deconfliction Portal	Allows Flock users to identify overlapping investigations and provide the contact information of opted-in parties to facilitate collaboration.
Direct Share - Surrounding Jurisdiction (Full Access)	Access to all Flock devices owned by law enforcement that have been directly shared with you. Have ability to search by vehicle fingerprint, receive hot list alerts, and view devices on the map.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT -- PRT

Dept. Code: PRT

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

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

Type of Service: As-Needed Engineering

Funding Source: Port Operating Budget

PSC Duration: 4 years

PSC Amount: \$4,000,000

**1. Description of Work**

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

To create an as-needed engineering contract with consulting teams capable of providing a wide range of engineering and construction management services on an as-needed basis for Port capital and on-going projects. Such projects may be marine related for maintenance and improvements of the Port's aging infrastructure. This is for a contract that received prior approval under PSC number 49819 – 21/22 approved on April 15, 2022 but because of lengthy contract negotiations, we are needing to return to the Commission for approval.

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

These services are necessary because although the Port's engineering division provides multi-disciplinary engineering services to all Port divisions, at times, the required services exceed the available staff expertise. The categories are highly specialized, but sporadic and varied. Denial would impact revenues, public safety, and services.

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 by SC number 49819 – 21/22, 41597-18/19.

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.

B. Explain the qualifying circumstances:

The proposed services for this project are short-term, as needed and specifically related to engineering projects located along the waterfront on Port property. The work associated with this project is as-needed and generally performed on a less than full time basis, and short-term. In some cases, the expertise is highly specialized and otherwise not available.