

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Community Choice Aggregation (CCA) Back Office Services

Funding Source: Operating budget for CleanPowerSF Professi PSC Duration: 5 years 4 weeks

PSC Amount: \$17,000,000

**1. Description of Work**

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

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&E, and supporting the PUC's customer care call center in handling CCA related calls.

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

This service is necessary to ensure continuity of essential business services to CleanPowerSF's 395,000 customers. The service ensures that CleanPowerSF can bill customers, track payment, maintain billing and data management systems necessary to operate the program and have necessary revenues to operate the program, as well as to respond to customer inquiries. Denial would disrupt billing and customer service and make it impossible for CleanPowerSF to operate.

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.

Service has been provided under this PSC No. 4141-11/12 Community Choice Aggregation (CCA) Back Office Services (CS-247).

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.

Contract is for five years. This contract is for CleanPowerSF customer meter data management and billing services which are complex, technical and essential business continuity Services for CleanPowerSF. Without these services in place CleanPowerSF will not be able to bill its customers or collect payments for its services. We are asking for five years to create stability for the program.

**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:

CleanPowerSF requires IT systems that are specific to CCA business processes, which the PUC currently does not own or operate. Analysis by PUC has indicated that creating and managing these IT systems in house is not practical in the near term and leveraging external providers which offer existing versions of these tools is a more efficient use of city resources.

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

A. Specify required skills and/or expertise: (1) Experience billing CCA customers using PG&E's Electronic Data Interchange (EDI) protocol; (2) experience supporting responses to customer queriers that require on-time EDI information from PG&E;(3) experience with wholesale and retail electricity markets; and (4) experience/expertise in providing Meter Data Management Agent (MDMA) function to California Independent System Operator (CAISO).

B. Which, if any, civil service class(es) normally perform(s) this work? 1478, Senior Water Services Clerk; 1480, Principal Water Services Clerk; 4310, Commercial Div Asst Sprv; 5601, Utility Analyst; 5602, Utility Specialist; 0922, Manager I;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor will provide the necessary IT systems and software to support Customer Information Systems, perform billing calculations, and execute EDI transfer.

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

Not Applicable, the Community Choice Aggregation Back Office Services provided through this contract are not currently available from City resources.

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

A. Explain why civil service classes are not applicable.

Existing resources with the necessary skills are not available, and external data and billing service providers can more easily and efficiently provide the necessary services in the near term than developing internal software tools and resources (Examples of necessary tools and resources include customer information systems, software to perform billing calculations, EDI interfaces with PG&E, etc.)

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. As indicated above, certain functions performed under this contract have been transitioned to existing civil service classifications. The PUC is analyzing the feasibility of bringing the billing and data management tasks provided by the contractor in-house. However, initial analysis indicates that the PUC will need to make significant investments in IT systems that are specific to CCA business processes, which the PUC currently does not own or operate. For this reason, it has been the PUC's determination that in the near-term it would not be practical to conduct these activities internally, and that using a contractor is the most efficient use of City resources. The PUC will continue to assess the feasibility of bringing contracted services in-house as the program matures. An example of this is call center services, which were initially provided by the contractor and are now conducted internally by civil service personnel.

**6. Additional Information**

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not. Yes. Yes, contractor should plan to provide detailed training materials, both face to face and interactive web-based training on CCA program information as well as full system training. The contract does not specify a specific number of training hours but provides an hourly rate for such work to be conducted. The SFPUC would work with the contractor to develop a training plan and scope of work for training purposes. This training will principally involve PUC CleanPowerSF and Customer Service Bureau Call Center staff, consisting principally of the following classifications: 1478, Senior Water Services Clerk and 1480, Principal Water Services Clerk, Utility Analyst 5601, Utility Specialist 5602.
- 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 10/31/2023, the Department notified the following employee organizations of this PSC/RFP request:  
Municipal Executive Association; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous

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

Name: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfgwater.org

Address: 525 Golden Gate Ave 8th Floor San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49686 - 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 [shale@sfgwater.org](mailto:shale@sfgwater.org)  
**To:** [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); [matthew.torres@seiu1021.org](mailto:matthew.torres@seiu1021.org); [SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org); [najuawanda.daniels@seiu1021.org](mailto:najuawanda.daniels@seiu1021.org); [jason.klumb@seiu1021.org](mailto:jason.klumb@seiu1021.org); [noah.frigault@sfgov.org](mailto:noah.frigault@sfgov.org); [Meyers, Julie \(HSA\)](mailto:Meyers,Julie.(HSA)); [thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org); [Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org); [Basconcillo, Kathy](mailto:Basconcillo,Kathy); [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net); [Wendy.Frigillana@seiu1021.org](mailto:Wendy.Frigillana@seiu1021.org); [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org); [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net); [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); [xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org); [Sin.Yee.Poon@sfgov.org](mailto:Sin.Yee.Poon@sfgov.org); [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org); [jtanner940@aol.com](mailto:jtanner940@aol.com); [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); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [andrea@sfmea.com](mailto:andrea@sfmea.com); [junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org); [Criss@sfmea.com](mailto:Criss@sfmea.com); [Christina@sfmea.com](mailto:Christina@sfmea.com); [staff@sfmea.com](mailto:staff@sfmea.com); [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 49686 - 23/24  
**Date:** Tuesday, October 31, 2023 3:18:39 PM

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

RECEIPT for Union Notification for PSC 49686 - 23/24 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 49686 - 23/24 for \$17,000,000 for Initial Request services for the period 11/01/2024 – 11/30/2029. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/21638> 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)**

## June 18, 2012 Regular Meeting

**AMENDED**

### MINUTES

Regular Meeting

June 18, 2012

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

#### CALL TO ORDER

2:01 p.m.

#### ROLL CALL

Present Kate Favetti

Present

Vice President Scott R. Heldfond

Present

Commissioner Mary Jung

Present

At the request of President Favetti, former President E. Dennis Normandy presided.

**REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA.**

None.

**APPROVAL OF MINUTES**

Special Meeting of May 7, 2012

**Action:** Approved. (Vote of 4 to 0)

Special Meeting of June 4, 2012

**Action:** Approved. (Vote of 4 to 0)

Regular Meeting of June 4, 2012

**Action:** Approved. (Vote of 4 to 0)

**COMMENDATIONS AGENDA**

0176-12-1 **Commendation for Lisa Seitz Gruwell for her dedicated service to the City and County of San Francisco as a Civil Service Commissioner from August 3, 2010 to August 30, 2011. (Item No. 5)**

**Speakers:** President Kate Favetti

**Action:** Approved. (Vote of 4 to 0); Commissioner Seitz Gruwell was unable to attend due to her work travel schedule. The Commission requested the Executive Officer to deliver the Commendation to the Commissioner.



0177-12-1 **Commendation for Anita Sanchez, Executive Officer, Civil Service Commission, upon her retirement after 25 years of service to the City and County of San Francisco. (Item No. 6)**

**Speakers:** President Kate Favetti

**Action:** Approved. (Vote of 4 to 0)

Ms. Sanchez accepted the accolades from the Commissioners with grace and thanked former Executive Officer Al Walker for taking her on in 1996 as his assistant and former Executive Officer Kate Favetti for keeping her on as her assistant.

She acknowledged all the wonderful Commissioners she has worked with who have supported the Merit System principles and had many accomplishments. The tragic death of Commissioner Donald A. Casper for her was the greatest heartbreaking tragedy.

Ms. Sanchez acknowledged the work of the Civil Service Commission staff as well as the assistance received from the Department of Human Resources.

She stated that she hopes everyone will continue to support the work of the Commission and she will always be working and looking out for the needs of the community we serve. She hopes that she treated everyone with courtesy and dignity.

**HUMAN RESOURCES DIRECTOR'S REPORT** (Item No. 7)

Micki Callahan, Human Resources Director reported that foremost on the Department of Human Resources (DHR) agenda is the going live of Project eMerge in late August. Although this is the Controller's Project, DHR is deeply involved because it combines for the first time into one system the payroll and HR functions together. It is a massive undertaking. One of the things that will be different and a challenge for departments is that it will be necessary to hire at the start of the pay period which will require more discipline and planning because of the need to insure that both systems are integrated.

**EXECUTIVE OFFICER'S REPORT**

0168-12-9 **Report of Administration and Implementation of Employee Relations Ordinance section 16.211 Procedure for Recognition of Employee Organization as Exclusive Representative of a Bargaining Unit and Section 16.212 Decertification – Bargaining Unit 2 Election. (Item No. 8)**

**Speakers:** Luz Morganti, Civil Service Commission

Action:

Accepted the report. (Vote of 4 to 0)

0169-12-8

Review of request for approval of proposed personal services contracts. (Item No. 9)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4133-11/12	Airport Commission	\$18,000,000	<p>Maintenance and support for the operation of integrated electronic and computer systems used by all of the Airport tenant airlines and the Airport Commission staff. The cost of maintaining the equipment and software is shared by the Airlines and the Airport Commission. In 2007, the Civil Service Commission approved PSC 4034-05/06 for the maintenance of the Common Use Terminal Equipment Maintenance for the International Terminal; however, the new Terminal 2 and consolidation of systems in Terminal 1 and 3 have increased the scope of the maintenance and support. The work under this request includes maintenance and support of the Integrated Electronic Systems, Network Monitoring and Help Desk Services; and as-needed Patron Assistance.</p> <p>The Integrated Electronic Systems include: proprietary systems for flight information, Common Use Passenger Processing, and Common Use Self Service Kiosks. Network Monitoring and Help Desk Services provided outside of normal airport business hours, 365 days per year. Patron Assistance is a service to patrons with special needs from the main terminal complex to outlying facilities, including rental car and long term parking, which is not provided for by the Airlines.</p>	Regular	12/31/22
4134-11/12	Children & Families Commission	\$70,000	<p>The audit will provide opinions as to whether the Commission's basic financial statements are fairly presented, in all materials respects, in conformity with the accounting principles generally accepted in the United States of America (GAAP), and certain laws and regulations under the Children and Families Program, issued by the State Controllers Office. The audit will include testing of accounting records of the Commission and an evaluation of the Commission's compliance with the following requirements: contracting and procurement, administrative costs, conflicts of interest, County ordinance, long-range financial plans, financial conditions of the Commission, program evaluation, salaries and benefits policies. The auditor will also prepare the fiscal portion of the annual report.</p>	Regular	12/31/16
4135-11/12	Emergency Management	\$200,000	<p>The contractor will manage, organize, and administer regional catastrophic planning, training, and exercise efforts in the Bay Area as established by the bay Area UASI Approval Authority, through benchmarking, capabilities assessment and a series of public outreach.</p>	Regular	04/30/14
4136-11/12	Environment	\$59,190	<p>Administer the California Green Business Net-work's online Green Business database, including everyday database management, web based and in person trainings and support for new users of</p>	Regular	12/31/12

			online database, customer service to all coordinator users, and oversight of bug fixes and necessary updates to the system.		
4137-11/12	Municipal Transportation Agency	\$120,000	The Contractor will provide professional consulting services to the San Francisco Municipal Transportation Agency (SFMTA) to assist the SFMTA in developing, preparing, and updating Indirect Cost Allocations Plans based on the Federal Office of Management and Budget (OMB) 2 CFR Part 225 - Cost Principles for State, Local and Indian Tribal Governments (OMB A-87).	Regular	09/30/17
4138-11/12	City Planning	\$1,100,000	Transportation Impact Study (TIS) and a citywide programmatic Environmental Impact Report (EIR) for the Transportation Sustainability Program (TSP) consisting of two interrelated policy initiatives by the City and County of San Francisco. This initiative concerns a funding program for addressing the citywide transportation system performance impacts of additional housing and jobs generated by new development. The City would fund these improvements by adopting the proposed Transportation Sustainability Fee (TSF),  a new development fee based on motorized trips.	Regular	12/31/14
4139-11/12	Public Utilities Commission	\$600,000	The consultant would prepare CEQA documents in conjunction with the San Francisco Planning Department, assist the SFPUC in environmental permit preparation and acquisition (if necessary), develop any necessary background reports in support of the above, and provide environmental expertise as necessary during the various project phases for the Auxiliary Water Supply System (AWSS) program.	Regular	07/30/16
<b>4140-11/12</b>	Public Utilities Commission	\$1,500,000	The proposed work consists of designing and building a microwave radio communications system from Moccasin to Calaveras Substation.	Regular	09/30/15
4141-11/12	Public Utilities Commission	\$8,000,000	Provide the back office services necessary to operate the City's Community Choice Aggregation (CCA) program. In the context of CCA, back office services include comprehensive customer care, account management 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&E, and managing a customer care call center.	Regular	02/01/17
4098-10/11	Airport Commission	Increase Amount \$10,200,000  New Amount \$13,000,000	Early in the planning for the SFO RSA Program ("the Program"), staff underestimated the work and believed the work required by the Program could be accomplished with minimal outside assistance. Now that the environmental assessment process is completed and the project became better defined and Federal Aviation Administration's (FAA) has added additional tasks to the Program, staff recognizes that the demands have increased not only in the amount of work required, but also in its complexity. The Airport is seeking increased technical expertise and support from the consultants to complete the design and increase construction management support services of the Program to support the Airport staff. Essentially, four events have occurred since staff initially organized how it would manage the Program. Those events are that the FAA was unable to provide the design for required navigational systems, the FAA began to require additional reports from SFO as a result of recent audits, the FAA added a runway status light system and a runway template action plan to the Program, and final environmental documents for implementation of the Program at SFO identified additional concerns that the Airport will have to address during construction. The work includes	Modi- fication	06/30/16

			specialty design and inspection pertaining to the FAA navigational aids systems, runway design and construction specific to the Program, project financial analyses, and development of a master project schedule.		
3103-09/10	Public Utilities Commission	<p>Increase Amount</p> <p>\$73,500</p> <p>New Amount</p> <p>\$98,000</p>	<p>The SFPUC provides a subsidy for SFPUC residential retail customer to purchase a laundry-to-landscape "kit" that includes the basic parts involved in setting up such a system. The SFPUC subsidizes up to \$100 towards the cost of the kits to those SFPUC residential customers in San Francisco who agree to be part of a laundry to landscape pilot study and participate in a mandatory workshop. The program also provides educational workshops. Participating customers agree to have SFPUC water conservation inspectors and potentially DBI audit their planned and installed systems. This program is structured similar to the rain barrel harvest program in which qualifying customers purchase the kit from an approved vendor and the SFPUC reimburses the vendor, also hosts workshops and provides an instructor to train participants on how to use the kits. This modification will allow the SFPUC to continue the program, conduct additional marketing, secure more participants, and gather more data on how residential L2L systems affect customer water use, landscaping and irrigation practices.</p>	Modification	07/31/15

**Speakers:** Cynthia Avakian and Dave Barber, San Francisco International Airport spoke on PSC #4133-11/12.  
Derik Aoki, Children & Families Commission spoke on PSC #4134-11/12.  
David Scott, Public Utilities Commission spoke on PSC #3103-09/10.

**Action:**

- 1) Adopted the report; Approved request for PSC #4134-11/12 as amended. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
- 2) Adopted the report; Approved request for PSC #4140-11/12 as amended. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
- 3) Adopted the report; Approved request for PSC #4141-11/12 (Vote of 3 to 0); Commissioner Jung recused. (Vote of 4 to 0). Notified the Office of the Controller and the Office of Contract Administration.
- 4) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0165-11-6 **Appeal by Jeff Adachi, Public Defender appealing the Human Resources Director's decision in the discrimination complaint filed by Ana Guevara EEO File #1526. (Item No. 10)**

**Speakers:** None.

**Action:** Postponed to the meeting of September 17, 2012. (Vote of 4 to 0)



Terris Abhaya  
Sandy Pubill  
Susana Tan

From Class 4202 Assessment Clerk to 4213 Assessor-Recorder  
Assistant

Maria Ahumada-Perez  
Arlene Boongaling  
Kit Chau  
Georgina Gogna  
Alice Kim  
Joe Lee  
Fanny Truong

From Class 8109 Document Examiner Technician to Class 4215  
Assessor-Recorder Senior Office Specialist.

Ngee Chow  
Ellen Collaco  
Pio Factor  
Leticia Granados  
Guadalupe Laurente  
Maria Quinones  
Pauline Tam  
Vincent Williams

From Class 4203 Senior Assessment Clerk to Class 4215 Assessor-  
Recorder Senior Office Specialist.

Stella Chow

From Class 8108 Senior Legal Process Clerk to Class 4215 assessor-  
Recorder Senior Office Specialist.

Rufino de Leon  
Angela Lucas  
Shanna Ngo  
Guadalupe Santana

From Class 4202 Assessment Clerk to Class 4215 Assessor-Recorder  
Senior Office Specialist.

Myrna Flores  
Alicia Petalver  
Felomina Uban

From Class 4202 Assessment Clerk to Class 4214 Assessor-Recorder  
Office Specialist

0170-12-2      **Response to appeals submitted by Diane Cirrincione, Melissa Panday-Shrawder, Abdul Janjua, Dinora Sanchez, Gladys Sanchez, Carmelita Harris, Antonio Segarra, Kathleen Pierpont, Alice Cheung, and Julia Leiva in regards to Classification Action #31FY11/12 – Allocation and Status Grant Requests. (Item No. 13)**

**Speakers:**      Kimberly Kimura, Office of Assessor-Recorder  
Melanie Morales, Office of Assessor-Recorder  
Christina Penland, Department of Human Resources  
Vincent Williams, SEIU Local 1021  
Abdul Janjua, Appellant  
Gladys Sanchez, Appellant

**Action:**      1) Rescind the motion to postpone Antonio Segarra's portion of the appeals to a meeting to be determined.  
(Vote of 4 to 0)

2) Adopted the report. Sustained the decision of the Human Resources Director; Denied the appeals submitted in regards to Classification Action #31FY11/12. (Vote of 4 to 0)

0012-12-7 **Appeal by Elgin Major of his automatic resignation as a 7514 Laborer with the Public Utilities Commission. (Item No. 14)**

**Speakers:** Criss Romero, Public Utilities Commission  
Anthony Travis, Laborers Local 261  
Elgin Major, Appellant  
Micki Callahan, Human Resources Director

**Action:** 1) Adopted the report; Sustained the decision of the Public Utilities Commission. Upheld the automatic resignation of Elgin Major.  
2) Cancelled all current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Public Utilities Commission. (Vote of 4 to 0)

0173-11-7 **Request for hearing by John O'Driscoll of his designation as "Services Unsatisfactory" in his resignation as a 1023 IS Administrator III and his future employment restrictions with the Public Utilities Commission. (Item No. 15)**

**Speakers:** None.

**Action:** No future employment with the San Francisco Public Utilities Commission; No future employment with the City and County of San Francisco.  
(Vote of 4 to 0) Mr. O'Driscoll failed to appear.

**COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 16)**

None.

ADJOURNMENT (Item No. 17)

4:17 p.m.

The meeting adjourned in recognition of the service provided to the Civil Service Commission and the City & County of San Francisco by Anita Sanchez, Executive Officer. (Vote of 4 to 0)



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: Development, Administration, Analysis and Improvement of a Workplace Culture

Funding Source: Department Overhead Budget

PSC Amount: \$187,000

PSC Est. Start Date: 01/30/2024

PSC Est. End Date 01/30/2030

**1. Description of Work**

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

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. Consultant may provide services to address survey findings and support workplace culture.

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

One of the three goals established by San Francisco Public Works' 2018-2023 Strategic Plan is to "Be the best place to work." Central to this goal is that attracting and engaging a talented and diverse workforce, while providing opportunities for professional and personal development and maintaining open lines of communication, leads to a motivated workforce that will drive innovation and service in the stewardship of San Francisco's public spaces. Continuing the efforts around workplace survey is essential for the Department leadership to understand and improve upon San Francisco Public Works' workplace environment. Insight into employees' perceptions of Department leadership, general workplace satisfaction and safety, and training and development needs, etc. is a critical element in improving the overall workplace culture, including general morale, skills development, and employee retention rates. Denial of this service would severely hamper Public Works' efforts to "be the best place to work" and could result in deterioration of Public Works' workplace satisfaction as reflected in increased staff attrition, declining departmental performance, and disinterest in professional development. Having a 3rd party consultant responsible for conducting the survey helps safeguard high level of confidentiality for survey results and maintain high level of participation rates.

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

PSC 33742-17/18. Contract ID: 100009140

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.

PSC duration exceeds 5 years to account for time needed to advertise and award contracts. The contract will have a duration of no more than 5 years.

**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:

Designing, developing, and implementing all aspects of a workplace culture survey is a highly specialized, short-term and intermittent project that requires a third-party consultant. During the lifecycle of the project, there would be occasions when it is necessary to use office space, facilities and equipment for discussion, meetings and training sessions.

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

- A. Specify required skills and/or expertise: Consultant must possess extensive and diverse knowledge and experience in workplace survey design and the development and administration of all aspects of a workplace survey. Aspects include, but are not limited to, survey format, question design, public sector vs private sector benchmarking, qualitative and quantitative analyses of survey responses, and design of action plan. Consultant must have demonstrated ability to analyze responses, present results, and develop recommendations for an implementation plan.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

The department is able to staff this project with 1824 Principal Administrative Analyst I as support, however, Public Works does not have an internal position with the level of subject matter expertise and years of experience on employee engagement survey and workplace culture practices needed to support the scale of this project.

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

- A. Explain why civil service classes are not applicable.  
Although civil service classes can perform some of the services, San Francisco Public Works needs an independent, third-party consultant with subject matter expertise in workplace culture who can provide this service on a temporary, short-term basis only
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The work required for this project is highly specialized and is a one-time, short-term project.

**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. Yes. Consultant will not formally train City and County employees on survey design for workplace culture because this is a highly specialized and one-time, short-term project. However, the consultant may train a diverse group of managers and supervisors to help address survey findings and support workplace culture.

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

**7. Union Notification:** On 11/16/2023, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21

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

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 49 South Van Ness Avenue, Suite 1600 San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42950 - 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 [alexander.burns@sfdpw.org](mailto:alexander.burns@sfdpw.org)  
**To:** [Burns, Alexander \(DPW\)](mailto:Burns,Alexander@DPW); [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); [Sy, Don \(DPW\)](mailto:Sy,Don@DPW); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator,DHR@HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 42950 - 23/24  
**Date:** Thursday, November 16, 2023 3:31:32 PM

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RECEIPT for Union Notification for PSC 42950 - 23/24 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 42950 - 23/24 for \$187,000 for Initial Request services for the period 01/30/2024 – 01/30/2030. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/21703> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request:  Initial  Modification of an existing PSC (PSC # 33742 - 17/18)

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

Type of Service: Development, Administration, and Analysis of a Workplace Culture Survey

Funding Source: Department overhead, training budget

PSC Original Approved Amount: \$96,000 PSC Original Approved Duration: 03/01/18 - 06/30/22 (4 years 17 weeks)

PSC Mod#1 Amount: \$41,000 PSC Mod#1 Duration: 07/01/22-12/31/23 (1 year 26 weeks)

PSC Mod#2 Amount: \$4,000 PSC Mod#2 Duration: no duration added

PSC Mod#3 Amount: \$46,000 PSC Mod#3 Duration: no duration added

PSC Cumulative Amount Proposed: \$187,000 PSC Cumulative Duration Proposed: 5 years 43 weeks

**1. Description of Work**

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

Provide consulting services in support of a strategic initiative surrounding 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 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.

**Scope Change**

N/A

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

One of the three goals established by San Francisco Public Works' 2018-2022 Strategic Plan is to "Be the best place to work." Central to this goal is that attracting and engaging a talented and diverse workforce, while providing opportunities for professional and personal development and maintaining open lines of communication, leads to a motivated workforce that will drive innovation and service in the stewardship of San Francisco's public spaces. The commissioning of this workplace survey is essential for Department leadership to understand and continually improve upon San Francisco Public Works' workplace environment. Insight into employees' perceptions of Department leadership, general workplace satisfaction and safety, and training and development needs, etc. is a critical element in improving the overall workplace culture, including general morale, skills development, and employee retention rates. Denial of this service would severely hamper Public Works' efforts to "be the best place to work" and could result in deterioration of Public Works' workplace satisfaction as reflected in increased staff attrition, declining departmental performance, and disinterest in professional development.

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

Yes, please see original PSC to PSC Mod 2 approved

D. Will the contract(s) be renewed?

There are no plans to renew this contract at this time.

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

N/A

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

A. Display all that apply

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

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:

San Francisco Public Works needs an independent third-party consultant who can provide this service on a temporary, short-term basis only.

B. Reason for the request for modification:

To continue employee engagement survey and other related services pursuant to existing contract.

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

A. Specify required skills and/or expertise: Consultant must possess extensive and diverse knowledge and experience in workplace survey design and the development and administration of all aspects of a workplace survey. Aspects include but are not limited to survey format, question design, public sector vs private sector, qualitative and quantitative analyses of survey responses, and design of action plan. Consultant must have demonstrated ability to analyze responses, present results, and develop recommendations for an implementation plan.

B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer; 1803, Performance Analyst I; 1805, Performance Analyst II; 1830, Perf Analyst III Project Mgr;

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.

Although civil service classes can perform some of the services, San Francisco Public Works needs an independent, third-party consultant who can provide this service on a temporary, short-term basis only.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The work required for this project is highly specialized and is a one-time, short-term project.

### **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.

Consultant will not train City and County employees because this is a highly specialized and one-time, short-term project.

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.  
complete additional surveys pursuant to existing contract

7. **Union Notification:** On 08/04/22, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21;

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

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 1155 Market Street, 4th Floor, San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 33742 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 08/24/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request:  Initial  Modification of an existing PSC (PSC # 33742 - 17/18)

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

Type of Service: Development, Administration, and Analysis of a Workplace Culture Survey

Funding Source: Department overhead, training budget

PSC Original Approved Amount: \$96,000 PSC Original Approved Duration: 03/01/18 - 06/30/22 (4 years 17 weeks)

PSC Mod#1 Amount: \$41,000 PSC Mod#1 Duration: 07/01/22-12/31/23 (1 year 26 weeks)

PSC Cumulative Amount Proposed: \$137,000 PSC Cumulative Duration Proposed: 5 years 43 weeks

**1. Description of Work**

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

Provide consulting services in support of a strategic initiative surrounding 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 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.

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

One of the three goals established by San Francisco Public Works' 2018-2022 Strategic Plan is to "Be the best place to work." Central to this goal is that attracting and engaging a talented and diverse workforce, while providing opportunities for professional and personal development and maintaining open lines of communication, leads to a motivated workforce that will drive innovation and service in the stewardship of San Francisco's public spaces. The commissioning of this workplace survey is essential for Department leadership to understand and continually improve upon San Francisco Public Works' workplace environment. Insight into employees' perceptions of Department leadership, general workplace satisfaction and safety, and training and development needs, etc. is a critical element in improving the overall workplace culture, including general morale, skills development, and employee retention rates. Denial of this service would severely hamper Public Works' efforts to "be the best place to work" and could result in deterioration of Public Works' workplace satisfaction as reflected in increased staff attrition, declining departmental performance, and disinterest in professional development.

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

Yes, please see original PSC Form 1 approved

D. Will the contract(s) be renewed?

There are no plans to renew this contract at this time.

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:

Original contract term was three years (August 2018 to August 2021) with two one-year options to extend. We are exercising the first option to extend to August 2022. If needed, we will exercise the second option to extend to August 2023 to complete all the survey and analysis services. In any case, the contract term will not be more than 5 years, but we are requesting a few additional months on the PSC for processing.

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

A. Display all that apply

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

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:

San Francisco Public Works needs an independent third-party consultant who can provide this service on a temporary, short-term basis only.

B. Reason for the request for modification:

Project scope (as described in original contract Appendix A) included an initial employee engagement survey and follow-up surveys "which may include a comprehensive engagement survey and/or shorter surveys targeting specific areas of interest" and that "Public Works may request that Contractor provide consulting services toward measuring engagement and satisfaction of Public Works clients." Contractor completed the initial employee engagement survey under the original term and funding. Public Works has determined that we need a second comprehensive engagement survey, as well as consulting on measuring client satisfaction. These services will require more money and time to complete.

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

A. Specify required skills and/or expertise: Consultant must possess extensive and diverse knowledge and experience in workplace survey design and the development and administration of all aspects of a workplace survey. Aspects include but are not limited to survey format, question design, public sector vs private sector, qualitative and quantitative analyses of survey responses, and design of action plan. Consultant must have demonstrated ability to analyze responses, present results, and develop recommendations for an implementation plan.

B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer; 1803, Performance Analyst I; 1805, Performance Analyst II; 1830, Perf Analyst III Project Mgr;

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.

Although civil service classes can perform some of the services, San Francisco Public Works needs an independent, third-party consultant who can provide this service on a temporary, short-term basis only.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The work required for this project is highly specialized and is a one-time, short-term project.

### **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.  
Consultant will not train City and County employees because this is a highly specialized and one-time, short-term project.

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.  
complete additional surveys provided for in the original contract

**7. Union Notification:** On 08/06/21, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21;

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

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 1155 Market Street, 4th Floor, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 33742 - 17/18

DHR Analysis/Recommendation:

09/20/2021

Commission Approval Required

Approved by Civil Service Commission

09/20/2021 DHR Approved for 09/20/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As-Needed Architectural Services for Health Facilities No. 4

Funding Source: Departmental Work Orders

PSC Amount: \$21,000,000

PSC Est. Start Date: 01/30/2024

PSC Est. End Date 07/30/2030

**1. Description of Work**

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

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 (OSHPD).

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

The as-needed contracts will only be utilized when Public Works cannot provide the services in a timely manner due to unavailability of staff, or when specialty services are required. If services cannot be provided in a timely fashion, it will significantly impact the Department of Public Health's ongoing operations and jeopardize the expenditure of annual and/or grant funding.

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

Yes, this service has been provided in the past. Most recent personal services contract approval number is PSC 43997-19/20.

D. Will the contract(s) be renewed?

No

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

The additional time in the PSC Duration is to allow for any delays in processing and awarding the contracts. The contracts will have duration of no more than 5 years.

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

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

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

Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

B. Explain the qualifying circumstances:

This service will only be required on an as-needed basis when either City staff don't have the capacity to fulfill all project requests, causing delays, or if specialized services are required.

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

A. Specify required skills and/or expertise: • Experience in acute care facilities under the jurisdiction of OSHPD including operational requirements, practices/standards for basic inpatient services, supplementary services,

specialty inpatient occupancies and support operations. • Specific specialty expertise such as isolation wards/infectious disease, trauma/intensive care, radiology equipment/imaging suites, psychiatric care, fire/life safety code compliance for acute care (code certification) and emergency medical care.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5215, Fire Protection Engineer; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5262, Landscape Architect Assoc 1; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect; 5272, Landscape Architect Assoc 2; 5274, Landscape Architect;
- 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?**

Department has recruited and hired more people for above civil service classes. As-needed contract services will only be utilized when and if the work cannot be prudently performed by internal staff. All work goes to in-house staff first and before hiring an as-needed consultant, the in-house team reviews the project and available staffing, along with long term forecasting before sending out work.

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

- A. Explain why civil service classes are not applicable.  
These are as-needed contract services only. They will only be utilized when the following conditions exist: The Bureau is working at full capacity and postponement of pending projects would be contrary to the public interest, or Specialized services are required that are not available internally and for which there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Civil Service Classifications already exist. The services are only going to be utilized 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. Since consultant services would only be utilized on as-needed basis, and there is no ongoing demand for this type of services, there is no need for city staff to receive 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 11/09/2023, the Department notified the following employee organizations of this PSC/RFP request:**

Architect & Engineers, Local 21

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

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 49 South Van Ness Avenue, Suite 1600 San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48355 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/30/2024

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



## Choi, Suzanne (HRD)

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**From:** dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org  
**Sent:** Thursday, November 9, 2023 4:05 PM  
**To:** Burns, Alexander (DPW); kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; dho@ifpte21.org; ewallace@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Sy, Don (DPW); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 48355 - 23/24

RECEIPT for Union Notification for PSC 48355 - 23/24 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 48355 - 23/24 for \$21,000,000 for Initial Request services for the period 01/30/2024 – 07/30/2030. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/21680> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As-Needed Architectural Services for Health Facilities No.3

Funding Source: Inter-Departmental Work Orders

PSC Amount: \$9,000,000

PSC Est. Start Date: 03/01/2021

PSC Est. End Date 02/28/2027

**1. Description of Work**

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

Consultants to be selected in the pre-qualified pool will 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, and new health 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 (OSHPD).

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

The as-needed contracts will only be utilized when Public Works cannot provide the services in a timely manner due to unavailability of staff, or when specialty services are required. If services cannot be provided in a timely fashion, it will significantly impact the Department of Public Health's ongoing operations and jeopardize the expenditure of annual and/or grant funding.

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

Yes, this service has been provided in the past. Most recent personal services contract approval number is PSC 49614-16/17.

D. Will the contract(s) be renewed?

No.

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

The additional time in the PSC Duration is to allow for any delays in processing and awarding the contracts. The contracts will have duration of no more than 5 years.

**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 service will only be required on an as-needed basis when either City staff don't have the capacity to fulfill all project requests, causing delays, or if specialized services are required.

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

- A. Specify required skills and/or expertise: Experience in acute care facilities under the jurisdiction of OSHPD including operational requirements, practices/standards for basic inpatient services, supplementary services, specialty inpatient occupancies and support operations. Specific specialty expertise such as isolation wards/infectious disease, trauma/intensive care, radiology equipment/imaging suites, psychiatric care, fire/life safety code compliance for acute care (code certification) and emergency medical care.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5120, Architectural Administrator; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect;
- 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?**

Department has recruited and hired more people for above civil service classes. As-needed contract services will only be utilized when and if the work cannot be prudently performed by internal staff.

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

- A. Explain why civil service classes are not applicable.  
These are as-needed contract services only. Consultants will be utilized when: 1. The Architecture Division is working at full capacity and postponement of pending projects would be contrary to the public interest, or 2. Specialized services are required that are not available internally and for which there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The services are only going to be utilized 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. Since consultant services would only be utilized on as-needed basis, and there is no ongoing demand for this type of services, there is no need for city staff to receive 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 01/15/2021, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21**

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

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 49 South Van Ness Ave, Suite 1600 San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43997 - 20/21

DHR Analysis/Recommendation:

action date: 04/19/2021

Commission Approval Required

Approved by Civil Service Commission

04/19/2021 DHR Approved for 04/19/2021

# **Modification**

## **Personal Services Contracts**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING Dept. Code: HOM

Type of Request:  Initial  Modification of an existing PSC (PSC # 46100 - 22/23)

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

Type of Service: Professional Services

Funding Source: Prop C

PSC Original Approved Amount: \$720,000 PSC Original Approved Duration: 02/01/23 - 01/31/24 (52 weeks)

PSC Mod#1 Amount: \$961,567 PSC Mod#1 Duration: 02/01/24-06/30/25 (1 year 21 weeks)

PSC Cumulative Amount Proposed: \$1,681,567 PSC Cumulative Duration Proposed: 2 years 21 weeks

**1. Description of Work**

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

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:

- 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
- Closing Due Diligence and Financial Modeling, including due diligence reports and analysis and project management.

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

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.

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

Yes, the contractor’s current contract for these services runs from February 1, 2022 to January 31, 2024.

D. Will the contract(s) be renewed?

The current contract with DEM expires January 21, 2023. HSH wishes to amend the contract to transition services to HSH and extend the contract term to January 31, 2024 to complete the SIP rehousing effort.

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

The duration of the agreement and amendment is less than 5 years.

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

A. Display all that apply

- Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.
- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Explain the qualifying circumstances:

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. There are no City staff with the specific and specialized knowledge necessary to provide immediate permanent supportive housing property acquisition expertise and due diligence support.

B. Reason for the request for modification:

The contract is being amended to extend the term through June 30, 2025 and to add additional funds. The purpose of the contract is to assist HSH with coordination of property acquisition due diligence and related activities for the purpose of acquiring properties for permanent supportive housing. The contract extension will help HSH acquire two additional properties. Services include, but are not limited to: • 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. • Closing Due Diligence and Financial Modeling, including due diligence reports and analysis and project management.

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

- A. Specify required skills and/or expertise: Experience with Permanent Supportive Housing property acquisition activities and due diligence support, such as feasibility analysis, financial modeling, and site/building assessment. Expertise in state financing for PSH.
- 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.  
There are no City staff with the specific and specialized knowledge necessary to provide immediate permanent supportive housing property acquisition expertise and due diligence support. The City's SIP Rehousing Plan is short-term in nature and it would not be practical to create new City classifications to perform this work for an interim basis.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The City's SIP Rehousing Plan is short-term in nature and it would not be practical to create new City classifications to perform this work for an interim basis.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No training required as Contractor services are short term in nature.
- 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.

Not at this time.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

Current contract via PSC #46100-22/23. Requesting to extend

7. **Union Notification:** On 12/22/23, 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: Rachel Garcia Phone: 628.652.7929 Email: rachel.garcia@sfgov.org

Address: 440 Turk Street, San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46100 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/30/2024

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

## Choi, Suzanne (HRD)

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**From:** dhr-psccordinator@sfgov.org on behalf of rachel.garcia@sfgov.org  
**Sent:** Friday, December 22, 2023 11:27 AM  
**To:** Garcia, Rachel (HOM); jegy.sering@seiu1021.org; joshv@smw104.org; oumar.fall@sieu1021.org; oumar.fall@sieu1021.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; agarza@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; dtubble@oe3.org; pkim@ifpte21.org; Najuawanda 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@icloud.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.org; 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; Kbasconciello@sfgwater.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@sffdlocal798.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; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; l21pscreview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; David Canham; jtanner940@aol.com; Osha Ashworth; l21pscreview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; christina@sfmea.com; ecdemvoter@aol.com; Thomas Vitale; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 46100 - 22/23 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING -- HOM has submitted a modification request for a Personal Services Contract (PSC) for \$961,567 for services for the period February 1, 2024 – June 30, 2025. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/21752>

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING -- Dept. Code: HOM  
HOM

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

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

Type of Service: Professional Services

Funding Source: Prop C

PSC Amount: \$720,000

PSC Est. Start Date: 02/01/2023

PSC Est. End Date 01/31/2024

**1. Description of Work**

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

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:

- 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
- Closing Due Diligence and Financial Modeling, including due diligence reports and analysis and project management.

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

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.

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

The consultant was awarded a contract by the Department of Emergency Management (DEM) in February 2022 and authorized by CSC via PSC #45020-21/22. The services will be transitioned to HSH and authorized via this PSC request.

D. Will the contract(s) be renewed?

The current contract with DEM expires January 21, 2023. HSH wishes to amend the contract to transition services to HSH and extend the contract term to January 31, 2024 to complete the SIP rehousing effort.

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

n/a

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

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

- Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.
- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

B. Explain the qualifying circumstances:

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. There are no City staff with the specific and specialized knowledge necessary to provide immediate permanent supportive housing property acquisition expertise and due diligence support.

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

- A. Specify required skills and/or expertise: Experience with Permanent Supportive Housing property acquisition activities and due diligence support, such as feasibility analysis, financial modeling, and site/building assessment. Expertise in state financing for PSH.
- 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?**

None. There are no classifications that provide permanent supportive housing property acquisition expertise (including expertise in state PSH financing) and due diligence support. The City's SIP Rehousing Plan is short-term in nature and it would not be practical to create new City classifications to perform this work for an interim basis.

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

- A. Explain why civil service classes are not applicable.  
There are no City staff with the specific and specialized knowledge necessary to provide immediate permanent supportive housing property acquisition expertise and due diligence support. The City's SIP Rehousing Plan is short-term in nature and it would not be practical to create new City classifications to perform this work for an interim basis.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The City's SIP Rehousing Plan is short-term in nature and it would not be practical to create new City classifications to perform this work for an interim basis.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No. No training required as the City's SIP Rehousing Plan is short-term in nature.
- C. Are there legal mandates requiring the use of contractual services?  
No.

- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Yes. The consultant was awarded a contract by the Department of Emergency Management (DEM) and authorized by CSC via PSC #45020-21/22. The services will be transitioned to HSH and authorized via this PSC request.

**7. Union Notification:** On 10/31/2022, 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: Monique Colon Phone: 4153555230 Email: monique.colon@sfgov.org

Address: 440 Turk Street San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46100 - 22/23

DHR Analysis/Recommendation:

action date: 12/05/2022

Commission Approval Required

Approved by Civil Service Commission

12/05/2022 DHR Approved for 12/05/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN RIGHTS COMMISSION

Dept. Code: HRC

Type of Request:  Initial  Modification of an existing PSC (PSC # 31270 - 22/23)

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

Approval:

Type of Service: Public Relations

Funding Source: Human Rights Commission

PSC Original Approved Amount: \$40,000 PSC Original Approved Duration: 09/30/22 - 08/31/23 (47 weeks 6 days)

PSC Mod#1 Amount: \$460,000 PSC Mod#1 Duration: 09/30/22-06/30/25 (1 year 43 weeks)

PSC Cumulative Amount Proposed: \$500,000 PSC Cumulative Duration Proposed: 2 years 39 weeks

**1. Description of Work**

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

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:

- Public relations support to the Human Rights Commission as needed to generate positive media attention surrounding the Human Rights Commission's programs, initiatives and overall mission. This can include but is not limited to producing and distributing press releases, organizing events, community out reach, 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

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

These services would be short-term, intermittent and utilized on an as-needed basis. Consequences of denial include inability for the Human Rights Commission to fully communicate program and initiative updates to the key stakeholders within San Francisco.

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

Yes

D. Will the contract(s) be renewed?

If necessary.

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

N/A

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

A. Display all that apply



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

Explain the qualifying circumstances:

This is public relations work that is to be done on an as needed basis to share information regarding the Human Rights Commission and its programs and initiatives to San Francisco. This work is set to have low and peak periods of work.

B. Reason for the request for modification:

This request is being modified to increase the frequency of services to support the growth and demand of agency initiatives and programs.

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

A. Specify required skills and/or expertise: This work requires highly specialized skills in advertising, marketing, public relations, and public relations management. The request also seeks skills in outreach to historically disenfranchised communities residing within San Francisco.

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.

There are no current civil service classes that perform this as needed, highly specialized work.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Given the intermittent, as-needed, nature of these outreach and public relation services, it would not be practical to adopt a new civil service class to perform this work.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
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 11/07/23, 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: Terry Jones Phone: 4152522551 Email: terry.jones@sfgov.org

Address: 25 Van Ness Ave. Room 800, San Francisco, CA

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 31270 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/30/2024

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

## Choi, Suzanne (HRD)

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**From:** dhr-psccordinator@sfgov.org on behalf of terry.jones@sfgov.org  
**Sent:** Tuesday, November 7, 2023 2:12 PM  
**To:** Jones, Terry (HRC); joshv@smw104.org; oumar.fall@sieu1021.org; oumar.fall@sieu1021.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; agarza@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; plangrooferslocal40@gmail.com; rooferslocal40@gmail.com; Stan Eichenberger; dtuttle@oe3.org; dtubble@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 marengo; pwilson@twusf.org; cmoyer@nccrc.org; Frigault, Noah (HRC); sfdpoa@icloud.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; Kbasconcillo@sflower.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@opcmialocal300.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; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; l21pscreview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; David Canham; jtanner940@aol.com; Osha Ashworth; l21pscreview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; christina@sfmea.com; ecdemvoter@aol.com; Thomas Vitale; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 31270 - 22/23 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The HUMAN RIGHTS COMMISSION -- HRC has submitted a modification request for a Personal Services Contract (PSC) for \$460,000 for services for the period September 30, 2022 – June 30, 2025. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/19897>

Email sent to the following addresses: jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo\_seiu@sbcglobal.net Kbasconcillo@swater.org Ricardo.lopez@sfgov.org thomas.vitale@seiu1021.org Julie.Meyers@sfgov.org noah.frigault@sfgov.org jason.klumb@seiu1021.org najuawanda.daniels@seiu1021.org SF-DHR-Info@seiu1021.org matthew.torres@seiu1021.org

# **Additional Attachment(s)**

Memo modification

Hello CSC,

The Justification behind the Human Rights Commission – Professional Services Contract # [31270 - 22/23](#) being delayed is because the previous assigned staffer has transitioned from the City and County of San Francisco – Human Rights Commission agency. Therefore, delaying and prompting current and new staff to learn the PSC system.

Best regards,

Human Rights Commission  
Terry Jones

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 43506 - 21/22)

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

Type of Service: Subacute Skilled Nursing and Skilled Nursing Beds for Overflow/Emergency Needs

Funding Source: General Fund

PSC Original Approved Amount: \$15,000,000 PSC Original Approved Duration: 10/01/22 - 06/30/26 (3 years 39 weeks)

PSC Mod#1 Amount: \$9,500,000 PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$24,500,000 PSC Cumulative Duration Proposed: 3 years 39 weeks

**1. Description of Work**

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

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.

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

San Francisco only has one sub-acute skilled nursing facility in the county. This unit is not accepting new patients and it will stop providing sub-acute skilled nursing services when the last patient leaves. San Francisco patients who need this level of care are transferred out of county. If approval is denied, San Francisco residents will continue to be transferred out of county to receive this level of care making it difficult, if not impossible, for family and friends to visit them. Lack of familiar social interactions can result in poor health outcomes, up to and including death. San Francisco has limited access to skilled nursing facility beds for hospital discharges. This results in patients remaining in acute care beds while waiting for an opening in a skilled nursing facility. Having patients stay when they are no longer acute limits access for new acute admissions. Patients waiting in the Emergency Department creates overflow conditions for the hospital which can result in poor health 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.

Services have been provided in the past through earlier PSC request. See 43506 - 21/22

D. Will the contract(s) be renewed?

Yes if there is a continued need and funding available.

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

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

A. Display all that apply

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

Explain the qualifying circumstances:

The City does not have sufficient capacity to serve current level of need for subacute and skilled nursing and provide the facility-dependent, highly regulated and specialized services in the projected volume needed.

B. Reason for the request for modification:

To increase the amount to align with the anticipated contract term.

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



- A. Specify required skills and/or expertise: Ability and capacity to provide subacute and general skilled nursing care in San Francisco licensed by the State of California. Services would be provided by a comprehensive care team comprised of many civil service classes, such as, but not limited to, 1095, 1636, 1657, 1662, 2114, 2232, 2233, 2242, 2303, 2312, 2320, 2542, 2548, 2550, 2556, 2558, 2606, 2654, 2738.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1094, IT Operations Support Admin IV; 1636, Health Care Billing Clerk 2; 1657, Accountant IV; 1662, Patient Accounts Asst Sprv; 2114, Medical Records Tech Sprv; 2232, Senior Physician Specialist; 2233, Supervising Physician Spec; 2303, Patient Care Assistant; 2312, Licensed Vocational Nurse; 2320, Registered Nurse; 2542, Speech Pathologist; 2548, Occupational Therapist; 2550, Senior Occupational Therapist; 2556, Physical Therapist; 2558, Senior Physical Therapist; 2606, Senior Food Service Worker; 2654, Cook; 2738, Porter Assistant Supervisor; 2242, Senior Psychiatric Physician Specialist; 1094, IT Operations Support Administrator IV ; 1094, IT Operations Support Administrator IV ;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractors will provide facilities certified to provide medical services for subacute and skilled nursing care.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
Civil service classifications are applicable but due to the need for subacute and additional skilled nursing beds, City capacity is not enough to maintain ongoing services and meet any surges in need for care created by unforeseen health or environmental emergencies.
- 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 civil service classifications already exist. The contract is needed in order to provide subacute skilled nursing care and skilled nursing care to meet surge needs due to capacity issues, not because new classifications are needed.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No training will be involved because patients will be transferred to new facilities.
- 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.  
Chinese Hospital Association

**7. Union Notification: On 10/06/23, the Department notified the following employee organizations of this PSC/RFP request: Teamsters, Local 856 Supv Nurses; Teamsters, Local 856 Health Workers; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Physicians and Dentists - 8CC; Physicians and Dentists - 11AA; Municipal Executive Association; 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: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

Address: 1380 Howard Street, 419B, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43506 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/30/2024

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

## Choi, Suzanne (HRD)

---

**From:** dhr-psccordinator@sfgov.org on behalf of kelly.hiramoto@sfdph.org  
**Sent:** Friday, October 6, 2023 5:08 PM  
**To:** Hiramoto, Kelly (DPH); mleach; snaranjo@cirseiu.org; jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; kcartermartinez@cirseiu.org; ablood@cirseiu.org; oumar.fall@sieu1021.org; cade.crowell@seiu1021.org; max.porter@seiu1021.org; sarah.wilson@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; matthew.torres@seiu1021.org; SF-DHR-Info@seiu1021.org; Najuwanda Daniels; Jason Klumb; Frigault, Noah (HRC); Meyers, Julie (HSA); Thomas Vitale; Ricardo.lopez@sfgov.org; Kbasconcillo@sfgwater.org; pcamarillo\_seiu@sbcglobal.net; Wendy Frigillana; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; XiuMin Li; Sin.Yee.Poon@sfgov.org; David Canham; jtanner940@aol.com; sportillo@ifpte21.org; agarza@ifpte21.org; amakayan@ifpte21.org; Pierre King - UAPD; tjenkins@uapd.com; andrea@sfmea.com; Laxamana, Junko (DBI); Criss@sfmea.com; christina@sfmea.com; staff@sfmea.com; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; dho@ifpte21.org; ewallace@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Albert, Reanna (DPH); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 43506 - 21/22 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$9,500,000 for services for the period December 1, 2023 – June 30, 2026. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/21538>

Email sent to the following addresses: L21PSCReview@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.com ewallace@ifpte21.org dho@ifpte21.org mweirick@ifpte21.org jharding@ifpte21.org kdavis@ifpte21.org staff@sfmea.com Christina@sfmea.com Criss@SFMEA.com junko.laxamana@sfgov.org andrea@sfmea.com tjenkins@uapd.com pking@uapd.com amakayan@ifpte21.org agarza@ifpte21.org sportillo@ifpte21.org jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo\_seiu@sbcglobal.net Kbasconcillo@sfgwater.org Ricardo.lopez@sfgov.org thomas.vitale@seiu1021.org Julie.Meyers@sfgov.org noah.frigault@sfgov.org jason.klumb@seiu1021.org najuwanda.daniels@seiu1021.org SF-DHR-Info@seiu1021.org matthew.torres@seiu1021.org leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me sarah.wilson@seiu1021.org max.porter@seiu1021.org cade.crowell@seiu1021.org oumar.fall@sieu1021.org ablood@cirseiu.org kcartermartinez@cirseiu.org abush@cirseiu.org emathurin@cirseiu.org jennifer.esteen@seiu1021.org snaranjo@cirseiu.org mleach@ibt856.org

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Subacute Skilled Nursing and Skilled Nursing Beds for Overflow/Emergency Needs

Funding Source: General Fund

PSC Amount: \$15,000,000

PSC Est. Start Date: 10/01/2022

PSC Est. End Date 06/30/2026

**1. Description of Work**

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

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.

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

San Francisco only has one sub-acute skilled nursing facility in the county. This unit is not accepting new patients and it will stop providing sub-acute skilled nursing services when the last patient leaves. San Francisco patients who need this level of care are transferred out of county. If approval is denied, San Francisco residents will continue to be transferred out of county to receive this level of care making it difficult, if not impossible, for family and friends to visit them. Lack of familiar social interactions can result in poor health outcomes, up to and including death. San Francisco has limited access to skilled nursing facility beds for hospital discharges. This results in patients remaining in acute care beds while waiting for an opening in a skilled nursing facility. Having patients stay when they are no longer acute limits access for new acute admissions. Patients waiting in the Emergency Department creates overflow conditions for the hospital which can result in poor health 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 is a new service.

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

Yes if there is a continued need and funding available.

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

not applicable

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

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

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 have sufficient capacity to serve current level of need for subacute and skilled nursing and provide the facility-dependent, highly regulated and specialized services in the projected volume needed.

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

- A. Specify required skills and/or expertise: Ability and capacity to provide subacute and general skilled nursing care in San Francisco licensed by the State of California. Services would be provided by a comprehensive care team comprised of many civil service classes, such as, but not limited to, 1095, 1636, 1657, 1662, 2114, 2232, 2233, 2242, 2303, 2312, 2320, 2542, 2548, 2550, 2556, 2558, 2606, 2654, 2738.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1094, IT Operations Support Admin IV; 1636, Health Care Billing Clerk 2; 1657, Accountant IV; 1662, Patient Accounts Asst Sprv; 2114, Medical Records Tech Sprv; 2232, Senior Physician Specialist; 2233, Supervising Physician Spec; 2303, Patient Care Assistant; 2312, Licensed Vocational Nurse; 2320, Registered Nurse; 2542, Speech Pathologist; 2548, Occupational Therapist; 2550, Senior Occupational Therapist; 2556, Physical Therapist; 2558, Senior Physical Therapist; 2606, Senior Food Service Worker; 2654, Cook; 2738, Porter Assistant Supervisor; 2242, Senior Psychiatric Physician Specialist; 1094, IT Operations Support Administrator IV ; 1094, IT Operations Support Administrator IV ;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractors will provide facilities certified to provide medical services for subacute and skilled nursing care.

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

The Department has looked at repurposing or reprogramming existing capacity, however, at the present time, that is not feasible because it would reduce or eliminate capacity in other needed areas.

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

- A. Explain why civil service classes are not applicable.  
Civil service classifications are applicable but due to the need for subacute and additional skilled nursing beds, City capacity is not enough to maintain ongoing services and meet any surges in need for care created by unforeseen health or environmental emergencies.
- 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 civil service classifications already exist. The contract is needed in order to provide subacute skilled nursing care and skilled nursing care to meet surge needs due to capacity issues, not because new classifications are needed.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. No training will be involved because patients will be transferred to new facilities.
- 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 06/05/2022, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Municipal Executive Association; Physicians and Dentists - 11AA; Physicians and Dentists - 8CC; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); Teamsters, Local 856 Health Workers; Teamsters, Local 856 Supv Nurses

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

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

Address: 1380 Howard Street, 419B San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43506 - 21/22

DHR Analysis/Recommendation:

action date: 09/19/2022

Commission Approval Required

Approved by Civil Service Commission

09/19/2022 DHR Approved for 09/19/2022



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request:  Initial  Modification of an existing PSC (PSC # 49806 - 20/21)

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

Type of Service: Construction Management Services (PRO.0140)

Funding Source: 10-year Regional Water CIP and WSIP

PSC Original Approved Amount: \$18,000,000 PSC Original Approved Duration: 04/01/21 - 03/31/28 (7 years 1 day)

PSC Mod#1 Amount: \$11,000,000 PSC Mod#1 Duration: 12/18/23-03/31/29 (1 year)

PSC Cumulative Amount Proposed: \$29,000,000 PSC Cumulative Duration Proposed: 8 years 1 day

**1. Description of Work**

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

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 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.

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.

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

This service is necessary for two reasons: to provide specialized construction management services that require specific experience that are not typical for the civil service classifications used by the City to perform this work, and to provide temporary staff augmentation to cover peak work loads caused by multiple overlapping construction projects that are scheduled to occur over the PSC duration. Denial of this Personal Services Contract would prevent the SFPUC from effectively managing the construction of the numerous projects planned under the Regional Water CIP and the remainder of the WSIP, resulting in the potential delay or cancellation of projects, increased construction costs, or reduced construction quality of completed projects.

**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 49806 - 20/21

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:  
This PSC request is to provide construction management for several projects over a duration of seven (7) years. The projects span from 2021 through 2027. The reason for requesting a duration of 7 years is due to the planned construction schedule of the Sunol Valley Water Treatment Plant Ozone and Calaveras Substation project. This project will begin construction in 2022 and construction and closeout is anticipated to extend through 2027. This will be a critical, specialized construction project valued at over \$100M that will require a large and highly specialized construction management team. It is essential for the success of the project to maintain a consistent staff throughout the duration of the project. The projects that will be staffed by this PSC will have distinct work scopes and distinct specialized experience requirements. The projects will also overlap in schedule, which will require multiple and staggered construction management teams. To the extent possible, City staff will serve in the lead Project Construction Manager roles and manage and supervise the consultant staff.

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

A. Display all that apply

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

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

Explain the qualifying circumstances:

The Regional Water System Capital Improvement Program and the remainder of the Water System Improvement Program will require short-term, temporary staffing of experienced and highly specialized construction management staff to successfully complete the multitude of projects that are planned over the next 7 years. The scope of this contract will also include the rental and maintenance of the existing Sunol Regional Office, which provides a regional headquarters for City Infrastructure staff managing projects in the East Bay Region. Additionally, the scope of work will include highly specialized materials testing services such as concrete sampling and testing, soil compaction testing, welding inspection, and other materials testing, which require specialized equipment and expertise that the City does not have. It is not feasible to establish new civil service positions to cover this work due to the short-term, peak workloads for projects that will have overlapping construction schedules.

B. Reason for the request for modification:

The reason for this modification is due to increased actual costs for completing the Alameda Creek Recapture Project, and increased projected costs for the Sunol Valley Water Treatment Plant Ozonation and Sunol Valley Water Treatment Plant Short Term Improvements projects. The construction duration for the Sunol Valley Water Treatment Plant Ozonation project has also increased.

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

A. Specify required skills and/or expertise: The scope of work for this contract requires a minimum of 5 years of experience in construction management, working on large or complex projects for all positions including project construction manager, construction inspector, field contract administrator, scheduler, and office engineer. Additionally, specialty expertise will be required for some of the positions in the fields of scheduling, cost estimating, certified reinforced concrete inspection, certified welding inspection, soils testing, and concrete sampling and testing.

B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5241, Engineer; 6318, Construction Inspector; 6319, Senior Const Inspector;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor will rent and maintain the existing East Bay Regional Field Office for use by City and consultant staff as the East Bay headquarters for Infrastructure to manage the construction of Regional projects.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The management of the construction projects in the scope of work cannot be fully performed by civil service staff due to the scheduling of the projects, as well as the highly specialized nature of some of the work. The project schedules will result in peak, short-term workloads that will be staggered and intermittent in nature. It should be noted that the total construction management cost for all of the projects to be supported by this PSC is approximately \$26M, of which only \$16M is covered by this PSC. Much of the work is planned to be performed by City staff.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: Performing this work would not require adopting a new civil service class. The PSC is required mostly due to the short-term duration of the peak and staggered, overlapping periods of project activity.

**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.

City and County employees will gain construction management knowledge and skills by interacting and working side-by-side with the experienced contractors. The contractor will also be tasked with providing training sessions in specific construction management fields of expertise through brown bag presentations. Approximately 50 training hours will be provided in topics such as construction management principles, scheduling, claims analysis, and quality control/quality assurance. The occupational type of City and County employees to receive the training will be engineers and construction inspectors. Approximately 10-15 employees are expected to be trained.

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 12/18/23, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfgwater.org

Address: 525 Golden Gate Avenue 8th Floor, San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49806 - 20/21

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 [shale@sfgwater.org](mailto:shale@sfgwater.org)  
**To:** [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); [junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org); [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org); [agarza@ifpte21.org](mailto:agarza@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [jharding@ifpte21.org](mailto:jharding@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [dho@ifpte21.org](mailto:dho@ifpte21.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com); [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); [kpage@ifpte21.org](mailto:kpage@ifpte21.org); [eerbach@ifpte21.org](mailto:eerbach@ifpte21.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)  
**Subject:** Receipt of Modification Request to PSC # 49806 - 20/21 - MODIFICATIONS  
**Date:** Monday, December 18, 2023 1:49:08 PM

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PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$11,000,000 for services for the period December 18, 2023 – March 31, 2029. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/21808>

Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)  
[eerbach@ifpte21.org](mailto:eerbach@ifpte21.org) [kpage@ifpte21.org](mailto:kpage@ifpte21.org) [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org)  
[tmathews@ifpte21.org](mailto:tmathews@ifpte21.org) [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com) [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com)  
[ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com) [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org) [dho@ifpte21.org](mailto:dho@ifpte21.org)  
[mweirick@ifpte21.org](mailto:mweirick@ifpte21.org)  
[jharding@ifpte21.org](mailto:jharding@ifpte21.org) [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org) [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org)  
[agarza@ifpte21.org](mailto:agarza@ifpte21.org)  
[sportillo@ifpte21.org](mailto:sportillo@ifpte21.org) [junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org)

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Construction Management Services (PRO.0140)

Funding Source: 10-year Regional Water CIP and WSIP

PSC Duration: 7 years 1 day

PSC Amount: \$18,000,000

**1. Description of Work**

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

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 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.

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.

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

This service is necessary for two reasons: to provide specialized construction management services that require specific experience that are not typical for the civil service classifications used by the City to perform this work, and to provide temporary staff augmentation to cover peak work loads caused by multiple overlapping construction projects that are scheduled to occur over the PSC duration. Denial of this Personal Services Contract would prevent the SFPUC from effectively managing the construction of the numerous projects planned under the Regional Water CIP and the remainder of the WSIP, resulting in the potential delay or cancellation of projects, increased construction costs, or reduced construction quality of completed projects.