



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

**LONDON N. BREED  
MAYOR**

**Sent via Electronic Mail**

February 22, 2024

**NOTICE OF CIVIL SERVICE COMMISSION MEETING**

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT 45652-23/24; 46165-23/24; 41652-23/24; 43175-23/24; 41625-23/24; 41988-23/24; 43428-23/24; 46436-23/24; 43783-23/24; 45858-23/24; 46566-23/24; 44881-23/24; 44921-23/24; 48513-22/23; 43081-21/22; 41279-13/14; 49302-18/19; AND 34799-21/22.**

The above matter will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) in Room 400, City Hall, 1 Dr. Goodlett Place, San Francisco, California 94102 and through Cisco WebEx to be held on **March 4, 2024, at 2:00 p.m.**

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

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

CIVIL SERVICE COMMISSION

SANDRA ENG  
Executive Officer

Attachments

Cc: Reanna Albert, Department of Public Health  
Alysabeth Alexander-Tut, Port  
Elisa Baeza, Juvenile Probation Department  
Alexander Burns, Department of Public Works  
Jolie Gines, Department of Technology  
Henry Gong, Sheriff Department  
Shawndrea Hale, Public Utilities Commission  
Kelly Hiramoto, Department of Public Health  
Lynn Khaw, Office of the City Administrator  
Daniel Kwon, Public Utilities Commission  
Marcus Lange, Public Library  
Vincent Lee, Police  
Joan Lubamersky, Office of the City Administrator  
Amy Nuque, Municipal Transportation Agency  
Commission File  
Commissioners' Binder  
Chron

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

### **A. Commission Office**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Each presentation shall conform to the following:

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

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

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

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

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

Speaker cards are not required. The Commission will take in-person public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended. People who have received an accommodation due to a disability (as described below) may provide their public comments remotely. The Commission will also allow public comment from members of the public who choose to participate remotely. It is possible that the Commission may experience technical challenges that interfere with the ability of members of the public to participate in the meeting remotely. If that happens, the Commission will attempt to correct the problem, but may continue the hearing so long as people attending in-person are able to observe and offer public comment.

#### **J. Public Comment and Due Process**

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

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

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

#### **Information on Disability Access**

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

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

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

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

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

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

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



London Breed  
Mayor

Carol Isen  
Human Resources Director

Date: February 16, 2024

To: The Honorable Civil Service Commission

Through: Carol Isen  
Human Resources Director

From: Amy Nuque, MTA  
Vincent Lee, POL  
Alysabeth Alexander-Tut, PRT  
Reanna Albert / Kelly Hiramoto, DPH  
Marcus Lange, LIB  
Shawndrea Hale / Daniel Kwon, PUC  
Alexander Burns, DPW  
Henry Gong, SHF  
Joan Lubamersky / Lynn Khaw, GSA  
Elisa Baeza, JUV  
Jolie Gines, TIS

Subject: **Personal Services Contracts Approval Request**

This report contains eighteen (18) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

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

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

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources Fiscal Year 23/24 to date:

Total of this Report	YTD Expedited Approvals FY2023-2024	Total for FY2023-2024
\$104,997,762	\$386,576,783	\$3,667,536,354

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# POSTING FOR

March 04, 2024

## PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<a href="#">45652 - 23/24</a>	MUNICIPAL TRANSPORTATION AGENCY	\$2,500,000.00	<p>The SFMTA has a \$500 million annual capital improvement budget and approximately one-fourth of this is funded through competitive grants. The SFMTA submits between 25 and 30 grant applications annually to federal, state and local agencies. While some of these applications require moderate effort several require over 100 hours to complete. The SFMTA is interested in hiring a team of consultants to work with the SFMTA Funding Strategy and Programs (FS&amp;P) Office in both preparing grant applications and administering grants once they are awarded.</p> <p>The level of effort will vary depending upon the particular requirements of the funding agency. The prospective consulting team will need to estimate its cost for completing each application and administering the grant once awarded based on the requirements of the funding program.</p> <p>Grant Writing</p> <p>1. The Consulting team will lead grant writing and collateral development for each grant application. This will entail creating project area maps, creation of illustrative graphics for incorporation into the application materials, writing narrative responses to application questions, development and formatting of schedules and budget and incorporating into</p>	January 1, 2024	November 30, 2028	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>application. Typically, all applications will require responses related to:</p> <p>A. Identification, assessment and narrative of existing conditions and project needs, challenges that the project will address. This will include creation of a project area map.</p> <p>B. Identification, analysis and narrative of multiple direct and indirect benefits. Modeling may be required to quantify some benefits. Benefits usually include the following:</p> <ul style="list-style-type: none"> <li>• Identification, mapping, analysis and narrative of Disadvantaged Communities</li> <li>• Identification, analysis, and narrative of environmental justice benefits</li> <li>• Safety benefits (potential to reduce risk of ped/bike collisions and fatalities) analysis, mapping, and narrative</li> <li>• GHG emission reductions (requires modeling), climate change, environmental sustainability benefits analysis and narrative.</li> <li>• State of good repair benefits analysis and narrative</li> <li>• Economic and workforce development benefits analysis and narrative.</li> </ul> <p>C. Description and documentation of public outreach and engagement, both past and future. Development of public engagement strategy.</p> <p>2. The Contractor will respond to two rounds of consolidated comments from SFMTA on grant applications prior to finalizing the materials. We assume that grant application materials will be finalized no later than one week before the grant deadline.</p>			



<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>3. The Contractor will coordinate weekly virtual check-ins to discuss progress, review materials, and confirm next steps. The Contractor will submit monthly progress reports to SFMTA containing a detail of staff labor, a summary of any issues and resolutions of note for each month, schedule tracking, and a summary of activities.</p> <p>Grant Administration  Support staff in all grant administration duties, including preparation of Board Calendar Items to authorize the Director to sign the grant agreement; preparation of grant agreements and subrecipient contracts; preparation of requests for allocations; preparation of quarterly reports and final reports to funder agency; preparation of other reports as needed.</p>			
<a href="#">46165 - 23/24</a>	MUNICIPAL TRANSPORTATION AGENCY	\$984,762.00	<p>This request is for technical services required for monitoring and repair services to San Francisco Municipal Transportation Agency's (SFMTA's) transit signal priority (TSP) system, Licensed Software updates, and services to ensure that the TSP system and its individual components, Equipment and Licensed Software operate efficiently and to its maximum capacity. A further purpose of this agreement is to provide SFMTA staff with the training and information necessary for the SFMTA to adequately and efficiently install TSP equipment at new intersections, as well as training for SFMTA staff to be up-to-date with the vendor's Opticom On-Site Software and Opticom Central Management Software (CMS). This agreement will ensure that SFMTA will continue to have the most up-to-date technology</p>	February 1, 2024	February 28, 2027	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			available, along with the warranty and technical support needed from the vendor.  Attached is the detailed Proposed Scope of Work.			
<a href="#">41652 - 23/24</a>	POLICE	\$125,000.00	The San Francisco Police Department (SFPD) requires a contractor to calibrate instruments for the SFPD Crime Lab Forensic Biology, Firearms and Alcohol Unit. The scope of work requires a firm accredited with ISO 17025 to specifically calibrate barrel length standards, firearm trigger pull gauges, centrifuges, balances (in the weight range required), temperature probes and thermometers.	January 1, 2024	December 31, 2024	REGULAR
<a href="#">43175 - 23/24</a>	PORT	\$200,000.00	This service is for obtaining necessary parts, labor and technical support for the continued operation and maintenance of a standby generator for the FMT passenger gangway at Pier 27. This generator is fully capable of running the gangway during a power outage to the Pier 27 location.	October 1, 2023	September 30, 2027	REGULAR
<a href="#">41625 - 23/24</a>	PUBLIC HEALTH	\$13,000,000.00	Contractor(s) will provide support to San Francisco residents, age 18 years and older, with serious mental health illness and difficulty appropriately managing their income to provide for food and shelter. The goal is to provide representative payee and money management services for registered clients located in the Downtown, South of Market and Tenderloin neighborhoods. Services must be culturally congruent and provided in appropriate languages (English, Cantonese, Russian, Spanish, Tagalog, and Vietnamese).	January 1, 2023	December 31, 2028	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<a href="#">41988 - 23/24</a>	PUBLIC HEALTH	\$5,000,000.00	The electronic Contract Management System (eCMS) is an electronic application that serves as the primary contract monitoring system to standardized and centralize all contract activities supporting the whole department. The services will include one standardized repository for all contracts, request form development, streamline contracting flows, processes prior to contract certification, entry into the Citywide systems, database development and report building, and implementation, and training. This contract will provide eCMS maintenance and support services related to daily application and data backup, application hosting and connectivity, project management, user support, security, implementation and monitoring, database creation, data repository, data integration, reporting, software bug fixes, minor additions to data collection, browser compatibility testing, general code optimization, and ongoing customizations.	January 1, 2024	December 31, 2029	REGULAR
<a href="#">43428 - 23/24</a>	PUBLIC HEALTH	\$26,650,000.00	The selected contractors will have clinicians who will provide street based behavioral health services to vulnerable populations. Clinicians will staff the clinical teams to provide short to medium term care coordination for vulnerable populations with the goal of stabilizing and improving these individuals' health. Currently it is anticipated that there will be three teams of clinicians that focus on the following practice areas. Team 1: Clinicians will staff the City's Mobile Behavioral Health Team; Team 2: Clinicians will staff the City's BEST Neighborhoods Clinical Team; Team 3: Clinicians will staff the City's Post Overdose Engagement Team (POET).	March 1, 2024	December 31, 2030	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<a href="#">46436 - 23/24</a>	PUBLIC LIBRARY	\$190,000.00	<p>SFPL is requesting proposals from qualified suppliers for the relocation of fragile, historical collections to the 750 Brannan Street location. The primary task involves moving approximately 4,000 boxes of varying sizes and 2,039 ledgers, along with their 46 shelving units, from four sites: 190 9th Street, and Brooks Hall, M43, and L65 storage rooms at the Main Library. These items must be methodically arranged in numbered order on high-density compact shelving at the destination.</p> <p>Additionally, a secondary move, scheduled within two months of the primary move, requires transferring part of the collection from Brooks Hall to M43 and L65 storage rooms within the library. This includes approximately 600 regular-sized cartons, 40 oversized cartons, and 1,000 ledgers. These items, containing fragile and irreplaceable historical materials, must be carefully handled and placed in the correct numerical order in their new locations.</p>	February 1, 2024	February 1, 2025	REGULAR
<a href="#">43783 - 23/24</a>	PUBLIC UTILITIES COMMISSION	\$3,000,000.00	<p>Assist San Francisco Public Utilities Commission (SFPUC) personnel in providing corrosion control engineering support which includes: performing corrosion investigations and testing; write studies and reports; prepare corrosion control performance criteria; design plans, specifications, cost estimates; corrosion condition assessment surveys of pipelines; cathodic protection interference mitigation; leak investigations; coating inspections; construction support; and other corrosion engineering tasks. Structures needing corrosion control engineering services include pipeline segments, tanks and storage vessels within the various facilities operated by the Water Supply and Treatment</p>	August 1, 2024	December 1, 2029	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			Division (WSTD), City Distribution Divison (CDD) and the Wastewater Enterprise (WWE).			
<a href="#">45858 - 23/24</a>	PUBLIC UTILITIES COMMISSION	\$888,000.00	CleanPowerSF (CPSF) currently has contracts with two large battery storage systems as part of its renewable energy compliance requirements. The contract amount for this contract will go towards software licensing and overhead costs. The batteries are operated by two different vendors and charge during solar energy producing hours so they can provide energy when solar is not available. The California Independent System Operator (CAISO) mandates a certain amount of energy be available from entities such as CPSF to ensure the reliability of California electric grid and entities are fined if energy is not available as required. In order to comply with availability requirements, CPSF must procure a battery optimization tool for both projects and other future battery installations.	April 1, 2024	April 1, 2028	REGULAR
<a href="#">46566 - 23/24</a>	PUBLIC UTILITIES COMMISSION	\$350,000.00	SFPUC Power intends to investigate affordability of rates for San Franciscans. A definition of affordability does not currently exist. If this service is denied, Power rates may be out of reach for many residential customers served, leading to increased account arrearages and ultimately electric service shutoffs of some of the City's most vulnerable populations. The work includes an overview of electricity utility low-income assistance models, what the SFPUC offers as compared to peers, and leading practices from peers. This effort requires specific expertise in State- and Nation-wide affordability efforts.	March 1, 2024	April 30, 2029	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<a href="#">44881 - 23/24</a>	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$35,000,000.00	Mission Cultural Center for Latino Arts ("MCCLA") - Scope I: Structural strengthening for Seismic Hazard Rating ("SHR" 4), lobby renovation, theater cooling, and mechanical exhaust from select spaces. Scope II: new structural diaphragm (SHR 4) including new roof and new skylights, full building cooling. African American Arts Culture Complex ("AAACC") - Scope I: Voluntary structural strengthening, code required upgrades - mechanical, electrical, fire systems, and ADA access. Scope II: Select repair/replacement of deteriorated and worn finishes, doors, and equipment. Repair rusted windows, repair walls and replace roof.	March 1, 2023	March 1, 2027	REGULAR
<a href="#">44921 - 23/24</a>	SHERIFF	\$4,000,000.00	Services are needed for pre-sentenced individuals as released by the Court and ordered to Electronic Monitoring as a measure of supervision. The Contractor will install and activate an electronic monitoring device that communicate via Global Positioning System (GPS) to a centralized system. The centralized system will monitor the participants movements to ensure attendance of community programs and adherence to the Court release order. The services will include adjunct case management to monitor participants' in scheduled outpatient services, counseling, substance support services, school attendance, and work.	August 1, 2024	July 31, 2029	REGULAR
<b>TOTAL AMOUNT \$91,887,762</b>						

# Posting For March 04, 2024

## Proposed Modifications to Personal Services Contracts

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
48513 - 22/23 - MODIFICATIONS	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$2,400,000	\$3,200,000	The City and County of San Francisco City Administrator's Office – Real Estate Division (RED) has approximately 38 emergency generators located at its critical facilities. Repair, maintenance, and testing of emergency generators is an integral part of maintaining optimal operational readiness in the event of an emergency. When these generators are inoperable due to mechanical issues or need repairs and basic maintenance, the City's mission to provide Emergency Operations Centers and continue supplying City services is compromised by any failure of this equipment.	07/01/2023	06/29/2028	REGULAR
43081 - 21/22 - MODIFICATIONS	JUVENILE PROBATION -- JUV	\$220,000	\$540,000	The Ombudsperson is responsible for resolving grievances submitted by detained youth at Juvenile Probation Department (JPD) detention facilities. Contractor will serve as a neutral and independent agent who is a liaison between detainees, their parents/guardians and Department staff. When a youth files a grievance, contractor shall investigate and resolve through appropriate means including mediation between the youth and the Department and where appropriate shall recommend procedural changes as part of the recommended resolution of a grievance. The contractor will also meet with the Juvenile Hall Director or his/her designee at least quarterly to provide feedback regarding client service issues and to make policy	07/01/2026	06/30/2027	REGULAR

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
				recommendations. They will compile program data for monthly reports summarizing the number, source, and outcome of complaints handled and reporting hours of service provided. The contractor will also develop and maintain individual case files for every complaint and issue a letter outlining the complaint, findings, and recommendations to the complainant, as appropriate.			
41279 - 13/14 - MODIFICATIONS	PUBLIC HEALTH -- DPH	\$9,650,000	\$109,050,000	The purpose of this service is to provide fiscal administration for administrative infrastructure, including service delivery in support of programming for Department of Public Health (DPH) clients. This supports services, such as administrative services, and behavioral health treatment services, e.g. foster care mental health programming, substance abuse drug court, anchor programming and related other behavioral health services.	04/01/2024	03/31/2025	REGULAR
49302 - 18/19 - MODIFICATIONS	PUBLIC HEALTH -- DPH	\$440,000	\$1,000,000	The contract will provide Health Information Management (HIM) coding auditing and protocol development for medical coding upon which City and Department reimbursement is based, in order to assure compliance with Centers for Medicare and Medicaid Services (CMS), regulatory requirements related to billing, and as part of fraud prevention requirements. The contractor will validate coding done by civil service staff based on applicable coding guidelines, use of International Statistical Classification of Diseases and Related Health Problems, Tenth Revision, Clinical Modification (ICD-10 CM), Procedure	01/01/2024	12/31/2028	REGULAR



PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
34799 - 21/22 - MODIFICATIONS	GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS	\$400,000	\$500,000	<p>Coding System (PCS) codes, Current Procedural Terminology (CPT Codes), PCS Root Operation, and Diagnosis-Related Group (DRG)/All Patients Refined Diagnosis Related Groups (APR DRG) assignments, and will validate Clinical Documentation Integrity (CDI) process for documentation clarification.</p> <p>Supplier's Standard Implementation includes the following configuration, onboarding, and standardized training services: -Kickoff and planning to help you meet the 100-day implementation timeline -Review of existing documentation to determine process design requirements -Sharing of best practices and recommended approaches based on experience -Creation of custom forms, fields, and conditional rules -Creation of workflow routing and mapping -Creation of custom email notifications -Configuration of basic reports -Setup of user access controls and security to align with your organization - Initial user account creation -Access for Primary Users to the LogicGate Power User Certification program that has a variety of courses that are constantly being updated and built upon to provide ongoing training -One (1) live admin training session provided via web conference and recorded -Single sign-on implementation support (if applicable) -API guidance and best practices (if applicable) - Guidance on data import format and in-app import tool (if applicable) -Go-live recommended best practices -Standard Success Plan: Includes access to the LogicGate Help Center (help.logicgate.com);</p>	03/01/2024	03/17/2028	REGULAR

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
				<p>in-app chat support; access to shared Customer Success Analysts; notifications announcing a new product features; and updates to LogicGate Standards and Regulations Content made available via Comma-Separated Values (CSV) file within 60 days of a major release published by the authoritative source. (80hrs per request @\$20k) of access to the Risk Cloud Consultant Team at LogicGate. These hours can be used for additional configuration, system administration, content update, or Governance, Risk, and Compliance (GRC) process design and enablement support; and support with applying updates to existing control mappings for Risk Cloud Standards and Regulations Content. As needed basis for configuration of the software. Not to exceed \$100,000.</p> <p><b>Scope Change:</b>  The Scope has not changed, just more implementation has been required as the Department of Technology has added on additional software modules, as well as 2 other city departments have onboarded the platform which also requires implementation and configuration to their specific use cases. The Department of Technology has 3 full time employees deployed to this platform to assist other city departments as needed. The professional services arise when our own staff cannot customize or implement the module or software due to proprietary code of the software.</p>			
<b>TOTAL AMOUNT \$13,110,000</b>							

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Intermittent and specialized grant writing and administration consulting and technical service

Funding Source: Local Funds

PSC Duration: 4 years 47 weeks

PSC Amount: \$2,500,000

**1. Description of Work**

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

The SFMTA has a \$500 million annual capital improvement budget and approximately one-fourth of this is funded through competitive grants. The SFMTA submits between 25 and 30 grant applications annually to federal, state and local agencies. While some of these applications require moderate effort several require over 100 hours to complete. The SFMTA is interested in hiring a team of consultants to work with the SFMTA Funding Strategy and Programs (FS&P) Office in both preparing grant applications and administering grants once they are awarded.

The level of effort will vary depending upon the particular requirements of the funding agency. The prospective consulting team will need to estimate its cost for completing each application and administering the grant once awarded based on the requirements of the funding program.

Grant Writing

1. The Consulting team will lead grant writing and collateral development for each grant application. This will entail creating project area maps, creation of illustrative graphics for incorporation into the application materials, writing narrative responses to application questions, development and formatting of schedules and budget and incorporating into application. Typically, all applications will require responses related to:

A. Identification, assessment and narrative of existing conditions and project needs, challenges that the project will address. This will include creation of a project area map.

B. Identification, analysis and narrative of multiple direct and indirect benefits. Modeling may be required to quantify some benefits. Benefits usually include the following:

- Identification, mapping, analysis and narrative of Disadvantaged Communities
- Identification, analysis, and narrative of environmental justice benefits

- Safety benefits (potential to reduce risk of ped/bike collisions and fatalities) analysis, mapping, and narrative
- GHG emission reductions (requires modeling), climate change, environmental sustainability benefits analysis and narrative.
- State of good repair benefits analysis and narrative
- Economic and workforce development benefits analysis and narrative.

C. Description and documentation of public outreach and engagement, both past and future. Development of public engagement strategy.

2. The Contractor will respond to two rounds of consolidated comments from SFMTA on grant applications prior to finalizing the materials. We assume that grant application materials will be finalized no later than one week before the grant deadline.

3. The Contractor will coordinate weekly virtual check-ins to discuss progress, review materials, and confirm next steps. The Contractor will submit monthly progress reports to SFMTA containing a detail of staff labor, a summary of any issues and resolutions of note for each month, schedule tracking, and a summary of activities.

#### Grant Administration

Support staff in all grant administration duties, including preparation of Board Calendar Items to authorize the Director to sign the grant agreement; preparation of grant agreements and subrecipient contracts; preparation of requests for allocations; preparation of quarterly reports and final reports to funder agency; preparation of other reports as needed.

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

The passage of the Bipartisan Infrastructure Law (BIL) significantly increased federal funding for transportation projects over the course of the next five years. For instance, the funding allocation for the Rebuilding America's Infrastructure Sustainably and Equitably (RAISE )grant and Buses and Bus Facilities were both increased by more than 50%, and the allocation for Low and No Emission program was increased by nearly 1400%. The BIL not only increased funding through existing grant programs but also created several new grant programs including Safe Streets and Roads for All (SS4A) grant program, All Stations Accessibility Program (ASAP) grant program, Promoting Resilient Operations for Transformative Efficient and Cost-saving Transportation grant program (PROTECT) and Strengthening Mobility and Revolutionizing Transportation (SMART) grant program. In addition, the California legislature created the Clean Transportation Program allocating \$100 million for clean transportation programs annually. With the creation of the federal and state programs mentioned above, the SFMTA now has many more grant funding opportunities, requiring many more grant applications. As a result, the workload for the SFMTA grant writing and grant administration teams has increased by approximately 40%. At the same time, Programming and Grants (P & G) team (SFMTA's grant writers and grant administrators) is at less than 40% of its normal staffing level. To meet the opportunities for funding the SFMTA capital projects, P & G will need consulting services to augment existing staff resources. Without additional capacity, the SFMTA will

have to forego submitting applications for grants it would otherwise be eligible and competitive for, a potential lost opportunity of approximately \$20 -\$50 million annually.

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.

Prior to the 2021, when FS&P was at full capacity, and prior to the passage of the BIL, all grant applications were completed and administered by SFMTA staff. Due to limited staffing capacity, in 2022, the P & G contracted with the Streets Division On-Call Consultant for Planning, Engineering and Environmental Studies, to assist in the preparation of five grant applications. Many funding opportunities are on an annual cycle. In other words, the funding agency accepts grant applications on an annual basis. Several at the state level, however, are on a bi-annual cycle. This means that, as in 2022, spring 2024, 2026 and 2028 will have many more grant applications due than in the odd years. For this reason, P & G needs the assistance of consulting teams with expertise in writing and administering grants on an as-needed basis.

D. Will the contract(s) be renewed?

Yes, if assistance continues to be required at the end of the contract, then it could be renewed.

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

not applicable

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

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

Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.

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

B. Explain the qualifying circumstances:

This contract is needed to provide immediate, specialized services to prepare and administer multiple grant applications during peak periods and to compensate for a reduction in staffing levels due to attrition. As stated above, while many grant programs are on an annual cycle and their due dates can be predicted to some degree, others are on a bi-annual cycle or are not on any cycle and much harder to predict when their funding opportunities will become available. In those years when the bi-annual grant applications are due, they add to the existing grant applications due on an annual cycle. In addition, the increased funding made available through the Bipartisan Infrastructure Law has increased the number of grant programs. Due to their newness, it is difficult to predict when the funding notices will be released, and the applications are due.

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

A. Specify required skills and/or expertise: The San Francisco Municipal Transportation Agency (SFMTA) designs, builds, operates, regulates and maintains one of the most comprehensive transportation networks in the world. The SFMTA manages on-and off-street public parking, facilitates bicycling and walking, regulates taxis, and manages paratransit services. It operates five types of public transit in San Francisco--motor coach, trolley coach, light rail, historic streetcar, and cable car--and is the nation's eighth largest public transit system. Together, our fleet of motorcoaches, light rail vehicles and trolleys carry more than 444,000 daily riders, the largest daily ridership of any transit agency in the San Francisco Bay Area. Due to the variety and complexity of the capital projects that rely on grant funding, it is necessary that the consulting team have expertise in transportation planning, transportation

engineering, or transportation policy as well as experience in dense, urban communities. For many grant applications, experience with battery electric vehicle technologies is important.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1822, Administrative Analyst; 1823, Senior Administrative Analyst; 5288, Transportation Planner II; 5289, Transportation Planner III;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:  
No

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

In the past, during peak grant-writing periods, the division has contracted with the on-call contractors sourced by either the Transit Division or the Streets Division. Since those on-call contracts have limits on the total value of the contract, the division runs the risk of that not being a viable solution if they have reached their limit.

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

- A. Explain why civil service classes are not applicable.  
This contract is to augment existing staff working in the appropriate classifications. This contract is not to replace existing staff.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. 5289 Transportation Planner III, 5288 Transportation Planner II, 1823 Senior Administrative Analyst and 1822 Administrative Analyst are appropriate classifications for these tasks.

**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. City staff do not need training in grant writing and administration.
- 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 12/07/2023, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Management & Superv Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021

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

Name: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

Address: 1 So. Van Ness Avenue, 6th Floor San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45652 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/04/2024



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

## Nuque, Amy

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**From:** dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com  
**Sent:** Thursday, December 7, 2023 8:12 AM  
**To:** Nuque, Amy; oumar.fall@sieu1021.org; cade.crowell@seiu1021.org; max.porter@seiu1021.org; sarah.wilson@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; jegy.sering@seiu1021.org; matthew.torres@seiu1021.org; SF-DHR-Info@seiu1021.org; najuawanda.daniels@seiu1021.org; jason.klumb@seiu1021.org; noah.frigault@sfgov.org; Meyers, Julie (HSA); thomas.vitale@seiu1021.org; Ricardo.lopez@sfgov.org; Kbasconcillo@sflower.org; pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; david.canham@seiu1021.org; jtanner940@aol.com; junko.laxamana@sfgov.org; sportillo@ifpte21.org; agarza@ifpte21.org; amakayan@ifpte21.org; 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; Nuque, Amy; dhr-psccordinator@sfgov.org  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45652 - 23/24

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

RECEIPT for Union Notification for PSC 45652 - 23/24 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 45652 - 23/24 for \$2,500,000 for Initial Request services for the period 01/01/2024 – 11/30/2028. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/21746> 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)**

## ABBREVIATION

- All Stations Accessibility Program (ASAP)
- Bipartisan Infrastructure Law (BIL)
- Funding Strategy and Programs (FS&P)
- Programming and Grants (P & G)
- Promoting Resilient Operations for Transformative Efficient and Cost-saving Transportation grant program (PROTECT)
- Rebuilding America's Infrastructure Sustainably and Equitably (RAISE)
- Safe Streets and Roads for All (SS4A)
- San Francisco Municipal Transportation Agency (SFMTA)
- Strengthening Mobility and Revolutionizing Transportation (SMART)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Transit Signal Priority - Extended Warranty Support and Technical Services Technologies

Funding Source: Funds/Rev: Local,General,State,Operating PSC Duration: 3 years 4 weeks

PSC Amount: \$984,762

**1. Description of Work**

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

This request is for technical services required for monitoring and repair services to San Francisco Municipal Transportation Agency's (SFMTA's) transit signal priority (TSP) system, Licensed Software updates, and services to ensure that the TSP system and its individual components, Equipment and Licensed Software operate efficiently and to its maximum capacity. A further purpose of this agreement is to provide SFMTA staff with the training and information necessary for the SFMTA to adequately and efficiently install TSP equipment at new intersections, as well as training for SFMTA staff to be up-to-date with the vendor's Opticom On-Site Software and Opticom Central Management Software (CMS). This agreement will ensure that SFMTA will continue to have the most up-to-date technology available, along with the warranty and technical support needed from the vendor.

Attached is the detailed Proposed Scope of Work.

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

This work will allow the San Francisco Municipal Transportation Agency (SFMTA) to reap the full benefits of the technology provided by the vendor's transit signal priority (TSP) system. If this service is denied, the SFMTA will be unable to properly support, operate, and maintain TSP hardware and software that has already been installed and deployed citywide to approximately 500 signalized intersections (50% of the City's signalized intersections that serve transit routes), and on all 875 buses and 29 emergency fire vehicles. Staff considered not entering this contract with the vendor, which would result in no support, training or maintenance related to the City's TSP and would prevent the City from incorporating any technological advancements or addressing software maintenance or firmware updates required on buses and traffic signals equipped with the vendor's TSP technology. Staff ultimately determined that this was not a viable option.

**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#40202-17/18 was approved in 2018. The vendor continues to provide support and maintenance services for the transit signal priority (TSP) system remotely and on-site.

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

Unknown 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.  
The duration request for this PSC is three years. If approved, this agreement would be for services similar to those agreed in PSC#40202-17/18 in 2018. The 2018 agreement was for five years, which has been extended for one more year after it expired in February 2023.

**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:

To ensure public safety and system reliability, it is important that San Francisco Municipal Transportation Agency's (SFMTA's) transit signal priority (TSP) infrastructure be configured and serviced only by the vendor. The system uses a significant amount of proprietary hardware and software; and only the vendor, as the product developer and manufacturer, is presently qualified to work on the equipment.

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

- A. Specify required skills and/or expertise: The San Francisco Municipal Transportation Agency (SFMTA) requires extensive knowledge and expertise in the vendor's proprietary TSP solution, including all related hardware and software required for transit signal priority (TSP) operation, and integration with onboard transit vehicle systems. This is a sole source vendor who possesses the licensed software.
- 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?**

Signal Shop electricians have been trained to program and install the vendor's transit signal priority (TSP) intersection equipment. However, given the complexity, proprietary nature of the system, and constant evolving technology, it would not be possible for one San Francisco Municipal Transportation Agency (SFMTA) division to support the technology and all its different components.

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

- A. Explain why civil service classes are not applicable.  
The City does not have an existing civil service class with the expertise and licensing for the proprietary software.
- 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, this is not practical due to the proprietary nature of the software system.

**6. Additional Information**

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

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

Yes. The vendor will provide transit signal priority (TSP) software training up to 6 hours per year to San Francisco Municipal Transportation Agency (SFMTA) staff. Approximately 18 SFMTA traffic signal electricians will be trained in the following classifications: 15- 9145 Traffic Signal Electrician; 2-9147 Traffic Signal Electrician Supervisor I; and 1-9149 Traffic Signal Electrician Supervisor II. Also, approximately five SFMTA traffic engineers will be trained in the following classifications: 2-5241 Engineers; 1-5207 Associate Engineer; 2-5203 Assistant Engineers

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.  
Yes. see attached resolution

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Yes. Yes, the vendor currently monitors and services San Francisco Municipal Transportation Agency's (SFMTA's) transit signal priority (TSP) system as part of contract SFMTA 2018-27 set to expire February 2024.

7. **Union Notification:** On 11/16/2023, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

Name: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

Address: 1 So. Van Ness Avenue, 6th Floor San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46165 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/04/2024

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



## Nuque, Amy

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**From:** dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com  
**Sent:** Thursday, November 16, 2023 11:40 AM  
**To:** Nuque, Amy; 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@sieu1021.org; SF-DHR-Info@sieu1021.org; sbabaria@cirseiu.org; andrea@sfmea.com; Camaguey@sfmea.com; Camaguey@sfmea.com; cpark@local39.org; cpark@local39.org; khughes@ibew6.org; ewallace@ifpte21.org; ewallace@ifpte21.org; plangrooferslocal40@gmail.com; rooferslocal40@gmail.com; seichenberger@local39.org; dtuttle@oe3.org; dtubble@oe3.org; pkim@ifpte21.org; najuawanda.daniels@seiu1021.org; pking@uapd.com; president@sanfranciscodsa.com; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; rmarenco@twusf.org; Pete Wilson - Union 250A VP; cmoyer@nccrc.org; noah.frigault@sfgov.org; sfdpoa@icloud.com; Mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; junko.laxamana@sfgov.org; jennifer.esteen@sieu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; @sfpoa.org; tracym@sfpoa.org; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Meyers, Julie (HSA); seichenberger@local39.org; jason.klumb@sieu1021.org; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@sieu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Kbasconillo@sfgwater.org; Sandeep.lal@sieu1021.me; pcamarillo\_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@sieu1021.org; pscreview@sieu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@sieu1021.net; leah.berlanga@sieu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@sieu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@sieu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; laborers261@gmail.com; local200twu; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@sieu1021.org; Nuque, Amy; dhr-psccordinator@sfgov.org  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46165 - 23/24

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

RECEIPT for Union Notification for PSC 46165 - 23/24 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 46165 - 23/24 for \$984,762 for Initial Request services for the period 02/01/2024 – 02/28/2027. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/21693> 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)**

SAN FRANCISCO  
MUNICIPAL TRANSPORTATION AGENCY  
BOARD OF DIRECTORS

RESOLUTION No. 180206-020

WHEREAS, The Transit Signal Priority (TSP) System is an on-board and wayside technology system that alters traffic signal timing to extend green lights and shorten red lights to favor buses and trolleys, which reduces traffic light delays to transit vehicles and thereby speeds transit service; and,

WHEREAS, San Francisco currently has more than 700 transit vehicles equipped with the TSP System. Work to complete TSP deployment includes the equipment installations and upgrades on transit vehicles, and installation of additional on-site equipment at bus yards. This contract will allow the SFMTA to purchase equipment needed to complete TSP deployment, and to receive GTT services and support to effectively operate and maintain the TSP System; and,

WHEREAS, SFMTA has identified GTT as the only vendor currently capable of providing the products and expertise needed to extend and maintain the TSP System, because the TSP software and equipment are proprietary; and,

WHEREAS, The Transit Signal Priority (TSP) program supports the City's Transit First Policy by improving the public transit customer experience and encouraging transit ridership in San Francisco; and,

WHEREAS, GTT was approved by the City's Contract Monitoring Division on May 2, 2017 as a sole source contractor for this TSP project, in compliance with the S.F. Administrative Code Section 21.5(b); and,

WHEREAS, This contract will allow the SFMTA to purchase equipment needed to complete TSP deployment, and to receive GTT services and support to effectively operate and maintain the TSP system; and,

WHEREAS, The TSP vendor under this contract will provide training to SFMTA staff designed to develop in-house expertise in the maintenance and repair of the TSP System; and,

WHEREAS, This contract is consistent with the goals and objectives of the City's 2011 General Obligation Road Repaving and Street Safety Bond, from which it is funded; and,

WHEREAS, The TSP program is subject to the California Environmental Quality Act (CEQA); CEQA provides a categorical exemption from environmental review for operation, repair, maintenance, or minor alteration of existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities as defined in Title 14 of the California Code of Regulations Section 15301; and,

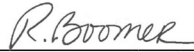
WHEREAS, On May 31, 2013, SFMTA, under authority delegated by the Planning Department, determined that the TSP program is categorically exempt from CEQA as defined in

Title 14 of the California Code of Regulations Section 15301; and,

WHEREAS, A copy of the CEQA determination is on file with the Secretary to the SFMTA Board of Directors, and may be found in the records of the Planning Department at 1650 Mission Street in San Francisco, and is incorporated herein by reference; now, therefore, be it

RESOLVED, That the San Francisco Municipal Transportation Agency Board of Directors approves Contract No. SFMTA 2018-27, Transit Signal Priority (TSP) System, Software License and TSP Maintenance Services, with Global Traffic Technologies (GTT) to provide transit signal priority system maintenance services for an amount not to exceed \$6,347,450, for a five-year term ending June 30, 2023, with four optional one-year extensions.

I certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of February 6, 2018.



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Secretary to the Board of Directors  
San Francisco Municipal Transportation Agency

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA Dept. Code: MTA

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

Type of Approval: [ ] Expedited [X] Regular ( [ ] Omit Posting)

Type of Service: Transit Signal Priority Programming and Warranty Support

Funding Source: local PSC Duration: 5 years
PSC Amount: \$7,000,000 PSC Est. Start Date: 02/01/2018 PSC Est. End Date: 01/31/2023

1. Description of Work

A. Scope of Work:

The consultant will upgrade and configure the Advanced Schedule Management (ASM) and Transit Signal Priority (TSP) system, and provide ongoing support and warranty services to ensure reliable and uninterrupted system operation. The consultant will install and configure TSP equipment on all buses (currently 900) and at each yard; test all vehicle components per design specifications; inspect and test all cables, connections and communications; install firmware updates and update ASM software to current versions; load updated San Francisco Municipal Transit Agency (SFMTA) transit schedule data; and use on-site software to validate and correct all vehicle/bus identification numbers.

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

This work will complete TSP fleet deployment and allow the SFMTA to reap the full benefits of the technology provided by Global Traffic Technologies' (GTT) TSP system. If this service is denied, the SFMTA will be unable to properly support, operate, and maintain TSP hardware and software that has already been installed and deployed across the City.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

The current consultant completed initial TSP deployment tasks as part of PSC No. 39922-15/16. This current request will allow them to upgrade existing equipment to provide newer capabilities that were not previously available, complete TSP system configuration as needed, and continue to provide support and warranty services.

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

2. Union Notification: On 12/05/2017, 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

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40202 - 17/18

DHR Analysis/Recommendation:

02/05/2018

Commission Approval Required

DHR Approved for 02/05/2018

Approved by Civil Service Commission with
Page 1 of 1 Conditions

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

A. Specify required skills and/or expertise:

The SFMTA requires extensive knowledge and expertise in GTT's proprietary TSP solution, including all related hardware and software required for TSP operation, and integration with on-board transit vehicle systems. This is a sole source vendor who possesses the licensed software.

B. Which, if any, civil service class(es) normally perform(s) this work?  
1062,1091,

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

**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

Civil Service classes do not possess the expertise and licensing for the proprietary software system.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No, it would not be practical to adopt a new civil service class. Civil service classes already exist, but are unable to provide the services required due to the proprietary nature of the software system.

**5. Additional Information (if "yes", attach explanation)**

**YES NO**

- |  |                                     |                                     |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?<br>The consultant will train SFMTA staff in order to allow the City to take over                    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Global Traffic Technologies is current contr: | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 02/06/2018 BY:

Name: Rod Goree Phone: 415-646-2553 Email: rod.goree@sfmta.com

Address: 1 S. Van Ness Avenue - 3rd Floor San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POL

Dept. Code: POL

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

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

Type of Service: POL - Crime Lab maintenance agreement for drug analysis equipment

Funding Source: General Fund

PSC Duration: 11 years 2 days

PSC Amount: \$125,000

**1. Description of Work**

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

The San Francisco Police Department (SFPD) requires a contractor to calibrate instruments for the SFPD Crime Lab Forensic Biology, Firearms and Alcohol Unit. The scope of work requires a firm accredited with ISO 17025 to specifically calibrate barrel length standards, firearm trigger pull gauges, centrifuges, balances (in the weight range required), temperature probes and thermometers.

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

SFPD Crime Lab instruments must be maintained and calibrated in order to be valid in prosecution of criminal cases. Without such services, instruments would not be useful for crime analysis.

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.

A PSC was previously approved, but contract negotiations were ongoing and never finalized.

D. Will the contract(s) be renewed?

Unknown 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.

Scope of services will be required for more than 5 years. A term contract is being negotiated for 10 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).

B. Explain the qualifying circumstances:

Service requirements are minimal and as-needed. The City does not have the services, parts and facilities to perform the work.

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

A. Specify required skills and/or expertise: The contractor must be accredited with ISO 17025.

B. Which, if any, civil service class(es) normally perform(s) this work? 8259, Criminalist I; 8260, Criminalist II; 8262, Criminalist III;



- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will provide calibration services, parts and facilities for services not available at the City.

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

None. The City does not have an accredited ISO 17025 lab.

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

- A. Explain why civil service classes are not applicable.  
Service requirements are limited and do not require regular staffing.
- 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. Service requirements are limited and do not require regular staffing.

**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 involved. Services required need to be completed by certified technicians.
- 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 12/07/2023, 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: Vincent Lee Phone: 4158377127 Email: vincent.lee@sfgov.org

Address: 1245 3rd St, 6th Fl San Francisco, CA 94158

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41652 - 23/24

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 03/04/2024

Civil Service Commission Action:

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [vincent.lee@sfgov.org](mailto:vincent.lee@sfgov.org)  
**To:** [Lee, Vincent \(POL\); 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; Lee, Vincent \(POL\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Lee,Vincent(POL);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;Lee,Vincent(POL);DHR-PSCCoordinator,DHR(HRD))  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 41652 - 23/24  
**Date:** Thursday, December 7, 2023 10:23:46 AM

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RECEIPT for Union Notification for PSC 41652 - 23/24 more than \$100k

The POLICE -- POL has submitted a request for a Personal Services Contract (PSC) 41652 - 23/24 for \$125,000 for Initial Request services for the period 01/01/2024 – 12/31/2034. 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/21766> 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: POLICE -- POL

Dept. Code: POL

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

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

Type of Service: Calibration of SFPD Crime Lab Instruments

Funding Source: General Fund

PSC Duration: 10 years 2 days

PSC Amount: \$100,000

**1. Description of Work**

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

The San Francisco Police Department (SFPD) requires a contractor to calibrate instruments for the SFPD Crime Lab Forensic Biology, Firearms and Alcohol Unit. The scope of work requires a firm accredited with ISO 17025 to specifically calibrate barrel length standards, firearm trigger pull gauges, centrifuges, balances (in the weight range required), temperature probes and thermometers.

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

SFPD Crime Lab instruments must be maintained and calibrated in order to be valid in prosecution of criminal cases. Without such services, instruments would not be useful for crime analysis.

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.

Although this PSC was previously approved, the contract has been in continued negotiations while the PSC was approved more than a year ago.

D. Will the contract(s) be renewed?

Unknown 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.

As-needed service will be required for more than five 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).

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

B. Explain the qualifying circumstances:

Service requirements are minimal and as-needed. The City does not have the services, parts and facilities to perform the work.

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

- A. Specify required skills and/or expertise: The contractor must be accredited with ISO 17025.
- B. Which, if any, civil service class(es) normally perform(s) this work? 8259, Criminalist I; 8260, Criminalist II; 8262, Criminalist III;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will provide calibration services, parts and facilities for services not available at the City.

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

None. The City does not have an accredited ISO 17025 lab.

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

- A. Explain why civil service classes are not applicable.  
Service requirements are limited and do not require regular staffing.
- 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. Service requirements are limited and do not require regular staffing.

**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 is not needed.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification: On 05/16/2022, 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: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: 1245 - 3rd Street, 6th Floor San Francisco, CA 94158

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 35509 - 21/22

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 05/31/2022



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT -- PRT

Dept. Code: PRT

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

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

Type of Service: Inspection, maintenance and repair

Funding Source: Port Operating Budget

PSC Duration: 4 years

PSC Amount: \$200,000

**1. Description of Work**

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

This service is for obtaining necessary parts, labor and technical support for the continued operation and maintenance of a standby generator for the FMT passenger gangway at Pier 27. This generator is fully capable of running the gangway during a power outage to the Pier 27 location.

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

Following passenger bridge manufactured by FMT are in operation at Port of San Francisco: 1 x FMT MEG gangway with ID 11-276 (in operation since 2014) The system was engineered specially to accommodate cruise ships at James R. Herman Cruise Terminal and all critical components are custom made to fit San Francisco needs. FMT uses a proprietary software, written and calibrated for this specific gangway. This specific MEG is designed using following patents owned by FMT. US9637876 Level Rest US8505140 Fast track US8484786 Dual Ramps Only FMT trained technicians should make modifications to mechanical, electrical, and software components to maintain the integrity and functionality of the equipment. The consequences of denial is we would have technicians fixing the gangway who are unfamiliar with the particular design and without access to information regarding the patents.

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.

Where possible, the gangway is maintained by Port staff. For specialty needs, the service was under warranty or purchased through direct purchasing, not through a contract.

D. Will the contract(s) be renewed?

It is possible that the contract will be renewed based on the needs of the Port.

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

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

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

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

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

B. Explain the qualifying circumstances:

This contract is for inspection, repair, maintenance, upgrading, and equipment parts for the Pier 27 Gangway which is crucial to operation of the cruise terminal by the original manufacturer for services that are only authorized by the company which holds patents for much of the custom design work. This work is intermittent, as-needed, and insufficient for a full-time employee.

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

A. Specify required skills and/or expertise: Access, training and knowledge of the following patents owned by FMT. US9637876 Level Rest US8505140 Fast track US8484786 Dual Ramps

B. Which, if any, civil service class(es) normally perform(s) this work? 1013, IS Technician-Senior; 7482, Power Generation Technician 2;

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?**

Port maintenance staff perform work that does not require specialized knowledge, and the Port intends on continuing to prioritize using Port staff whenever possible.

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

A. Explain why civil service classes are not applicable.

An upgrade/modification to mechanical, electrical or hydraulic systems requires taking care of overall functional responsibility that is difficult for other suppliers who are not experts on the field to carry out. Safety Certificates can only be issued by FMT therefore using non-FMT personnel without consulting FMT will make the MEG unserviceable. An upgrade/modification to the control system requires a thorough knowledge of the mechanics and hydraulics which will be difficult for other non FMT suppliers.

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, this work is under patent and only authorized personnel may perform upgrades and modifications.

**6. Additional Information**

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

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

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 09/19/2023, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Electrical Workers, Local 6

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

Name: Alysabeth Alexander-Tut Phone: 415-274-0558 Email: alysabeth.alexander-tut@sfport.com

Address: Pier 1 San Francisco, CA 94111

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43175 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/04/2024

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

**Receipt of Notice for new PCS over \$100K PSC # 43175 - 23/24**

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

on behalf of

alysabeth.alexander-tut@sfport.com <alysabeth.alexander-tut@sfport.com>

Tue 9/19/2023 9:36 AM

To: Alexander Tut, Alysabeth (PRT) <alysabeth.alexander-tut@sfport.com>; Osha Ashworth <oashworth@ibew6.org>; kdavis@ifpte21.org <kdavis@ifpte21.org>; jharding@ifpte21.org <jharding@ifpte21.org>; mweirick@ifpte21.org <mweirick@ifpte21.org>; dho@ifpte21.org <dho@ifpte21.org>; ewallace@ifpte21.org <ewallace@ifpte21.org>; ecassidy@ifpte21.com <ecassidy@ifpte21.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; tmathews@ifpte21.org <tmathews@ifpte21.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; kpage@ifpte21.org <kpage@ifpte21.org>; eerbach@ifpte21.org <eerbach@ifpte21.org>; l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>; Alexander Tut, Alysabeth (PRT) <alysabeth.alexander-tut@sfport.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

RECEIPT for Union Notification for PSC 43175 - 23/24 more than \$100k

The PORT -- PRT has submitted a request for a Personal Services Contract (PSC)

43175 - 23/24 for \$200,000 for Initial Request services for the period 10/01/2023 – 09/30/2027. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/21442> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Representative Payee and Money Management Services for SF Residents with Mental Health Illness

Funding Source: General Funds and State Funds

PSC Duration: 6 years 1 day

PSC Amount: \$13,000,000

**1. Description of Work**

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

Contractor(s) will provide support to San Francisco residents, age 18 years and older, with serious mental health illness and difficulty appropriately managing their income to provide for food and shelter. The goal is to provide representative payee and money management services for registered clients located in the Downtown, South of Market and Tenderloin neighborhoods. Services must be culturally congruent and provided in appropriate languages (English, Cantonese, Russian, Spanish, Tagalog, and Vietnamese).

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

The service is necessary for aiding San Francisco residents with severe mental illness in accessing financial support for entitlements. It assists them in managing bills, such as rent, to maintain housing stability. Given the historical challenges faced by individuals with severe mental illness in handling financial responsibilities, the service aims to address this issue. By providing support, services ensure clients can acquire essential resources like shelter, food, and clothing. Denial of services will include increased homelessness, lack of basic resources, financial instability, deteriorating mental health, and social isolation.

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

This service is currently provided by community based organizations and private organizations.

D. Will the contract(s) be renewed?

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

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

The Department expects there to be a continued need for the services and therefore services will be ongoing. Contracting these services will ensure greater accessibility and flexibility for residents with mental health illness. Furthermore, existing civil servants are at capacity to deliver local government-based services to residents with mental health illness.

**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:

Because civil service staff face challenges in meeting the demands of services due to time and level of resources, services are best performed by community based providers with the experience, focus, and trust of and credibility in the community.

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

- A. Specify required skills and/or expertise: Skills and expertise include the ability to develop relationships with civil service and community based mental health providers to connect with the community members needing payee services. An understanding of mental health challenges and how these challenges relate to money management is necessary. Reliable and responsive communication skills are necessary. Culturally congruent services are a required skill.
- B. Which, if any, civil service class(es) normally perform(s) this work? 4230, Estate Investigator; 4231, Senior Estate Investigator;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will provide facilities in the community.

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

Civil service staff currently provide Representative Payee services but are challenged to provide the time, level of service and clinical expertise required by clients with serious mental illness issues.

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

- A. Explain why civil service classes are not applicable.  
Civil service staff currently provide Representative Payee services but are challenged to provide the time, level of service and clinical expertise required by clients with serious mental illness issues.
- 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. Civil service staff currently provide Representative Payee services but are challenged to provide the time and level of service and clinical expertise required by clients with serious mental illness issues. Not all clients are willing to receive services from government based programs so having community based providers also provide these services ensures all clients have access.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No. There is no training component.
- 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 12/29/2023, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard St. San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41625 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/04/2024



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

## Receipt of Notice for new PCS over \$100K PSC # 41625 - 23/24

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

on behalf of

reanna.albert@sfdph.org <reanna.albert@sfdph.org>

Fri 12/29/2023 12:20 PM

To:Albert, Reanna (DPH) <reanna.albert@sfdph.org>;Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; sportillo@ifpte21.org <sportillo@ifpte21.org>;kdavis@ifpte21.org <kdavis@ifpte21.org>;jharding@ifpte21.org <jharding@ifpte21.org>;mweirick@ifpte21.org <mweirick@ifpte21.org>;agarza@ifpte21.org <agarza@ifpte21.org>; ewallace@ifpte21.org <ewallace@ifpte21.org>;WendyWong26@yahoo.com <WendyWong26@yahoo.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>;tmathews@ifpte21.org <tmathews@ifpte21.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>;amakayan@ifpte21.org <amakayan@ifpte21.org>; l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>;Qin, Kevin (DPH) <kevin.qin@sfdph.org>;DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

RECEIPT for Union Notification for PSC 41625 - 23/24 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 41625 - 23/24 for \$13,000,000 for Initial Request services for the period 01/01/2023 – 12/31/2028. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/21780> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Electronic Contract Management System (eCMS) Software Services

Funding Source: General Fund

PSC Amount: \$5,000,000

PSC Est. Start Date: 01/01/2024

PSC Est. End Date 12/31/2029

**1. Description of Work**

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

The electronic Contract Management System (eCMS) is an electronic application that serves as the primary contract monitoring system to standardized and centralize all contract activities supporting the whole department. The services will include one standardized repository for all contracts, request form development, streamline contracting flows, processes prior to contract certification, entry into the Citywide systems, database development and report building, and implementation, and training. This contract will provide eCMS maintenance and support services related to daily application and data backup, application hosting and connectivity, project management, user support, security, implementation and monitoring, database creation, data repository, data integration, reporting, software bug fixes, minor additions to data collection, browser compatibility testing, general code optimization, and ongoing customizations.

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

The Contracts department is an essential component of department operations, procuring services and solutions, and tracking the financial and programmatic activities of nonprofit grantees across hundreds of grants. Currently, the department uses antiquated systems to process, report contracts through the department and as a result experiences significant delays in contract certification.

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 department does not have a contract management system currently. Various contract groups use individualized programs to manage their contracts.

D. Will the contract(s) be renewed?

Yes. After an eCMS solution is chosen, there will be ongoing maintenance needed.

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

Maintenance services are expected to continue to be needed.

**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:

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

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

A. Specify required skills and/or expertise: The contract requires proprietary access to the eCMS in order to maintain and support the software. The contractor will also need to provide a fully hosted solution, and

ensure that the hosted solution meets all required City standards for hosted applications.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1051, IS Business Analyst-Assistant; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1070, IS Project Director; 1820, Junior Administrative Analyst; 1822, Administrative Analyst; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The Contractor will provide secure, remote (internet based) environment to fully host the application. the datacenter will need to meet all applicable City standards for hosted systems.

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

A contractor hosted eCMS requires proprietary access to the system software which is not available to the City. Once the system is fully implemented it is expected that City information technology (IT) professionals will assume some aspects of the routine support of the system.

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

- A. Explain why civil service classes are not applicable.  
Maintenance and customization of the eCMS requires proprietary access to the software which City civil service classes do not possess. However, civil services classes will be tasked with specific duties upon system go-live, when the system is in production as well as during the implementation phase.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Due to the proprietary nature of the software, it is not possible for civil service employees to maintain it.

**6. Additional Information**

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

**7. Union Notification: On 11/21/2023, the Department notified the following employee organizations of this PSC/RFP request:**

Architect & Engineers, Local 21; Management & Superv Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Professional & Tech Engrs, SFAPP; SEIU 1021 Miscellaneous; SEIU Local 1021

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

Name: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard Street San Francisco, CA

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41988 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/04/2024

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

## Albert, Reanna (DPH)

---

**From:** dhr-psccordinator@sfgov.org on behalf of reanna.albert@sfdph.org  
**Sent:** Tuesday, November 21, 2023 4:48 PM  
**To:** Albert, Reanna (DPH); oumar.fall@sieu1021.org; cade.crowell@sieu1021.org; max.porter@sieu1021.org; sarah.wilson@sieu1021.org; Sandeep.lal@sieu1021.me; leah.berlanga@sieu1021.org; matthew.torres@sieu1021.org; SF-DHR-Info@sieu1021.org; Najuawanda Daniels; Jason Klumb; Frigault, Noah (HRC); Meyers, Julie (HSA); Thomas Vitale; Ricardo.lopez@sfgov.org; Kbasconcillo@sfgwater.org; pcamarillo\_sieu@sbcglobal.net; Wendy Frigillana; pscreview@sieu1021.org; ted.zarzecki@sieu1021.net; davidmkersten@gmail.com; XiuMin Li; Sin.Yee.Poon@sfgov.org; David Canham; jtanner940@aol.com; Laxamana, Junko (DBI); sportillo@ifpte21.org; agarza@ifpte21.org; amakayan@ifpte21.org; 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; LokUng, Muki (DPH); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 41988 - 23/24

RECEIPT for Union Notification for PSC 41988 - 23/24 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 41988 - 23/24 for \$5,000,000 for Initial Request services for the period 01/01/2024 – 12/31/2029. 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/21557> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Behavioral Health Clinicians for Vulnerable Populations

Funding Source: General Funds, Prop C, Grant

PSC Duration: 6 years 43 weeks

PSC Amount: \$26,650,000

**1. Description of Work**

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

The selected contractors will have clinicians who will provide street based behavioral health services to vulnerable populations. Clinicians will staff the clinical teams to provide short to medium term care coordination for vulnerable populations with the goal of stabilizing and improving these individuals' health. Currently it is anticipated that there will be three teams of clinicians that focus on the following practice areas. Team 1: Clinicians will staff the City's Mobile Behavioral Health Team; Team 2: Clinicians will staff the City's BEST Neighborhoods Clinical Team; Team 3: Clinicians will staff the City's Post Overdose Engagement Team (POET).

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

These services are necessary to improve the quality of life and access to health care for vulnerable populations in San Francisco. The vulnerable populations that will be serviced will be residents citywide with a focus on individuals that have: 1)Medically complex diagnoses, 2)Living with visible or invisible disability/disabilities, 3)Experiencing homelessness, 4)Newly immigrated with language barriers, 5)Facing LGBTQ or non-binary gender discrimination, 6)Older adults in crisis, 7)Transitional aged youth (ages 18-24), 8)Veterans with combat induced trauma, 9)Experiencing challenges with mental health or substance use, 10)Living with domestic or environmental trauma, 11)Engaged in the criminal justice system. If the request is denied, our most vulnerable residents of San Francisco will be without community-based prevention, health care, and rehabilitation outlets to assist them in the treatment of mental health and substance abuse issues, leading to an overall degradation of health along with an increase in violence and crime in the service areas.

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

Similar services have been provided in the past under PSC 40587 - 17/18.

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

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

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

The Department expects there to be a continued need for the services and therefore services will be ongoing. In addition, contracting for these services provides for more accessible, culturally competent, and flexible services to be available for vulnerable population care. Furthermore, existing civil servants are at capacity to deliver local government-based mental health services to vulnerable populations.

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

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



- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

B. Explain the qualifying circumstances:

The City does not currently possess the capacity to establish and maintain street based, behavioral health clinicians for vulnerable populations.

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

- A. Specify required skills and/or expertise: Contractors must possess valid licenses as Mental Health providers, operate service facilities that adhere to applicable State laws and regulations, and employ appropriately trained, licensed, and certified staff. Contractors must also have experience in providing the needed services to vulnerable populations, including working collaboratively with families, support systems, and other agencies/providers on- and off- site to ensure continuity and coordination of care, and with high-risk clients, using strategies to help clients engage with needed services. Clinicians must be licensed, or pre-licensed with the Board of Behavioral Sciences (BBS) or Board of Psychology (BOP). Pre-licensed clinicians must be under supervision of a licensed clinician. Acceptable licenses registered with the Board of Behavioral Sciences (BBS) i. Associate Marriage and Family Therapist (AMFT) – pre-licensed ii. Associate Social Worker (ASW) – pre-licensed iii. Associate Professional Clinical Counselor (APCC) – pre-licensed iv. Licensed Clinical Social Worker (LCSW) - licensed v. Professional Clinical Counselor (PCC) - licensed vi. Licensed Marriage and Family Therapist (LMFT) - licensed Acceptable licenses registered with the Board of Psychology (BOP) i. Psychological Associate – pre-licensed ii. Psychologist - licensed
- B. Which, if any, civil service class(es) normally perform(s) this work? 2305, Psychiatric Technician; 2314, Public Health Team Leader; 2574, Clinical Psychologist; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2822, Health Educator; 2910, Social Worker; 2913, Program Specialist; 2920, Medical Social Worker; 2930, Psychiatric Social Worker; 2932, Sr Psychiatric Social Worker; 2242, Senior Psychiatric Physician Specialist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. For some teams the selected contractor may provide the services at a contractor or other third-party owned site. In addition, the contractor may also provide vehicles as needed to provide services. In all cases, where services are performed at a site, that site must be properly licensed for the services being performed.

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

The Department continues to fill the many civil service positions which work in close partnership with community-based organizations/contractors to provide the entire array of services which comprise the City’s Mental Health System of Care. Contracting for these services provides for more accessible, culturally competent, and flexible services to be available for vulnerable population care. Furthermore, existing civil servants are at capacity to deliver local government-based mental health services to vulnerable populations.

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

A. Explain why civil service classes are not applicable.

Community-based behavioral health contractors provide cultural expertise and linkages otherwise unavailable through Civil Service classifications. Civil Service staff work in partnership with contractors, which are non-profit organizations, and through these collaborations the City is able to offer more quality, accessible mental health and substance abuse treatment services to vulnerable populations than it would be able to do alone. These collaborative mental health and substance abuse treatment services are best provided by community-based service providers which have the required expertise, often specific to the target population they serve, and who have the trust of and credibility in the community, as well as linkages and resources unavailable to the City at a comparable level. They are able to operate the small, flexible, community-based programs required by State law and found to be most effective in treatment of residents who are mentally ill. Furthermore, existing civil servants are at capacity to deliver local government-based mental health services to vulnerable populations.

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. Existing classifications currently perform this work. However, demand exceeds capacity at City facilities so the City must use contractors to meet as many of the vulnerable population's needs as possible.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. The contracts will not have a formal training component however City employees can work with the selected vendors and will participate in knowledge transfer and will have the opportunity to be exposed to the latest service models for vulnerable populations.

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

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

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

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

**7. Union Notification:** On 12/06/2023, the Department notified the following employee organizations of this PSC/RFP request:

Physicians and Dentists - 8CC; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021

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

Name: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard St. San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43428 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/04/2024

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

## Receipt of Notice for new PCS over \$100K PSC # 43428 - 23/24

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

on behalf of

reanna.albert@sfdph.org <reanna.albert@sfdph.org>

Wed 12/6/2023 10:07 AM

To: Albert, Reanna (DPH) <reanna.albert@sfdph.org>;oumar.fall@seiu1021.org <oumar.fall@seiu1021.org>;  
cade.crowell@seiu1021.org <cade.crowell@seiu1021.org>;max.porter@seiu1021.org <max.porter@seiu1021.org>;  
sarah.wilson@seiu1021.org <sarah.wilson@seiu1021.org>;Sandeep.lal@seiu1021.me <Sandeep.lal@seiu1021.me>;  
leah.berlanga@seiu1021.org <leah.berlanga@seiu1021.org>;jegy.sering@seiu1021.org <jegy.sering@seiu1021.org>;  
matthew.torres@seiu1021.org <matthew.torres@seiu1021.org>;SF-DHR-Info@seiu1021.org <SF-DHR-Info@seiu1021.org>;  
Najuawanda Daniels <najuawanda.daniels@seiu1021.org>;Jason Klumb <Jason.Klumb@seiu1021.org>;Frigault, Noah (HRC)  
<noah.frigault@sfgov.org>;Meyers, Julie (HSA) <julie.meyers@sfgov.org>;Thomas Vitale <thomas.vitale@seiu1021.org>;  
Ricardo.lopez@sfgov.org <Ricardo.lopez@sfgov.org>;Kbasconcillo@sfgwater.org <Kbasconcillo@sfgwater.org>;  
pcamarillo\_seiu@sbcglobal.net <pcamarillo\_seiu@sbcglobal.net>;Wendy Frigillana <wendy.frigillana@seiu1021.org>;  
pscreview@seiu1021.org <pscreview@seiu1021.org>;ted.zarzecki@seiu1021.net <ted.zarzecki@seiu1021.net>;  
davidmkersten@gmail.com <davidmkersten@gmail.com>;XiuMin Li <xiumin.li@seiu1021.org>;Sin.Yee.Poon@sfgov.org  
<Sin.Yee.Poon@sfgov.org>;David Canham <david.canham@seiu1021.org>;jtanner940@aol.com <jtanner940@aol.com>;  
Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>;sportillo@ifpte21.org <sportillo@ifpte21.org>;kdavis@ifpte21.org  
<kdavis@ifpte21.org>;jharding@ifpte21.org <jharding@ifpte21.org>;mweirick@ifpte21.org <mweirick@ifpte21.org>;  
agarza@ifpte21.org <agarza@ifpte21.org>;ewallace@ifpte21.org <ewallace@ifpte21.org>;WendyWong26@yahoo.com  
<WendyWong26@yahoo.com>;WendyWong26@yahoo.com <WendyWong26@yahoo.com>;tmathews@ifpte21.org  
<tmathews@ifpte21.org>;kschumacher@ifpte21.org <kschumacher@ifpte21.org>;amakayan@ifpte21.org  
<amakayan@ifpte21.org>;l21pscview@ifpte21.org <l21pscview@ifpte21.org>;Pierre King - UAPD <pking@UAPD.com>;  
tjenkins@uapd.com <tjenkins@uapd.com>;Qin, Kevin (DPH) <kevin.qin@sfdph.org>;DHR-PSCCoordinator, DHR (HRD) <dhr-  
psccordinator@sfgov.org>

RECEIPT for Union Notification for PSC 43428 - 23/24 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 43428 - 23/24 for \$26,650,000 for Initial Request services for the period 03/01/2024 – 12/31/2030. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/21637> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

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

**From:** [Thomas Vitale](#)  
**To:** [Albert, Reanna \(DPH\)](#); [Hiramoto, Kelly \(DPH\)](#); [Qin, Kevin \(DPH\)](#); [Johnson-Silk, Kathleen \(DPH\)](#); [Weisbrod, Heather \(DPH\)](#); [Longhitano, Robert \(DPH\)](#); [Papo, Dara \(DPH\)](#)  
**Cc:** [Thomas Vitale](#)  
**Subject:** Re: Meeting with SEIU - PSC 43428-23/24  
**Date:** Thursday, January 25, 2024 7:56:35 AM  
**Attachments:** [43428-2324 SEIU-Behavioral Health Clinicians for Vulnerable Populations Meeting Notes 1.24.24.pdf](#)

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

Thank you Reanna, SEIU withdraws its appeal.

Thomas Vitale  
SEIU 1021 Representative  
510-703-4081

On Jan 24, 2024, at 4:59 PM, Albert, Reanna (DPH) <[reanna.albert@sfdph.org](mailto:reanna.albert@sfdph.org)> wrote:

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Thomas,

Thanks for your time today. Please find attached the meeting notes regarding PSC 43428-23/24 Behavioral Health Clinicians for Vulnerable Populations.

Thanks,  
Reanna

---

**From:** Albert, Reanna (DPH) <[reanna.albert@sfdph.org](mailto:reanna.albert@sfdph.org)>  
**Sent:** Friday, December 15, 2023 3:09 PM  
**To:** [Johnson-Silk, Kathleen \(DPH\)](mailto:kathleen.silk@sfdph.org) <[kathleen.silk@sfdph.org](mailto:kathleen.silk@sfdph.org)>; [Papo, Dara \(DPH\)](mailto:dara.papo@sfdph.org) <[dara.papo@sfdph.org](mailto:dara.papo@sfdph.org)>; [Hiramoto, Kelly \(DPH\)](mailto:kelly.hiramoto@sfdph.org) <[kelly.hiramoto@sfdph.org](mailto:kelly.hiramoto@sfdph.org)>; [Qin, Kevin \(DPH\)](mailto:kevin.qin@sfdph.org) <[kevin.qin@sfdph.org](mailto:kevin.qin@sfdph.org)>; [Weisbrod, Heather \(DPH\)](mailto:heather.weisbrod@sfdph.org) <[heather.weisbrod@sfdph.org](mailto:heather.weisbrod@sfdph.org)>; [Longhitano, Robert \(DPH\)](mailto:robert.longhitano@sfdph.org) <[robert.longhitano@sfdph.org](mailto:robert.longhitano@sfdph.org)>; [Thomas Vitale](mailto:thomas.vitale@seiu1021.org) <[thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org)>  
**Subject:** Meeting with SEIU - PSC 43428-23/24  
**When:** Wednesday, January 24, 2024 2:00 PM-3:00 PM.  
**Where:** Microsoft Teams Meeting

See attached PSC 43428-23/24 for Behavioral Health Clinicians for Vulnerable

Populations.

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## Microsoft Teams meeting

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**SEIU/ DPH Meeting**

**PSC 43428-23/24**

**Behavioral Health Clinicians for Vulnerable Populations**

**January 24, 2024, 2:00pm – 2:12pm**

<b>NAME: Thomas Vitale</b>	
<b>POSITION TITLE: SEIU 1021 Representative</b>	
<b>ORGANIZATION: SEIU 1021</b>	<b>PHONE NO.: 510-703-4081</b>
	<b>EMAIL: thomas.vitale@seiu1021.org</b>
<b>NAME: Dara Papo</b>	
<b>POSITION TITLE: Director of Whole Person Integrated Care</b>	<b>PHONE NO: 628-271-6720</b>
<b>ORGANIZATION: DPH WPIC</b>	<b>EMAIL: dara.papo@sfdph.org</b>
<b>NAME: Heather Weisbrod</b>	
<b>POSITION TITLE: Director of Office of Coordinated Care</b>	<b>PHONE NO.:</b>
<b>ORGANIZATION: DPH BHS</b>	<b>EMAIL: heather.weisbrod@sfdph.org</b>
<b>NAME: Kelly Hiramoto</b>	
<b>POSITION TITLE: Interim Pre-Award Unit Supervisor</b>	<b>PHONE NO.:</b>
<b>ORGANIZATION: DPH Business Office</b>	<b>EMAIL: kelly.hiramoto@sfdph.org</b>
<b>NAME: Reanna Albert</b>	
<b>POSITION TITLE: PSC Coordinator</b>	<b>PHONE NO.:</b>
<b>ORGANIZATION: DPH Business Office, Pre-Award Unit</b>	<b>EMAIL. kelly.hiramoto@sfdph.org</b>
<b>NAME: Robert Longhitano</b>	
<b>POSITION TITLE: Director of Office of Contract Management and Compliance</b>	<b>PHONE NO.:</b>
<b>ORGANIZATION: DPH Business Office</b>	<b>EMAIL. reanna.albert@sfdph.org</b>
<b>NAME: Kevin Qin</b>	
<b>POSITION TITLE: Contract Analyst</b>	<b>PHONE NO.:</b>
<b>ORGANIZATION: DPH Business Office, Pre-Award Unit</b>	<b>EMAIL. kevin.qin@sfdph.org</b>



NOTES:

Q: The PSC indicates that BHS classifications are at capacity – why do you feel that way? Is it because of number of staff? Lack of skill? Why are we unable to provide these services within our existing staff?

A: There are three sets of services within the solicitation. All three require a degree of specialization and level of institutional support. In order to fulfill the high profile needs, the existing staff are not able to expand to do this work and their existing work, especially for some teams that have a lot of field-based work that require working outside of Monday-Friday, and some teams work evenings and weekends. Our clinicians are busy doing amazing work, and we can't double their work.

Q: What are the existing CBO's that are doing this work?

A: Harm Reduction Therapy Center and RAMS

Q: The nature of the work is mostly as-needed, which is what is stated in the PSC. I'm trying to clarify whether that's because of the nature of the work, the need of the community we're serving, or because of the revenue stream?

A: These are needs we don't anticipate going away in the short term. There are some aspects of how the work is done and where the work is done, where we tried to build in flexibility. As an example, for the post overdose engagement team, should it be based partly in the field, in the ER, at Maria X Health Resource Center? We want to make sure we're able to maximize when and where services would be most needed in the community.

As noted by:

*Reanna Albert*  
*PSC Coordinator*

**RE: Receipt of Notice for new PCS over \$100K PSC # 43428 - 23/24**

Thomas Vitale &lt;Thomas.Vitale@seiu1021.org&gt;

Fri 12/8/2023 9:54 AM

To: Albert, Reanna (DPH) <reanna.albert@sfdph.org>; DHR Info <SF-DHR-Info@seiu1021.org>; PSCreview <PSCreview@seiu1021.org>; Qin, Kevin (DPH) <kevin.qin@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>  
Cc: Thomas Vitale <thomas.vitale@seiu1021.org>

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

Hi Reanna, SEIU 1021 is appealing the DPH request for services PSC # 43428 - 23/24. Please send me dates of your availability to discuss this PSC, thank you.

Thomas Vitale

SEIU 1021 Representative

Contact# 510-703-4081

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

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

seiu1021.org

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of reanna.albert@sfdph.org

Sent: Wednesday, December 6, 2023 10:04 AM

To: reanna.albert@sfdph.org; oumar.fall@seiu1021.org; Cade Crowell <Cade.Crowell@seiu1021.org>; max.porter@seiu1021.org; Sarah Wilson <Sarah.Wilson@seiu1021.org>; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Jegy Sering <jegy.sering@seiu1021.org>; Matthew Torres <matthew.torres@seiu1021.org>; DHR Info <SF-DHR-Info@seiu1021.org>; Najuawanda Daniels <Najuawanda.Daniels@seiu1021.org>; jason.klumb@seiu1021.org; noah.frigault@sfgov.org; Julie Meyers <julie.meyers@sfgov.org>; Thomas Vitale <Thomas.Vitale@seiu1021.org>; Ricardo.lopez@sfgov.org; kbasconillo@sfgwater.org; pcamarillo\_seiu@sbcglobal.net; Wendy Frigillana <wendy.frigillana@seiu1021.org>; PSCreview <PSCreview@seiu1021.org>; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; XiuMin Li <XiuMin.Li@seiu1021.org>; Sin.Yee.Poon@sfgov.org; David Canham <david.canham@seiu1021.org>; jtanner940@aol.com; junko.laxamana@sfgov.org; sportillo@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; ewidthallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; pking@uapd.com; tjenkins@uapd.com; kevin.qin@sfdph.org; dhr-psccordinator@sfgov.org  
Subject: Receipt of Notice for new PCS over \$100K PSC # 43428 - 23/24

CAUTION: This email originated from outside of the organization. Do not click links or open attachments

unless you recognize the sender and know the content is safe.

RECEIPT for Union Notification for PSC 43428 - 23/24 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 43428 - 23/24 for \$26,650,000 for Initial Request services for the period 03/01/2024 - 12/31/2030. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/21637> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC LIBRARY -- LIB

Dept. Code: LIB

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

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

Type of Service: SFPL Moving Services of Historical Artifacts

Funding Source: Library Preservation Fund

PSC Amount: \$190,000

PSC Est. Start Date: 02/01/2024

PSC Est. End Date 02/01/2025

**1. Description of Work**

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

SFPL is requesting proposals from qualified suppliers for the relocation of fragile, historical collections to the 750 Brannan Street location. The primary task involves moving approximately 4,000 boxes of varying sizes and 2,039 ledgers, along with their 46 shelving units, from four sites: 190 9th Street, and Brooks Hall, M43, and L65 storage rooms at the Main Library. These items must be methodically arranged in numbered order on high-density compact shelving at the destination.

Additionally, a secondary move, scheduled within two months of the primary move, requires transferring part of the collection from Brooks Hall to M43 and L65 storage rooms within the library. This includes approximately 600 regular-sized cartons, 40 oversized cartons, and 1,000 ledgers. These items, containing fragile and irreplaceable historical materials, must be carefully handled and placed in the correct numerical order in their new locations.

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

The San Francisco Public Library staff has meticulously prepared for the relocation of our invaluable collections, including photographs and fragile historical materials. This preparation, undertaken by our dedicated team, involved carefully packing each item in archival boxes, each with a separate lid, ensuring they are moved together to maintain their integrity. The boxes have been strategically mapped for precise placement in new shelving, requiring orderly unloading in a specific numerical sequence. This careful preparation underscores the fragility and priceless nature of the collections. Any mishandling or inadequate storage conditions pose a significant risk to these irreplaceable artifacts. Thus, during transit, it is crucial that the boxes are not over stacked or handled roughly, and secure methods such as shrink wrapping on pallets are employed for safe moving. This request for relocation is a rare but essential occurrence – a once-in-30-years undertaking necessary for the preservation of our City's historical artifacts at this scale. Denying this move could result in the irreversible deterioration or loss of these invaluable pieces, which are currently not stored under optimal conditions. This move is a critical step in safeguarding a significant portion of our cultural heritage, ensuring its longevity and accessibility for future generations.

**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.**

Move of this magnitude has never been provided with the Public Library. General moves have been provided by Suppliers with OCA's City Term Contract Pool

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

No, this is a one-time moving project.

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

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

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

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

B. Explain the qualifying circumstances:

This request for relocation is a rare but essential occurrence – a once-in-30-years undertaking necessary for the preservation of our library's historical artifacts at this scale. Denying this move could result in the irreversible deterioration or loss of these invaluable pieces, which are currently not stored under optimal conditions. This move is a critical step in safeguarding a significant portion of our cultural heritage, ensuring its longevity and accessibility for future generations.

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

A. Specify required skills and/or expertise: This project requires a contractor with specialized expertise in handling and moving fragile, historical artifacts. The contractor must possess proven experience in archival relocation, demonstrating meticulous care and precision in packing, transporting, and unpacking valuable collections. Key skills include expertise in archival preservation techniques, proficiency in managing delicate items such as photographs and ledgers, and the ability to meticulously organize and place items in numerical sequence. A strong understanding of proper handling protocols to prevent damage or deterioration during transit is essential. The contractor should also be equipped with the necessary tools and materials for secure wrapping and safe transportation, ensuring the integrity of these irreplaceable artifacts throughout the moving process.

B. Which, if any, civil service class(es) normally perform(s) this work? 3520, Museum Preparator; 3522, Senior Museum Preparator; 3524, Principal Museum Preparator; 7355, Truck Driver;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor has the vehicles, facilities, and equipment necessary to efficiently move the Historical collections.

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

SFPL, in collaboration with Susan Goldstein (City Archivist), the SFPL History Center Team, and the SFPL facilities team, has extensively coordinated to prepare for the upcoming move of historical artifacts. This preparation has involved dedicated staff members who have worked diligently to ensure that every aspect of the move, from packing to mapping the placement of items, is meticulously planned. However, despite these robust internal efforts, the SFPL recognizes that it lacks the capacity to execute this intermittent yet large-scale project independently. The City itself does not possess the necessary resources, both in terms of temporary capacity and specific expertise, required for a project of this complexity and sensitivity. The move involves handling fragile, priceless historical artifacts, demanding specialized skills and experience in archival relocation and preservation that go beyond the scope of the City's available resources. Therefore, contracting this work out is not only a matter of logistical necessity but also a crucial step to ensure the safe and proper handling of these irreplaceable collections.

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

A. Explain why civil service classes are not applicable.

No civil service class is licensed to perform this work and this type of work is only required intermittently on an as-needed 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. Work is intermittent and as-needed.

**6. Additional Information**

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. No training for this type of 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 12/14/2023, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU 1021 Miscellaneous; SEIU Local 1021

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

Name: marcus lange Phone: 415-557-4214 Email: marcus.lange@sfpl.org

Address: 100 Larkin Street, room 680 San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46436 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/04/2024

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

**From:** [Lange, Marcus \(LIB\)](#)  
**To:** [dhart@teamsters853.org](#); [mhenneberry@teamsters853.org](#); [lkuhls@teamsters853.org](#); [Grimes, Andrea \(LIB\)](#); [Termini Germain, Nicole \(LIB\)](#); [Gette, Yoon \(LIB\)](#); [Arcelia Montoya](#)  
**Cc:** [Jiang, Feng Ling \(LIB\)](#); [Yoshida, Shirley \(LIB\)](#)  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 46436 - 23/24  
**Date:** Thursday, December 14, 2023 10:28:14 AM  
**Attachments:** [P-690 \(7-22\) - RFP Brannan Moving Project Addendum #1.pdf](#)

---

FYI - please see attached RFP for SOW info starting on pg 3. Attaching for your convenience.

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

From: Lange, Marcus (LIB)  
Sent: Thursday, December 14, 2023 10:15 AM  
To: 'dhart@teamsters853.org' <dhart@teamsters853.org>; 'mhenneberry@teamsters853.org' <mhenneberry@teamsters853.org>; 'lkuhls@teamsters853.org' <lkuhls@teamsters853.org>; Grimes, Andrea (LIB) <Andrea.Grimes@sfpl.org>; Termini Germain, Nicole (LIB) <Nicole.TerminiGermain@sfpl.org>; Gette, Yoon (LIB) <Yoon.Park@sfpl.org>; Arcelia Montoya <Arcelia.Montoya@seiu1021.org>  
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 46436 - 23/24

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

From: dhr-psccoordinator@sfgov.org <dhr-psccoordinator@sfgov.org> On Behalf Of marcus.lange@sfpl.org  
Sent: Thursday, December 14, 2023 9:57 AM  
To: Lange, Marcus (LIB) <marcus.lange@sfpl.org>; oumar.fall@seiu1021.org; cade.crowell@seiu1021.org; max.porter@seiu1021.org; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; sarah.wilson@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; jegy.sering@seiu1021.org; matthew.torres@seiu1021.org; SF-DHR-Info@seiu1021.org; Najuwanda Daniels <najuawanda.daniels@seiu1021.org>; Jason Klumb <Jason.Klumb@seiu1021.org>; Frigault, Noah (HRC) <noah.frigault@sfgov.org>; Meyers, Julie (HSA) <julie.meyers@sfgov.org>; Thomas Vitale <thomas.vitale@seiu1021.org>; Ricardo.lopez@sfgov.org; Kbasconcillo@sfgwater.org; pcamarillo\_seiu@sbcglobal.net; Wendy Frigillana <wendy.frigillana@seiu1021.org>; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; XiuMin Li <xiumin.li@seiu1021.org>; Sin.Yee.Poon@sfgov.org; David Canham <david.canham@seiu1021.org>; jtanner940@aol.com; Yoshida, Shirley (LIB) <Shirley.Yoshida@sfpl.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccoordinator@sfgov.org>  
Subject: Receipt of Notice for new PCS over \$100K PSC # 46436 - 23/24

RECEIPT for Union Notification for PSC 46436 - 23/24 more than \$100k

The PUBLIC LIBRARY -- LIB has submitted a request for a Personal Services Contract (PSC) 46436 - 23/24 for \$190,000 for Initial Request services for the period 02/01/2024 – 02/01/2025. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/21743> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Corrosion Control Engineering and Inspection Services

Funding Source: WSTD, CDD and WWE Operating Funds

PSC Duration: 5 years 17 weeks

PSC Amount: \$3,000,000

**1. Description of Work**

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

Assist San Francisco Public Utilities Commission (SFPUC) personnel in providing corrosion control engineering support which includes: performing corrosion investigations and testing; write studies and reports; prepare corrosion control performance criteria; design plans, specifications, cost estimates; corrosion condition assessment surveys of pipelines; cathodic protection interference mitigation; leak investigations; coating inspections; construction support; and other corrosion engineering tasks. Structures needing corrosion control engineering services include pipeline segments, tanks and storage vessels within the various facilities operated by the Water Supply and Treatment Division (WSTD), City Distribution Division (CDD) and the Wastewater Enterprise (WWE).

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

This service is necessary to maintain and upgrade the corrosion protection system to prevent corrosion of our water system infrastructure and to preserve the necessary level of water utility service. This service will reduce the risks associated with unplanned water outages and increase the reliability of our water transmission and distribution system. This service is necessary to further our on-going efforts to upgrade and maintain the aging water system infrastructure serving San Francisco and the Bay Area. These tasks require corrosion control expertise and field survey experience which is not available from City employees. If these services are denied, there would be a negative impact to the SFPUC level of service goals during an occurrence of a pipeline corrosion failure.

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 #46958-16/17, PRO.0012.A and PRO.0012.B, Corrosion Control Engineering Services for Water Supply and Treatment Division P

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.

Assist San Francisco Public Utilities Commission (SFPUC) personnel in providing corrosion control engineering support which includes: performing corrosion investigations and testing; write studies and reports; prepare corrosion control performance criteria; design plans, specifications, cost estimates; corrosion condition assessment surveys of pipelines; cathodic protection interference mitigation; leak investigations; coating inspections; construction support; and other corrosion engineering tasks. Structures needing corrosion control engineering services include pipeline segments, tanks and storage vessels within the various facilities operated by the Water Supply and Treatment Division (WSTD), City Distribution Division (CDD) and the Wastewater Enterprise (WWE).

**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:

Engineers in current civil service classifications perform some of the more standard corrosion control engineering work. The corrosion control engineering consultants will be utilized when specialized corrosion engineering is required that is not normally performed by engineers in the current civil service classifications.

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

A. Specify required skills and/or expertise: Expertise in: testing, troubleshooting and startup of cathodic protection systems; field investigation data to determine pipe condition; perform pipeline corrosion surveys; analysis of cathodic protection system failures and pipeline leaks; and coating inspections.

B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer;

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?**

Having checked with the PUC manager and with other Project Engineers within the PUC and PW, the City does not have personnel that have the extensive corrosion expertise and field survey experience that is needed to perform this work.

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

A. Explain why civil service classes are not applicable.

Engineers in current civil classifications perform some of the more standard routine corrosion control engineering work. These corrosion control engineering consultants will be utilized when specialized corrosion engineering is required that is not normally performed by engineers in the current civil service classifications. The Engineers in current civil classifications do not have the equipment and experience with taking the necessary field data such as soil resistivity testing and conducting the current requirement testing on pipelines, which are the necessary data for the Engineer to design the corrosion protection system. The Engineers in current civil classifications do not have the experience to perform an over the line close-interval potential survey on the pipeline to evaluate the integrity of the existing water mains to assist the Engineer in determining the required level of corrosion protection.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt a new civil service class to perform this work, as it is specialized and not routine. The specialized corrosion services will only be required on an as-needed, intermittent and periodic 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. Yes. The SFPUC engineers will be trained on the specific types of corrosion control design measures and the identification and interpretation of specific corrosion found on the water pipeline and wastewater system. The corrosion engineer and pipeline engineers will typically receive the corrosion training. At least 3 SFPUC engineers will be trained to gain knowledge and experience on Corrosion Protection.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 12/14/2023, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43783 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/04/2024

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [shale@swater.org](mailto:shale@swater.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); [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); [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 # 43783 - 23/24  
**Date:** Thursday, December 14, 2023 10:04:11 AM

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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 43783 - 23/24 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 43783 - 23/24 for \$3,000,000 for Initial Request services for the period 08/01/2024 – 12/01/2029. 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/21755> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- 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: Corrosion Engineering Services for Water Supply and Treatment Division (PRO.0012)

Funding Source: Water Supply&Treatment Op. funds

PSC Duration: 7 years 1 day

PSC Amount: \$2,000,000

**1. Description of Work**

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

Assist San Francisco Public Utilities Commission (SFPUC) personnel in providing corrosion control engineering support for projects pertaining to maintenance of Water Supply and Treatment Division (WSTD)-operated pipeline segments, tanks and storage vessels, and other WSTD facilities. Services to be provided include: corrosion condition assessment surveys of pipelines; cathodic protection interference mitigation; leak investigation; and other corrosion engineering tasks as identified in the WSTD's Corrosion Master Plan.

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

This service is necessary to maintain and upgrade the corrosion protection system to prevent corrosion of our drinking water pipelines. This service will reduce the risks associated with unplanned water outages and increase the reliability of our drinking water transmission system. This service is necessary to further our on-going efforts of the Water System Improvement Program to upgrade and repair the aging water system serving San Francisco and the Bay Area. These tasks require corrosion control expertise and experience which is not yet fully available from City employees. If these services are denied, the SFPUC may not have the corrosion engineering assistance needed to maintain its pipelines and facilities.

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

These services have been provided using PSC #49500-13/14, CS-362 As-Needed Corrosion Control Engineering Services in the past. The work under that contract is as-needed and not for one particular project, whereas this contract is specifically to assist the WSTD in carrying out its Corrosion Master Plan, which includes bi-annual or annual survey of the condition of assets.

D. Will the contract(s) be renewed?

No, the SFPUC has no immediate plans to renew these contracts.

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

These services are needed for more than 5 years because for the internal pipeline inspection the pipeline is required to be off-line, but to maintain the required level of water services, these pipelines can only be taken off-line during the very limited shut-downs allowed.

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

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

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

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

B. Explain the qualifying circumstances:

The required specialized services are project-specific and do not require steady, long-term staffing by civil servants.

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

A. Specify required skills and/or expertise: Expertise in: performing close interval pipe-to-soil survey of pipelines and interpreting field investigation data to determine pipe condition; analysis of cathodic protection system failures; and troubleshooting, startup, and testing of cathodic protection systems.

B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer;

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.

Engineers in current civil classifications perform some of the more standard corrosion control engineering work. These corrosion control engineering consultants will be utilized when specialized corrosion engineering is required that is not normally performed by engineers in the current civil service classifications.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. SFPUC currently has two engineers whose main focus is on corrosion protection of the water infrastructure. Due to the heavy workload within the SFPUC and complex corrosion problems within the Operation Department, we need this professional service now to assist in the immediate corrosion protection needs of the water transmission system. It would not be practical to adopt a new civil service class to perform this work, as it is specialized and not routine.

**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. The SFPUC engineers will be trained on the specific types of corrosion control design measures and the identification and interpretation of specific corrosion found on the water pipeline systems. The corrosion engineers and pipeline engineers will typically receive the corrosion training. At least, 3 SFPUC engineers will be trained to gain knowledge and experience on Corrosion Protection.

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

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



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

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

7. **Union Notification:** On 07/25/2016, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46958 - 16/17

DHR Analysis/Recommendation:

action date: 09/19/2016

Commission Approval Required

Approved by Civil Service Commission

09/19/2016 DHR Approved for 09/19/2016

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: Power Optimization Tool

Funding Source: 198644-24750-10000-10026777-0001

PSC Duration: 4 years 1 day

PSC Amount: \$888,000

**1. Description of Work**

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

CleanPowerSF (CPSF) currently has contracts with two large battery storage systems as part of its renewable energy compliance requirements. The contract amount for this contract will go towards software licensing and overhead costs. The batteries are operated by two different vendors and charge during solar energy producing hours so they can provide energy when solar is not available. The California Independent System Operator (CAISO) mandates a certain amount of energy be available from entities such as CPSF to ensure the reliability of California electric grid and entities are fined if energy is not available as required. In order to comply with availability requirements, CPSF must procure a battery optimization tool for both projects and other future battery installations.

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

This battery optimization software is necessary to submit bids, utilizing CleanPowerSF's battery storage projects, into the CAISO using complex forecast analysis, in compliance with CAISO Tariff. The software integrates with third party assets, and must be compliant with the Operating Parameters, Business Practice Manuals, and Applicable Law. Battery optimization software to submit bids/offers using real-time site telemetry and market signals to generate revenue must be CAISO compliant and able to serve both batteries despite the different manufacturers. Denial of this service will cause CleanPowerSF to not provide the information the CAISO is demanding, forcing CleanPowerSF unable to avoid fines for failure to provide real time energy reliability.

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

No

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

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.**

CleanPowerSF (CPSF) currently has contracts with two large battery storage systems as part of its renewable energy compliance requirements. The contract amount for this contract will go towards software licensing and overhead costs. The batteries are operated by two different vendors and charge during solar energy producing hours so they can provide energy when solar is not available. The California Independent System Operator (CAISO) mandates a certain amount of energy be available from entities such as CPSF to ensure the reliability of California electric grid and entities are fined if energy is not available as required. In order to comply with availability requirements, CPSF must procure a battery optimization tool for both projects and other future battery installations.

**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.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

The California Independent System Operator (CAISO) mandates a certain amount of energy be available from entities such as CleanPowerSF (CPSF) to ensure the reliability of California electric grid and entities are fined if energy is not available as required. In order to comply with availability requirements, CPSF must procure a battery optimization tool for both projects and other future battery installations.

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

- A. Specify required skills and/or expertise: This battery optimization software is necessary to submit bids, utilizing CleanPowerSF's battery storage projects, into the CAISO using complex forecast analysis, in compliance with CAISO Tariff.
- 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, Battery optimization software must be CAISO compliant and able to serve both batteries despite the different manufacturers. No current civil service class exists that can create or maintain this software.

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

- A. Explain why civil service classes are not applicable.  
Battery optimization software must be CAISO compliant and able to serve both batteries despite the different manufacturers. No current civil service class exists that can create or maintain this software.
- 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 for battery optimization software is highly specialized, as this software will require complex forecast analysis using real-time datasets from various sources, maintenance of the software itself, while being able to integrate with our battery projects located off-site. It will require a few hours a month to perform.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No. No training will be provided, as the battery optimization software will utilize tools and software which holds internal company intellectual property.
- 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 01/16/2024, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45858 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/04/2024

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [shale@sfwater.org](mailto:shale@sfwater.org)  
**To:** [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.;); [jnuti@ifpte21.org](mailto:jnuti@ifpte21.org); [jnuti@ifpte21.org](mailto:jnuti@ifpte21.org); [jegy.sering@seiu1021.org](mailto:jegy.sering@seiu1021.org); [joshv@smw104.org](mailto:joshv@smw104.org); [oumar.fall@seiu1021.org](mailto:oumar.fall@seiu1021.org); [oumar.fall@seiu1021.org](mailto:oumar.fall@seiu1021.org); [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org); [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org); [matthew.torres@seiu1021.org](mailto:matthew.torres@seiu1021.org); [matthew.torres@seiu1021.org](mailto:matthew.torres@seiu1021.org); [cade.crowell@seiu1021.org](mailto:cade.crowell@seiu1021.org); [jduritz@uapd.com](mailto:jduritz@uapd.com); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [jharding@ifpte21.org](mailto:jharding@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [agarza@ifpte21.org](mailto:agarza@ifpte21.org); 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**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45858 - 23/24  
**Date:** Tuesday, January 16, 2024 4:24:26 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 45858 - 23/24 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 45858 - 23/24 for \$888,000 for Initial Request services for the period 04/01/2024 – 04/01/2028. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/21940> 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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Professional Service

Funding Source: Sf Electrical Reliability/Tran HHP CPF Tra PSC Duration: 5 years 8 weeks

PSC Amount: \$350,000

**1. Description of Work**

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

SFPUC Power intends to investigate affordability of rates for San Franciscans. A definition of affordability does not currently exist. If this service is denied, Power rates may be out of reach for many residential customers served, leading to increased account arrearages and ultimately electric service shutoffs of some of the City's most vulnerable populations. The work includes an overview of electricity utility low-income assistance models, what the SFPUC offers as compared to peers, and leading practices from peers. This effort requires specific expertise in State- and Nation-wide affordability efforts.

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

SFPUC Power intends to investigate affordability of rates for San Franciscans. A definition of affordability does not currently exist. If this service is denied, Power rates may be out of reach for many residential customers served, leading to increased account arrearages and ultimately electric service shutoffs of some of the City's most vulnerable populations.

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.

N/A

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 term is expected to be approximately 3 years but we are allowing up to 5 years for implementation and evaluation of efficacy.

**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.

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:

City staff will implement and manage consultant recommendations and may own the ongoing evaluative process moving forward, depending upon skillset and bandwidth.

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

A. Specify required skills and/or expertise: Required skills or expertise should be in the realm of research, data analysis and reporting, specifically in the utility affordability and shut-off policy space. The consultant should be experienced with the various methodologies of evaluating affordability and be able to evaluate each methodology and make a selection recommendation based upon San Francisco's unique costs of living to income ratios and electric service provider options. The consultant should also have experience in evaluating arrearage management and shut off policies as they pertain to incentivizing vs hindering a customer's ability or willingness to pay their bill.

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?**

City staff do not have specific experience in evaluating industry standards in affordability and arrearage management.

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

A. Explain why civil service classes are not applicable.

This effort requires specific expertise in State- and Nation-wide affordability efforts. City classifications do not require this specific experience in evaluating industry standards in affordability and arrearage management.

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 – this effort requires specialized expertise for a limited period of time.

**6. Additional Information**

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

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

No. City staff will implement and manage consultant recommendations and may own the ongoing evaluative process moving forward, depending upon skillset and bandwidth. There is no strict 'training' component per se as the main work is investigative – then it is done.

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 01/09/2024, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46566 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/04/2024

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [shale@sfwater.org](mailto:shale@sfwater.org)  
**To:** [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); [jegy.sering@seiu1021.org](mailto:jegy.sering@seiu1021.org); [joshv@smw104.org](mailto:joshv@smw104.org); [oumar.fall@seiu1021.org](mailto:oumar.fall@seiu1021.org); [oumar.fall@seiu1021.org](mailto:oumar.fall@seiu1021.org); [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org); [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org); [matthew.torres@seiu1021.org](mailto:matthew.torres@seiu1021.org); [matthew.torres@seiu1021.org](mailto:matthew.torres@seiu1021.org); [cade.crowell@seiu1021.org](mailto:cade.crowell@seiu1021.org); [jduritz@uapd.com](mailto:jduritz@uapd.com); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [jharding@ifpte21.org](mailto:jharding@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [agarza@ifpte21.org](mailto:agarza@ifpte21.org); [dho@ifpte21.org](mailto:dho@ifpte21.org); [dho@ifpte21.org](mailto:dho@ifpte21.org); [dvickers@iam1414.org](mailto:dvickers@iam1414.org); [SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org); [SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org); [sbabaria@cirseiu.org](mailto:sbabaria@cirseiu.org); [andrea@sfmea.com](mailto:andrea@sfmea.com); [Camaguey@sfmea.com](mailto:Camaguey@sfmea.com); [Camaguey@sfmea.com](mailto:Camaguey@sfmea.com); [cpark@local39.org](mailto:cpark@local39.org); [cpark@local39.org](mailto:cpark@local39.org); [khughes@ibew6.org](mailto:khughes@ibew6.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [plangrooferlocal40@gmail.com](mailto:plangrooferlocal40@gmail.com); [rooferlocal40@gmail.com](mailto:rooferlocal40@gmail.com); [seichenberger@local39.org](mailto:seichenberger@local39.org); [dtuttle@oe3.org](mailto:dtuttle@oe3.org); [dtuttle@oe3.org](mailto:dtuttle@oe3.org); [pkim@ifpte21.org](mailto:pkim@ifpte21.org); [najuawanda.daniels@seiu1021.org](mailto:najuawanda.daniels@seiu1021.org); [pkim@uapd.com](mailto:pkim@uapd.com); [president@sanfranciscodsa.com](mailto:president@sanfranciscodsa.com); [max.porter@seiu1021.org](mailto:max.porter@seiu1021.org); [kennethlomba@gmail.com](mailto:kennethlomba@gmail.com); [snaranjo@cirseiu.org](mailto:snaranjo@cirseiu.org); [mdennis@twusf.org](mailto:mdennis@twusf.org); [rmarengo@twusf.org](mailto:rmarengo@twusf.org); [pwilson@twusf.org](mailto:pwilson@twusf.org); [cmoyer@nccrc.org](mailto:cmoyer@nccrc.org); [noah.frigault@sfgov.org](mailto:noah.frigault@sfgov.org); [sfdpoa@cloud.com](mailto:sfdpoa@cloud.com); [Mjayne@iam1414.org](mailto:Mjayne@iam1414.org); [Emanuel, Rachel \(DEM\)](mailto:Emanuel,Rachel(DEM)); [laborers261@gmail.com](mailto:laborers261@gmail.com); [junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org); [jennifer.esteen@seiu1021.org](mailto:jennifer.esteen@seiu1021.org); [emathurin@cirseiu.org](mailto:emathurin@cirseiu.org); [abush@cirseiu.org](mailto:abush@cirseiu.org); [sbabaria@cirseiu.org](mailto:sbabaria@cirseiu.org); [anthony@dc16.us](mailto:anthony@dc16.us); [mlobre@sfpoa.org](mailto:mlobre@sfpoa.org); [tracym@sfpoa.org](mailto:tracym@sfpoa.org); [mleach@ibt856.org](mailto:mleach@ibt856.org); [rooferlocal40@gmail.com](mailto:rooferlocal40@gmail.com); [sal@local16.org](mailto:sal@local16.org); [Criss@sfmea.com](mailto:Criss@sfmea.com); [Meyers, Julie \(HSA\)](mailto:Meyers,Julie(HSA)); [seichenberger@local39.org](mailto:seichenberger@local39.org); [jason.klumb@seiu1021.org](mailto:jason.klumb@seiu1021.org); [Camaguey@sfmea.com](mailto:Camaguey@sfmea.com); [ablood@cirseiu.org](mailto:ablood@cirseiu.org); [kcartermartinez@cirseiu.org](mailto:kcartermartinez@cirseiu.org); [ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [sarah.wilson@seiu1021.org](mailto:sarah.wilson@seiu1021.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [kpage@ifpte21.org](mailto:kpage@ifpte21.org); [tjenkins@uapd.com](mailto:tjenkins@uapd.com); [eerbach@ifpte21.org](mailto:eerbach@ifpte21.org); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [jb@local16.org](mailto:jb@local16.org); [Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org); [Basconcillo, Kathy](mailto:Basconcillo,Kathy); [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me); [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net); [MRainsford@local39.org](mailto:MRainsford@local39.org); [Wendy.Frigillana@seiu1021.org](mailto:Wendy.Frigillana@seiu1021.org); [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org); [pkim@ifpte21.org](mailto:pkim@ifpte21.org); [agonzalez@iam1414.org](mailto:agonzalez@iam1414.org); [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net); [leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org); [gail@sfflocal798.org](mailto:gail@sfflocal798.org); [cityworker@sfcwu.org](mailto:cityworker@sfcwu.org); [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); [djohnson@opcmllocal300.org](mailto:djohnson@opcmllocal300.org); [ramonliuna261@gmail.com](mailto:ramonliuna261@gmail.com); [ablood@cirseiu.org](mailto:ablood@cirseiu.org); [pkarinen@nccrc.org](mailto:pkarinen@nccrc.org); [tony@dc16.us](mailto:tony@dc16.us); [stevek@bac3-ca.org](mailto:stevek@bac3-ca.org); [xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org); [Sin.Yee.Poon@sfgov.org](mailto:Sin.Yee.Poon@sfgov.org); [smcgarry@nccrc.org](mailto:smcgarry@nccrc.org); [rmitchell@twusf.org](mailto:rmitchell@twusf.org); [grojo@local39.org](mailto:grojo@local39.org); [jduritz@uapd.com](mailto:jduritz@uapd.com); [staff@sfmea.com](mailto:staff@sfmea.com); [mike@dc16.us](mailto:mike@dc16.us); [khughes@ibew6.org](mailto:khughes@ibew6.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [sfmsa@gmail.com](mailto:sfmsa@gmail.com); [bart@dc16.us](mailto:bart@dc16.us); [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org); [jtanner940@aol.com](mailto:jtanner940@aol.com); [oashworth@ibew6.org](mailto:oashworth@ibew6.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [laborers261@gmail.com](mailto:laborers261@gmail.com); [local200twu@sbcglobal.net](mailto:local200twu@sbcglobal.net); [speedy4864@aol.com](mailto:speedy4864@aol.com); [Christina@sfmea.com](mailto:Christina@sfmea.com); [ecdemvoter@aol.com](mailto:ecdemvoter@aol.com); [thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org); [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 # 46566 - 23/24  
**Date:** Tuesday, January 9, 2024 2:22:58 PM

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RECEIPT for Union Notification for PSC 46566 - 23/24 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 46566 - 23/24 for \$350,000 for Initial Request services for the period 03/01/2024 – 04/30/2029. 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/21914> 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

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: Design-Build services for Seismic Strengthening MCCLA & AAACC

Funding Source: Certificate of Participation

PSC Amount: \$35,000,000

PSC Est. Start Date: 03/01/2023

PSC Est. End Date 03/01/2027

**1. Description of Work**

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

Mission Cultural Center for Latino Arts ("MCCLA") - Scope I: Structural strengthening for Seismic Hazard Rating ("SHR" 4), lobby renovation, theater cooling, and mechanical exhaust from select spaces. Scope II: new structural diaphragm (SHR 4) including new roof and new skylights, full building cooling.

African American Arts Culture Complex ("AAACC") - Scope I: Voluntary structural strengthening, code required upgrades - mechanical, electrical, fire systems, and ADA access. Scope II: Select repair/replacement of deteriorated and worn finishes, doors, and equipment. Repair rusted windows, repair walls and replace roof.

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

This service is necessary for Public Works to ensure organizational efficiency and effective program delivery for the seismic improvement of both the AAACC and MCCLA. This approach affords the projects an opportunity to improve cost savings and project enhancement for the successful delivery of seismically improved buildings that serve their communities. Denial can negatively impact the day-to-day operations, such as causing significant delays in the ability to utilize the space for successful hosting of a variety of art exhibitions. Denial would also negatively impact long-term mission/goals; for example, expansion of workshops and classes into the lobby and theater areas. Thus hindering necessary support and service to the greater community through the MCCLA and AAACC arts and cultural programs.

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 not been provided in the past.

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 will not exceed 5 years. Additional time is for processing.

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

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

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

B. Explain the qualifying circumstances:

The Design-Builder will be responsible to deliver this project using Progressive Design-Build method. This delivery method has been used effectively at the Airport for many years and proven to be well suited for projects with heavy coordination and schedule challenges.

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

A. Specify required skills and/or expertise: Design Build is a specialized field and requires training and education in industry best practices on the approach and strategy to successfully deliver the project to meet the stated performance goals and objectives for the project. It requires expertise in coordinating design and construction, which includes expertise in seismic retrofits and mechanical systems.

B. Which, if any, civil service class(es) normally perform(s) this work? 5212, Engineer/Architect Principal; 5504, Project Manager 2;

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?**

Design-build or Progressive Design Build deliveries are complex in nature. City Engineering staff contributed to the development of the concept studies, and will perform technical reviews during design phase. City construction management staff will inspect the construction work.

**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 civil services classes for General Contractors, needed for Design-Build.

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. General Contracting is complex and requires multiple trades and crafts people. Depending on the scope, size and complexity of the construction project, additional trades and specialized crafts people may be required. It is not prudent or feasible for the City to self-perform on construction projects.

**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. This is a capital project requiring diverse skills, expertise and/or knowledge. General Contracting is complex and requires multiple trades and crafts people. Depending on the scope, size and complexity of the construction project, additional trades and specialized crafts people may be required. It is not prudent or feasible for the City to self-perform on construction projects.

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

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

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

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

7. **Union Notification:** On 12/26/2023, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44881 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/04/2024

# **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:** Tuesday, December 26, 2023 11:17 AM  
**To:** Burns, Alexander (DPW); sportillo@ifpte21.org; agarza@ifpte21.org; amakayan@ifpte21.org; 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; Loftus, Robert (DPW); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 44881 - 23/24

RECEIPT for Union Notification for PSC 44881 - 23/24 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 44881 - 23/24 for \$35,000,000 for Initial Request services for the period 03/01/2023 – 03/01/2027. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/21519> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: SHERIFF -- SHE

Dept. Code: SHE

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

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

Type of Service: Electronic Monitoring and Case Management Program

Funding Source: General Fund

PSC Duration: 5 years

PSC Amount: \$4,000,000

**1. Description of Work**

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

Services are needed for pre-sentenced individuals as released by the Court and ordered to Electronic Monitoring as a measure of supervision. The Contractor will install and activate an electronic monitoring device that communicate via Global Positioning System (GPS) to a centralized system. The centralized system will monitor the participants movements to ensure attendance of community programs and adherence to the Court release order. The services will include adjunct case management to monitor participants' in scheduled outpatient services, counseling, substance support services, school attendance, and work.

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

Electronic Monitoring and Case Management Services are needed to reduce the jail population. The Electronic Monitoring Program allow individuals who pose no danger to the community to await their court date out of jail. In addition, these services are necessary so participants can return to their community to continue to attend school, continue to work and to receive outpatient services. Electronic Monitoring allows the Sheriff's Office to monitor the participants' compliance to Court release orders. If this service is denied, individuals will await their court hearing in jail, increasing the jail population, and increasing recidivism.

**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 Electronic Monitoring Program has been provided in the past through an awarded City Contract following a formal solicitation. The past electronic monitoring contracts have been approved by the Civil Service Commission via a Personal Service Contract. The most recent Personal Service Contract, PSC 44727-17/18, was approved by the Civil Service Commission on 5/15/2023.

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

The Sheriff's Office will enter into a City Professional Service Contract following a formal solicitation in which the initial contract period will be for three (3) years with two (2) options to renew contract for a period of 1 year. The Sheriff's Office intend to exercise the options for renewal if Contractor meets all contract deliverables.

- 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 contract duration is three (3) years with two options to extend terms for two (2) additional years. The scope of work requires the contractor to implement a electronic monitoring and home detention tracking system that is configured to each electronic monitoring device that has been installed and activated. The tracking system enables the Sheriff's Office and the Contractor to send alerts if individuals enter into a restricted zone or removes the electronic monitoring device. This provides a level of safety and security to the community. In addition, the contractor's staff must develop a program for the client on electronic monitoring to ensure a successful completion of the program. The Case Management develops counseling, substance treatment, identify work and education opportunities for the individual on the electronic monitoring program.

**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:

Electronic Monitoring and Case Management Services are needed to reduce the jail population. The Electronic Monitoring Program allow individuals who pose no danger to the community to await their court date out of jail. In addition, these services are necessary so participants can return to their community to continue to attend school, continue to work and to receive outpatient services. Electronic Monitoring allows the Sheriff's Office to monitor the participants' compliance to Court release orders. If this service is denied, individuals will await their court hearing in jail, increasing the jail population, and increasing recidivism. The Sheriff's Office do not have the resources with electronic monitoring infrastructure knowledge and experience in monitoring participants with proprietary electronic monitoring devices, continuous alcohol monitoring device, and drug testing. In addition, the electronic monitoring program requires access to the monitoring devices and a specialized online monitoring and communication system that displays participants locations via global positioning system and dispatches alerts/alarms when a compliance violation occurs. The Sheriff's Office does not have any of the the above expertise, knowledge and equipment to successfully provide a electronic monitoring program that provides a level of safety for the community and it's participants.

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

- A. Specify required skills and/or expertise: Contractor must be trained and experienced in monitoring participants with proprietary electronic monitoring devices, continuous alcohol monitoring device, and drug testing. In addition, contractor must have the expertise to install and activate electronic monitoring devices and track participants on a real-time digital map via a specialized communication system. The Contractor must train Sheriff's Office Program Staff to trouble-shoot issues related to the monitoring devices and to use the Monitoring System to generate tracking data and participant's progress.

- B. Which, if any, civil service class(es) normally perform(s) this work? none

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:  
Yes. Contractor will provide the electronic monitoring devices, the continuous alcohol monitoring devices, the hand-held portable alcohol testing devices and the online monitoring system to track participants.

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

The Sheriff's Office nor the City has the electronic monitoring devices or the monitoring system to successfully meet the requirements of the scope of service.

**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 civil service class that provides the knowledge, services and equipment required of an Electronic Monitoring and Case Management Program.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, given the required electronic monitoring infrastructure, knowledge, and client support associated with the required service, it would not be practical to adopt a civil service classification to perform this multifaceted 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.  
Yes. Contractor will provide continuous training to the Sheriff's Office Community Programs staff on the functionality and use of the electronic monitoring devices. Including trouble-shooting basic issues with the devices, monitoring techniques and the use of the Contractor's Online Monitoring System.

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

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

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

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

**7. Union Notification:** On 01/31/2024, 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: Henry Gong Phone: 415-554-7241 Email: henry.gong@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 456 San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44921 - 23/24

DHR Analysis/Recommendation:  
Commission Approval Required

Civil Service Commission Action:

DHR Approved for 03/04/2024

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

## Gong, Henry (SHF)

---

**From:** dhr-psccordinator@sfgov.org on behalf of henry.gong@sfgov.org  
**Sent:** Wednesday, January 31, 2024 3:52 PM  
**To:** Gong, Henry (SHF); jnuti@ifpte21.org; jnuti@ifpte21.org; 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; plangrooferslocal40@gmail.com; rooferslocal40@gmail.com; Stan Eichenberger; dtuttle@oe3.org; dtubble@oe3.org; pkim@ifpte21.org; Najuwanda Daniels; Pierre King - UAPD; President; 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@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; Gong, Henry (SHF); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 44921 - 23/24

RECEIPT for Union Notification for PSC 44921 - 23/24 more than \$100k

The SHERIFF -- SHF has submitted a request for a Personal Services Contract (PSC) 44921 - 23/24 for \$4,000,000 for Initial Request services for the period 08/01/2024 – 07/31/2029. 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/21998> 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)**



**Second Amendment**  
**Contract ID 1000013942**

THIS AMENDMENT (this “Amendment”) is made as of **August 1, 2023**, in San Francisco, California, by and between **Sentinel Offender Services, LLC** (“Contractor”), and the City and County of San Francisco, a municipal corporation (“City”), acting by and through its Director of the Office of Contract Administration.

**Recitals**

WHEREAS, City and Contractor have entered into the Agreement (as defined below); and

WHEREAS, City and Contractor desire to modify the Agreement on the terms and conditions set forth herein to exercise an option to extend term for electronic monitoring services and case management programming for 1 year and to ; and

WHEREAS, the Agreement was competitively procured as required by San Francisco Administrative Code Chapter 21.1 through Request for Proposal (“RFP”) SHF2019-01/Sourcing Event #0000001210 issued on September 28, 2018, in which City selected Contractor as the highest qualified scorer pursuant to the RFP and this modification is consistent therewith; and

WHEREAS, approval for the original Agreement was obtained on September 28, 2018 from the Civil Service Commission under PSC number PSC 44727-17/18 in the amount of \$3,600,000 for the period of 5 years; and

WHEREAS, approval for this Amendment was obtained on May 15, 2023 from the Civil Service Commission under PSC number PSC 44727-17/18 MOD II in the amount of \$6,000,000 for the period of 5 years; and

WHEREAS, the City’s Board of Supervisors approved the original Agreement by Resolution No. 443-19, File No. 190921 on October 8, 2019.

NOW, THEREFORE, Contractor and the City agree as follows:

**Article 1 Definitions**

The following definitions shall apply to this Amendment:

1.1 **Agreement.** The term “Agreement” shall mean the Agreement dated August 1, 2019 between Contractor and City, as amended by the:

First Amendment,                      dated August 1, 2022,

1.2 **Other Terms.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

**Article 2 Modifications of Scope to the Agreement**

The Agreement is hereby modified as follows:

2.1 **Term of the Agreement.** Article 2, Term of the Agreement currently reads as follows:

**Article 2 Term of the Agreement**

2.1 The term of this Agreement shall commence on the later of: (i) August 1, 2019; or (ii) the Effective Date and expire on July 31, 2023, unless earlier terminated as otherwise provided herein.

2.2 The City has one (1) option to renew the Agreement for a period of one year each. The City may extend this Agreement beyond the expiration date by exercising an option at the City's sole and absolute discretion and by modifying this Agreement as provided in Section 11.5, "Modification of this Agreement."

**Such section is hereby amended in its entirety to read as follows:**

**Article 2 Term of the Agreement**

2.1 The term of this Agreement shall commence on the later of: (i) August 1, 2019; or (ii) the Effective Date and expire on July 31, 2024, unless earlier terminated as otherwise provided herein.

2.2 **Payment.** Section 3.3.1 Payment of the Agreement currently reads as follows:

3.3.1 **Payment.** Contractor shall provide an invoice to the City on a monthly basis for Services completed in the immediate preceding month, unless a different schedule is set out in Appendix B, "Calculation of Charges (City-Paid Service Fees)." The Parties acknowledge that SFSD and Contractor may also initiate collection of participant fees as identified in Appendix A Scope of Services, D. Initial Assessment and Case File, item 10. Financial Assessment. Compensation shall be made for Services identified in the invoice that the Sheriff, in his or her sole discretion, concludes has been satisfactorily performed. Payment shall be made within 30 calendar days of receipt of the invoice, unless the City notifies the Contractor that a dispute as to the invoice exists. In no event shall the amount of this Agreement exceed Four Million Seven Hundred Thousand Dollars (\$4,700,000). The breakdown of charges associated with this Agreement appears in Appendix B, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. A portion of payment may be withheld until conclusion of the Agreement if agreed to both parties as retainage, described in Appendix B. In no event shall City be liable for interest or late charges for any late payments.

**Such section is hereby amended in its entirety to read as follows:**

3.3.1 **Payment.** Contractor shall provide an invoice to the City on a monthly basis for Services completed in the immediate preceding month, unless a different schedule is set out in Appendix B, "Calculation of Charges (City-Paid Service Fees)." Compensation shall be made for Services identified in the invoice that the Sheriff, in his or her sole discretion, concludes has been satisfactorily performed. Payment shall be made within 30 calendar days of receipt of the invoice, unless the City notifies the Contractor that a dispute as to the invoice exists. In no event shall the amount of this Agreement exceed Six Million Dollars (\$6,000,000). The breakdown of charges associated with this Agreement appears in Appendix B, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. A portion of payment may be withheld until conclusion of the Agreement if agreed to both parties as retainage, described in Appendix B. In no event shall City be liable for interest or late charges for any late payments.

2.3 **Appendix A.** Appendix A, Section I. A currently reads as follows:

**I. Description of Services**

Contractor will provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to incarceration. Home detention monitoring participants may include pre-trial, post-sentence, and in custody. Services include adjunct case management to monitor inmate's outpatient participation in substance abuse or mental health programs and administer drug test to monitor sobriety (i.e. urinalysis, saliva swab and alcohol testing).

Contractor agrees to perform the following Services:

**A. Electronic Monitoring Service and Case Management Requirements**

Contractor will operate in compliance with any available standards and all laws applicable to the operation of electronic monitoring programs and the supervision of offenders in an electronic monitoring program.

Contractor will operate in compliance with any available standards promulgated by state correctional agencies and bodies, including the Corrections Standards Authority, and all statutory provisions and mandates, federal, state and county, as appropriate and applicable to the operation of home detention programs and the supervision of sentenced offenders in a home detention program.

1. As per California Penal Code section 1203.018, Sentinel will "operate in compliance with any available standards and all state and county laws applicable to the operation of electronic monitoring programs and the supervision of offenders in an electronic monitoring program," and
2. As per California Penal Code section 1203.016, Sentinel will "operate in compliance with any available standards promulgated by state correctional agencies and bodies, including the Corrections Standards Authority, and all statutory provisions and mandates state and county, as appropriate and applicable

to the operation of home detention programs and the supervision of sentenced offenders in a home detention program.”

**Such section is hereby amended in its entirety to read as follows:**

## **I. Description of Services**

Contractor will provide electronic home detention monitoring and case management services for pre-sentenced individuals ordered by the courts for home detention as an alternative to pretrial incarceration. Services include adjunct case management to monitor individual’s outpatient participation in substance abuse or mental health programs and administer drug test to monitor sobriety (i.e. urinalysis, saliva swab and alcohol testing).

Contractor agrees to perform the following Services:

### **A. Electronic Monitoring Service and Case Management Requirements**

Contractor will operate in compliance with any available standards and all laws applicable to the operation of electronic monitoring programs and the supervision of pre-sentenced individuals in an electronic monitoring program pursuant to a Court Order.

Contractor will operate in compliance with any available standards promulgated by state correctional agencies and bodies, including the Corrections Standards Authority, and all statutory provisions and mandates, federal, state and county, as appropriate and applicable to the operation of home detention programs and the supervision of pre-sentenced individuals in a home detention program pursuant to a Court Order.

2.4 **Appendix A.** Appendix A, Section I. B currently reads as follows:

### **B. Referrals**

All referrals to the Electronic Monitoring and Case Management Program will be made by the San Francisco Sheriff’s Department, the Courts, or the detainee’s attorney. The SFSD will screen all referrals and determine which detainees can be safely supervised via electronic monitoring. The SFSD may allow out-of-county participants to be monitored, provided they meet the SFSD criteria and SFSD approves their participation. Contractor may only place individuals referred by the Sheriff’s Department, the Courts, or the detainee’s attorney. Contractor will accept all referrals from SFSD, the Courts, or the detainee’s attorney.

**Such section is hereby amended in its entirety to read as follows:**

### **B. Referrals**

All referrals to the Electronic Monitoring and Case Management Program will be made only by Court Order. The SFSD will screen all referrals and determine which detainees can be safely

supervised via electronic monitoring. Contractor may only place pre-sentenced individuals pursuant to a Court Order. Contractor will accept all referrals from the Courts.

**Article 3      Reserved.**

**Article 4      Effective Date**

Each of the modifications set forth in Articles 2 and 3 shall be effective on and after August 1, 2023.

**Article 5      Legal Effect**

Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

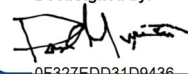
IN WITNESS WHEREOF, Contractor and City have executed this Amendment as of the date first referenced above.

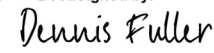
**CITY**

**CONTRACTOR**

Recommended by:

Sentinel Offender Services, LLC

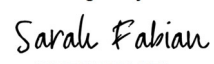
DocuSigned by:  
  
0F327EDD31D9436...  
Paul Miyamoto  
Sheriff  
San Francisco Sheriff's Office

DocuSigned by:  
  
F167878FF060417...  
Dennis Fuller  
Chief Financial Officer  
1290 N Hancock St., Suite 103  
Anaheim, CA 92807

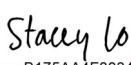
City Supplier Number: 0000037240

Approved as to Form:

David Chiu  
City Attorney

By: DocuSigned by:  
  
468CDE1209114F5...  
Sarah Fabian  
Deputy City Attorney

Approved:

DocuSigned by:  
  
B175AA4E88344E7...  
Sailaja Kurella  
Director of the Office of Contract Administration,  
and Purchaser



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: SHERIFF

Dept. Code: SHE

Type of Request:  Initial  Modification of an existing PSC (PSC # 44727 - 17/18)

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

Type of Service: Electronic Monitoring and Home Detention

Funding Source: General Fund

PSC Original Approved Amount: \$3,600,000 PSC Original Approved Duration: 05/01/19 - 04/30/24 (5 years 1 day).

PSC Mod#1 Amount: \$1,500,000 PSC Mod#1 Duration: 08/01/22-07/31/23 (0 sec).

PSC Mod#2 Amount: \$900,000 PSC Mod#2 Duration: 08/01/23-07/31/24 (1 year 1 day).

PSC Cumulative Amount Proposed: \$6,000,000 PSC Cumulative Duration Proposed: 5 years 13 weeks

**1. Description of Work**

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

Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to jail incarceration. Program participants wear electronic bracelets that communicate via radio frequency to land line telephone or via cellular transmission to a centralized system that monitors the participants. Services include adjunct case management to monitor inmates' attendance in outpatient substance abuse and/or mental health programs, and urinalysis tests to monitor sobriety.

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

These services are needed to reduce jail overcrowding and allow inmates who pose no danger to society to complete their sentences in an electronic home detention/monitoring program. In addition, these services are necessary so participants can return to their community with the opportunity for the Department to track their compliance with sentencing requirements. If this contract extension is denied, persons released to electronic monitoring would be removed from the program and returned to custody.

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 44727-17/18 MOD 1 approved 3/17/22

D. Will the contract(s) be renewed?

The Sheriff's Department will issue a Request for Proposal (RFP) in July 2018.

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 electronic home detention monitoring program and case management service provides qualified inmates with an alternative to jail incarceration. The program is proven to reduce recidivism. However, for the program to be effective, it requires consistencies in case management and counseling services provided to inmates. The proposed contract term will be for 3 years with two options to extend term for one additional year with a maximum contract term of five years.

**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 Sheriff's Department and the City does not have the specialize technology and expertise required to successfully administer an electronic monitoring program. The service requires staff that are trained and experienced in monitoring and counseling participants with proprietary electronic bracelets, alcohol testing and



urinalysis. In addition, staff must be able to activate electronic monitoring device and track participants on real-time digital maps, via proprietary specialized communication systems.

B. Reason for the request for modification:

Exercise final option on Contract No. 1000013942 to extend terms of current contract for 1-Year and to increase Contract amount from \$5.1M to \$6.0M; an increase of \$900K. The scope of work for the electronic monitoring services will remain unchanged.

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

A. Specify required skills and/or expertise: Contractor must be trained and experienced in monitoring participants with proprietary electronic bracelets, alcohol testing and urinalysis. In addition, staff must be able to activate electronic monitoring device and track participants on real-time digital maps, via proprietary specialized communication systems. Contractor's staff notifies sworn staff when participants violate the terms of their monitoring.

B. Which, if any, civil service class(es) normally perform(s) this work? none

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor will provide electronic Global Positioning System bracelets, wearable alcohol monitoring devices and hand-held portable alcohol testing devices.

**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 civil service class that provides all the services and equipment detailed above. Further, the Sheriff's Department cannot accurately predict on a month-to-month basis how many inmates will qualify for electronic monitoring.

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 tasks associated with the services, it would not be practical to adopt a civil service classification to combine electronic bracelet monitoring via specialized communication systems, with case management and alcohol testing services.

**6. Additional Information**

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

No.

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

Contractor will provide comprehensive training to the Sheriff's Department Supervisory staff on the use of the electronic monitoring equipment and proprietary tracking software and techniques. The approximate number of training hours per staff will be 16-20 hours. The approximate number of staff requiring training will be ten.

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, amend the current Contract No. 1000013942

7. **Union Notification:** On 04/11/23, 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: Henry Gong Phone: 415-554-7241 Email: henry.gong@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 456, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44727 - 17/18

DHR Analysis/Recommendation:

05/15/2023

Commission Approval Required

Approved by Civil Service Commission

05/15/2023 DHR Approved for 05/15/2023

# **Modification**

## **Personal Services Contracts**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN

Dept. Code: ADM

Type of Request:  Initial  Modification of an existing PSC (PSC # 48513 - 22/23)

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

Type of Service: As-needed Generator Maintenance and Testing

Funding Source: General Fund

PSC Original Approved Amount: \$800,000 PSC Original Approved Duration: 07/01/23 - 06/30/28 (5 years 1 day).

PSC Mod#1 Amount: \$2,400,000 PSC Mod#1 Duration: 07/01/23-06/29/28 (0 sec).

PSC Cumulative Amount Proposed: \$3,200,000 PSC Cumulative Duration Proposed: 5 years

**1. Description of Work**

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

The City and County of San Francisco City Administrator's Office – Real Estate Division (RED) has approximately 38 emergency generators located at its critical facilities. Repair, maintenance, and testing of emergency generators is an integral part of maintaining optimal operational readiness in the event of an emergency. When these generators are inoperable due to mechanical issues or need repairs and basic maintenance, the City's mission to provide Emergency Operations Centers and continue supplying City services is compromised by any failure of this equipment.

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

Without repair, maintenance and testing of emergency generators, there is more potential for them to be less effective or inoperable when they are needed.

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 48513 - 22/23

D. Will the contract(s) be renewed?

Unknown, though services will remain 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:

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

A. Display all that apply

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

Explain the qualifying circumstances:

The load testing is required to be performed annually on the approximately 38 generators located in RED's facilities requiring specialized equipment. While some maintenance is scheduled, the nature of any repairs is unpredictable and as-needed.

B. Reason for the request for modification:

The department has been advised that it is necessary to have a total of four vendors to perform these services, rather than a single vendor for \$800,000.

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

A. Specify required skills and/or expertise: Experience working on emergency generators for a public safety department. Able to perform all the recommended and requested services in the draft Scope of Work. (Attached)

- B. Which, if any, civil service class(es) normally perform(s) this work? 7484, Sr Power Generation Tech;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Specialized equipment required to do load testing for the generators and, if an issue cannot be fixed within a reasonable time frame, the awarded contractor will provide a loaner generator for the duration of the repair.

**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.  
Classification 7484, Sr Power Generation Technician, performs limited services, but does not perform the specialized services required. Additionally, the City does not have the equipment necessary.
- 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. Work is as-needed and the City does not have the necessary equipment.

**6. Additional Information**

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

**7. Union Notification: On 02/01/24, the Department notified the following employee organizations of this PSC/RFP request:**

Electrical Workers, Local 6;

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48513 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/04/2024

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [joan.lubamersky@sfgov.org](mailto:joan.lubamersky@sfgov.org)  
**To:** [Lubamersky, Joan \(ADM\)](#); [Osha Ashworth](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)  
**Subject:** Receipt of Modification Request to PSC # 48513 - 22/23 - MODIFICATIONS  
**Date:** Thursday, February 1, 2024 11:14:19 PM

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PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a modification request for a Personal Services Contract (PSC) for \$2,400,000 for services for the period July 1, 2023 – June 29, 2028. 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/21953>

Email sent to the following addresses: [oashworth@ibew6.org](mailto:oashworth@ibew6.org)



# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: As-needed Generator Maintenance and Testing

Funding Source: General Fund

PSC Duration: 5 years 1 day

PSC Amount: \$800,000

**1. Description of Work**

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

The City and County of San Francisco City Administrator's Office – Real Estate Division (RED) has approximately 38 emergency generators located at its critical facilities. Repair, maintenance, and testing of emergency generators is an integral part of maintaining optimal operational readiness in the event of an emergency. When these generators are inoperable due to mechanical issues or need repairs and basic maintenance, the City's mission to provide Emergency Operations Centers and continue supplying City services is compromised by any failure of this equipment.

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

Without repair, maintenance and testing of emergency generators, there is more potential for them to be less effective or inoperable when they are needed.

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

Services were provided using other City procurement methods. RED has been advised to request a Personal Services Contract.

D. Will the contract(s) be renewed?

Unknown, though services will remain 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.

not applicable

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

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

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

B. Explain the qualifying circumstances:

The load testing is required to be performed annually on the approximately 38 generators located in RED's facilities requiring specialized equipment. While some maintenance is scheduled, the nature of any repairs is unpredictable and as-needed.

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

- A. Specify required skills and/or expertise: Experience working on emergency generators for a public safety department. Able to perform all the recommended and requested services in the draft Scope of Work. (Attached)
- B. Which, if any, civil service class(es) normally perform(s) this work? 7484, Sr Power Generation Tech;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Specialized equipment required to do load testing for the generators and, if an issue cannot be fixed within a reasonable time frame, the awarded contractor will provide a loaner generator for the duration of the repair.

**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.  
Classification 7484, Sr Power Generation Technician, performs limited services, but does not perform the specialized services required. Additionally, the City does not have the equipment necessary.
- 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. Work is as-needed and the City does not have the necessary equipment.

**6. Additional Information**

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

**7. Union Notification: On 04/21/2023, the Department notified the following employee organizations of this PSC/RFP request:  
Electrical Workers, Local 6**

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48513 - 22/23

DHR Analysis/Recommendation:

action date: 07/03/2023

Commission Approval Required

Approved by Civil Service Commission

07/03/2023 DHR Approved for 07/03/2023

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: JUVENILE PROBATION

Dept. Code: JUV

Type of Request:  Initial  Modification of an existing PSC (PSC # 43081 - 21/22)

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

Type of Service: Ombudsman Services

Funding Source: State Funds

PSC Original Approved Amount: \$320,000 PSC Original Approved Duration: 07/01/22 - 06/30/26 (4 years)

PSC Mod#1 Amount: \$220,000 PSC Mod#1 Duration: 07/01/26-06/30/27 (1 year)

PSC Cumulative Amount Proposed: \$540,000 PSC Cumulative Duration Proposed: 5 years

**1. Description of Work**

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

The Ombudsperson is responsible for resolving grievances submitted by detained youth at Juvenile Probation Department (JPD) detention facilities. Contractor will serve as a neutral and independent agent who is a liaison between detainees, their parents/guardians and Department staff. When a youth files a grievance, contractor shall investigate and resolve through appropriate means including mediation between the youth and the Department and where appropriate shall recommend procedural changes as part of the recommended resolution of a grievance. The contractor will also meet with the Juvenile Hall Director or his/her designee at least quarterly to provide feedback regarding client service issues and to make policy recommendations. They will compile program data for monthly reports summarizing the number, source, and outcome of complaints handled and reporting hours of service provided. The contractor will also develop and maintain individual case files for every complaint and issue a letter outlining the complaint, findings, and recommendations to the complainant, as appropriate.

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

The provider of the services must be impartial, neutral and an independent agent. If denied, detainees may take legal steps to resolve their grievances.

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 department contracts with a ombuds person, using this PSC.

D. Will the contract(s) be renewed?

Yes, most likely should funding be available and the contractor's performance is satisfactory to the Department.

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:

Ombuds services are ongoing and reoccurring, but are used on an as-requested basis. The department must provide these services on a timely basis to Juvenile Probation Department clients and their families.

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

A. Display all that apply

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

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:

The Juvenile Probation Department has an ongoing need for a contracted consultant to serve as an ombudsman to respond to complaints from detained youth at the Juvenile Hall as well as properly and thoroughly investigate and facilitate resolution of said complaints. It is absolutely essential for the Department to contract for an impartial, independent third party to intervene and attempt to resolve client issues. There is no City staff position that would possess the versatility, objectivity and independence necessary to investigate/research client issues (particularly those involving Department staff), seek remedy if necessary and appropriate, and submit reporting regarding client interventions that serve to inform the Department toward shaping its policies and procedures to become more responsive to the needs of the clients it serves.

B. Reason for the request for modification:

This PSC is being modified as the department will be re-procuring services to initiate a new contract.

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

A. Specify required skills and/or expertise: Demonstrated knowledge of the issues facing youth and families involved in the Juvenile Justice System in San Francisco and the services available to those clients. Familiarity with Juvenile Justice laws, regulations and organizational dynamics, experience with formal mediation, negotiation, advocacy or similar skill.

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.

This is highly specialized work with a specific target population that requires a neutral party not employed by the City to intervene on behalf of clients served by the Juvenile Probation Department. In order to be impartial in conflicts between City staff and clients, HSA cannot use city staff who would in turn be perceived as being biased toward 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: No. While the City could eventually adopt a new civil service class which encompasses the essential skillsets needed to perform ombudsman services working with the specific target population, it cannot replicate the necessary objectivity or transparency required to intervene on behalf of clients served by the Department particularly in matters that involve the actions of Department staff and/or relate to the policies and procedures of the Department that may be the source of the client complaints or concerns. It would be neither effective or appropriate to require City staff to investigate matters on behalf of clients that involve the actions of other City staff in the same Department.

**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.  
Training will not be provided to employees
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 01/25/24, 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: Elisa Baeza Phone: 4157537526 Email: elisa.baeza@sfgov.org

Address: 375 Woodside Ave, San Francisco, CA 94127

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43081 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/04/2024

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



**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [elisa.baeza@sfgov.org](mailto:elisa.baeza@sfgov.org)  
**To:** [PSC RECEIPT of Modification notification sent to Unions and DHR](mailto:Baeza, Elisa (JUV); jnuti@ifpte21.org; jnuti@ifpte21.org; jegy.sering@seiu1021.org; joshv@smw104.org; oumar.fall@seiu1021.org; oumar.fall@seiu1021.org; sportillo@ifpte21.org; sportillo@ifpte21.org; matthew.torres@seiu1021.org; matthew.torres@seiu1021.org; cade.crowell@seiu1021.org; jduritz@uapd.com; kdavis@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; dho@ifpte21.org; dho@ifpte21.org; dvickers@iam1414.org; SF-DHR-Info@seiu1021.org; SF-DHR-Info@seiu1021.org; sbalaria@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; 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; sbalaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; @sfpoa.org; Tracy McCray; mleach; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Meyers, Julie (HSA); Stan Eichenberger; Jason Klumb; camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Kbasconillo@sfwater.org; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy Frigillana; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@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; rrmitchell@twusf.org; grojo@local39.org; iduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; l21pscreview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; David Canham; jitanner940@aol.com; Osha Ashworth; l21pscreview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; christina@sfmea.com; ecdemvoter@aol.com; Thomas Vitale; DHR-PSCCoordinator, DHR (HRD)</a><br/><b>Subject:</b> Receipt of Modification Request to PSC # 43081 - 21/22 - MODIFICATIONS<br/><b>Date:</b> Thursday, January 25, 2024 5:22:01 PM</p><hr/></div><div data-bbox=)

The JUVENILE PROBATION -- JUV has submitted a modification request for a Personal Services Contract (PSC) for \$220,000 for services for the period July 1, 2026 – June 30, 2027. 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/21985>

Email sent to the following addresses: Please check the record to see if you selected a union where a corresponding email in the TO: field isn't present. Either you selected none or there is no email entered in the system by that particular union

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: JUVENILE PROBATION -- JUV

Dept. Code: JUV

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

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

Type of Service: Ombudsman Services

Funding Source: State Funds

PSC Amount: \$320,000

PSC Est. Start Date: 07/01/2022

PSC Est. End Date 06/30/2026

**1. Description of Work**

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

The Ombudsperson is responsible for resolving grievances submitted by detained youth at Juvenile Probation Department (JPD) detention facilities. Contractor will serve as a neutral and independent agent who is a liaison between detainees, their parents/guardians and Department staff. When a youth files a grievance, contractor shall investigate and resolve through appropriate means including mediation between the youth and the Department and where appropriate shall recommend procedural changes as part of the recommended resolution of a grievance. The contractor will also meet with the Juvenile Hall Director or his/her designee at least quarterly to provide feedback regarding client service issues and to make policy recommendations. They will compile program data for monthly reports summarizing the number, source, and outcome of complaints handled and reporting hours of service provided. The contractor will also develop and maintain individual case files for every complaint and issue a letter outlining the complaint, findings, and recommendations to the complainant, as appropriate.

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

The provider of the services must be impartial, neutral and an independent agent. If denied, detainees may take legal steps to resolve their grievances.

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

These services have always been provided under contract. The service is currently provided under PSC 42264 - 13/14, most recently approved by the Commission on 11/29/21. A new PSC is being submitted to align with the new contract term and amount.

D. Will the contract(s) be renewed?

Yes, most likely should funding be available and the contractor's performance is satisfactory to the Department.

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):

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

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

B. Explain the qualifying circumstances:

The Juvenile Probation Department has an ongoing need for a contracted consultant to serve as an ombudsman to respond to complaints from detained youth at the Juvenile Hall as well as properly and thoroughly investigate and facilitate resolution of said complaints. It is absolutely essential for the Department to contract for an impartial, independent third party to intervene and attempt to resolve client issues. There is no City staff position that would possess the versatility, objectivity and independence necessary to investigate/research client issues (particularly those involving Department staff), seek remedy if necessary and appropriate, and submit reporting regarding client interventions that serve to inform the Department toward shaping its policies and procedures to become more responsive to the needs of the clients it serves.

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

A. Specify required skills and/or expertise: Demonstrated knowledge of the issues facing youth and families involved in the Juvenile Justice System in San Francisco and the services available to those clients. Familiarity with Juvenile Justice laws, regulations and organizational dynamics, experience with formal mediation, negotiation, advocacy or similar skill.

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?**

There presently is no City class that performs ombudsman services specifically for children and families linked to the juvenile justice system, nor is there any City department that has employees with the necessary qualifications and experience to provide these services to this specific target population. The Department has competitively bid for these services under contract for the duration of their use.

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

A. Explain why civil service classes are not applicable.

This is highly specialized work with a specific target population that requires a neutral party not employed by the City to intervene on behalf of clients served by the Juvenile Probation Department. In order to be impartial in conflicts between City staff and clients, HSA cannot use city staff who would in turn be perceived as being biased toward 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. No. While the City could eventually adopt a new civil service class which encompasses the essential skillsets needed to perform ombudsman services working with the specific target population, it cannot replicate the necessary objectivity or transparency required to intervene on behalf of clients served by the Department particularly in matters that involve the actions of Department staff and/or relate to the policies and procedures of the Department that may be the source of the client complaints or concerns. It would be neither effective or appropriate to require City staff to investigate matters on behalf of clients that involve the actions of other City staff in the same Department.

**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. While the contractor may be capable of training City employees, an employee will not be able to replicate the necessary objectivity or transparency required to intervene on behalf of clients served by the Department particularly in matters that involve the actions of Department staff and/or relate to the policies and procedures of the Department that may be the source of the client complaints or concerns. It would be neither effective or appropriate to require City staff to investigate matters on behalf of clients that involve the actions of other City staff in the same Department.
- 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. Current contract was extended from 1/1/22 - 6/30/22 and has no more renewal options.

7. **Union Notification:** On 02/18/2022, 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: Nicholas Chavez Phone: 415-753-7627 Email: nicholas.chavez@sfgov.org

Address: 375 Woodside Ave San Francisco, CA 94127

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43081 - 21/22

DHR Analysis/Recommendation:

action date: 03/21/2022

Commission Approval Required

Approved by Civil Service Commission

03/21/2022 DHR Approved for 03/21/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 41279 - 13/14)

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

Type of Service: Community Behavioral Health Services Fiscal Intermediary

Funding Source: Genl Fund, Realignment, Medi-Cal

PSC Original Approved Amount: \$49,000,000 PSC Original Approved Duration: 01/01/16 - 12/31/19 (4 years)

PSC Mod#1 Amount: \$50,400,000 PSC Mod#1 Duration: 07/01/18-12/31/23 (4 years 1 day)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 12/31/23-03/31/24 (12 weeks 6 days)

PSC Mod#3 Amount: \$9,650,000 PSC Mod#3 Duration: 04/01/24-03/31/25 (1 year)

PSC Cumulative Amount Proposed: \$109,050,000 PSC Cumulative Duration Proposed: 9 years 13 weeks

**1. Description of Work**

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

The purpose of this service is to provide fiscal administration for administrative infrastructure, including service delivery in support of programming for Department of Public Health (DPH) clients. This supports services, such as administrative services, and behavioral health treatment services, e.g. foster care mental health programming, substance abuse drug court, anchor programming and related other behavioral health services.

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

These are ongoing services that would directly impact the ability of the Department of Public Health to ensure ongoing service delivery.

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 41279 - 13/14

D. Will the contract(s) be renewed?

As needed, if funding is available.

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

The duration of the modification to this PSC is 4.5 years. While the Department is working to reduce the use of this contract, it expects the need for these services to continue.

**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 Department does not currently have the additional resources in order for civil service staff to perform these services. When these resources are identified and approved, any appropriate transitions will then be able to be implemented through appropriate City budget and hiring processes.

B. Reason for the request for modification:

To increase the amount and extend the duration to align with the anticipated contract term.

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

- A. Specify required skills and/or expertise: The skills and expertise coincide largely with the positions identified below, including administrative and clinical capacity.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1402, Junior Clerk; 1404, Clerk; 1406, Senior Clerk; 1635, Health Care Billing Clerk 1; 1654, Accountant III; 1822, Administrative Analyst; 1823, Senior Administrative Analyst; 2586, Health Worker 2; 2587, Health Worker 3; 2591, Health Program Coordinator 2; 2802, Epidemiologist 1; 2930, Psychiatric Social Worker; 2931, Marriage, Family & Child Cnslr; 2932, Sr Psychiatric Social Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contract has resources to assist in administration of services under this PSC, including standard office facilities as needed.

**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 Department is in the process of evaluating whether some functions could be performed using civil service staff in the future given adequate time for planning and transition. However, to the degree that the Department is able to create civil service positions to replace contracted positions supported under this PSC, the Department will require time to complete the Civil Service hiring process. This can take up to a year per classification, beginning with inclusion of the proposed new positions in the annual budget process, the development of an exam, the creating of a hiring list, and the interview process. Funding availability would require the creation of new civil service positions to be a multi-year process, and not all functions may be appropriate for civil service, depending on the scope and functions.
- 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: At this stage of its evaluation, it does not appear to the Department that a new classification would be practical.

**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 included.
- 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.  
Health RIGHT 360

7. **Union Notification:** On 12/07/23, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU 1021 Miscellaneous; 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: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard Street #421b, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41279 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/04/2024



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

## Receipt of Modification Request to PSC # 41279 - 13/14 - MODIFICATIONS

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

on behalf of

reanna.albert@sfdph.org <reanna.albert@sfdph.org>

Thu 12/7/2023 7:16 PM

To: Albert, Reanna (DPH) <reanna.albert@sfdph.org>; jegy.sering@seiu1021.org <jegy.sering@seiu1021.org>; matthew.torres@seiu1021.org <matthew.torres@seiu1021.org>; SF-DHR-Info@seiu1021.org <SF-DHR-Info@seiu1021.org>; Najuwanda Daniels <najuawanda.daniels@seiu1021.org>; Jason Klumb <Jason.Klumb@seiu1021.org>; Frigault, Noah (HRC) <noah.frigault@sfgov.org>; Meyers, Julie (HSA) <julie.meyers@sfgov.org>; Thomas Vitale <thomas.vitale@seiu1021.org>; Ricardo.lopez@sfgov.org <Ricardo.lopez@sfgov.org>; Kbasconcillo@sflower.org <Kbasconcillo@sflower.org>; pcamarillo\_seiu@sbcglobal.net <pcamarillo\_seiu@sbcglobal.net>; Wendy Frigillana <wendy.frigillana@seiu1021.org>; pscreview@seiu1021.org <pscreview@seiu1021.org>; ted.zarzecki@seiu1021.net <ted.zarzecki@seiu1021.net>; davidmkersten@gmail.com <davidmkersten@gmail.com>; XiuMin Li <xiumin.li@seiu1021.org>; Sin.Yee.Poon@sfgov.org <Sin.Yee.Poon@sfgov.org>; David Canham <david.canham@seiu1021.org>; jtanner940@aol.com <jtanner940@aol.com>; kdavis@ifpte21.org <kdavis@ifpte21.org>; jharding@ifpte21.org <jharding@ifpte21.org>; mweirick@ifpte21.org <mweirick@ifpte21.org>; agarza@ifpte21.org <agarza@ifpte21.org>; ewallace@ifpte21.org <ewallace@ifpte21.org>; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; tmathews@ifpte21.org <tmathews@ifpte21.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>; Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

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 \$9,650,000 for services for the period April 1, 2024

– March 31, 2025. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/11041>

Email sent to the following addresses: L21PSCReview@ifpte21.org  
kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com  
WendyWong26@yahoo.com junko.laxamana@sfgov.org ewallace@ifpte21.org  
agarza@ifpte21.org mweirick@ifpte21.org jharding@ifpte21.org  
kdavis@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@sflower.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 jegy.sering@seiu1021.org

**From:** [Thomas Vitale](#)  
**To:** [Albert, Reanna \(DPH\)](#); [Ruggels, Michelle \(DPH\)](#); [Hiramoto, Kelly \(DPH\)](#)  
**Cc:** [Thomas Vitale](#)  
**Subject:** RE: Meeting with SEIU - PSC 41279-13/14  
**Date:** Wednesday, January 31, 2024 6:52:24 PM

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

Reanna, SEIU withdraws its' appeal for this PSC.

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

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

<http://bit.ly/SFMembershipForm>

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

seiu1021.org

---

**From:** Albert, Reanna (DPH) <reanna.albert@sfdph.org>  
**Sent:** Wednesday, January 31, 2024 4:30 PM  
**To:** Thomas Vitale <Thomas.Vitale@seiu1021.org>; Ruggels, Michelle (DPH) <michelle.ruggels@sfdph.org>  
**Cc:** Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>  
**Subject:** Re: Meeting with SEIU - PSC 41279-13/14

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi,

Thank you for meeting regarding this PSC.

Attached are the meeting notes for your review. Please let me know if you would like to provide any edits. If not, I will send them out as final.

Thanks,  
Reanna

---

**From:** Albert, Reanna (DPH)  
**Sent:** Monday, January 8, 2024 4:45 PM

**To:** Albert, Reanna (DPH) <[reanna.albert@sfdph.org](mailto:reanna.albert@sfdph.org)>; Thomas Vitale <[thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org)>; Nish, David (DPH) <[david.nish@sfdph.org](mailto:david.nish@sfdph.org)>; Hiramoto, Kelly (DPH) <[kelly.hiramoto@sfdph.org](mailto:kelly.hiramoto@sfdph.org)>; Ruggels, Michelle (DPH) <[michelle.ruggels@sfdph.org](mailto:michelle.ruggels@sfdph.org)>

**Subject:** Meeting with SEIU - PSC 41279-13/14

**When:** Wednesday, January 31, 2024 1:30 PM-2:30 PM.

**Where:** Microsoft Teams Meeting

See attached PSC 41279-13/14 Mod 3 for Community Behavioral Health Services Fiscal Intermediary.

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## Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 216 910 818 70

Passcode: YvhuAi

[Download Teams](#) | [Join on the web](#)

**Or call in (audio only)**

[+1 415-906-4659,182392086#](tel:+14159064659182392086) United States, San Francisco

Phone Conference ID: 182 392 086#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

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**SEIU/ DPH Meeting**

**PSC 41279-13/14**

Community Behavioral Health Services Fiscal Intermediary  
January 31, 2024, 1:30 – 1:48pm

<b>NAME: Thomas Vitale</b>	
<b>POSITION TITLE: SEIU 1021 Representative</b>	
<b>ORGANIZATION: SEIU 1021</b>	<b>PHONE NO.:</b> 510-703-4081
	<b>EMAIL:</b> thomas.vitale@seiu1021.org
<b>NAME: Michelle Ruggels</b>	
<b>POSITION TITLE: Director, DPH Business Office</b>	<b>PHONE NO.:</b>
<b>ORGANIZATION: DPH Business Office</b>	<b>EMAIL:</b> michelle.ruggels@sfdph.org
<b>NAME: Reanna Albert</b>	
<b>POSITION TITLE: PSC Coordinator</b>	<b>PHONE NO.:</b>
<b>ORGANIZATION: DPH Business Office, Pre-Award Unit</b>	<b>EMAIL:</b> reanna.albert@sfdph.org
<b>NAME:</b>	
<b>POSITION TITLE:</b>	<b>PHONE NO.:</b>
<b>ORGANIZATION:</b>	<b>EMAIL:</b>
<b>NAME:</b>	
<b>POSITION TITLE:</b>	<b>PHONE NO.:</b>
<b>ORGANIZATION:</b>	<b>EMAIL:</b>
<b>NAME:</b>	
<b>POSITION TITLE:</b>	<b>PHONE NO.:</b>
<b>ORGANIZATION:</b>	<b>EMAIL:</b>
<b>NAME:</b>	
<b>POSITION TITLE:</b>	<b>PHONE NO.:</b>
<b>ORGANIZATION:</b>	<b>EMAIL:</b>

NOTES:

Q: Please provide some background.

A: This is a long time contract. This contract was put together to support the department in different projects that we had. The City isn't structured to support the projects in the way they need. In the Mod form, section 5A, for the question why civil service employees can't perform this work – the Department is in process of looking at every single program. We did an enormous project, we converted 42 people from contract employee to civil service. We identified all the functions and long term staff. When Behavioral Health Access Court started, we hired a lot of people, and they kept working in that contract position, then they were all converted to civil service. We also converted Drug Court, Transgender Health Services, Anchor Pilot Project; we brought these in-house. We did this huge process to convert everyone we could identify.

Right after that happened, the Street Violence Intervention Program (SVIP) got started and hired people from the community. It's a big city partnership. It's not an easy program to bring in-house because it requires such a specialized person.

Otherwise, that's what this contract is, it's little pockets of money. For example, Parent Training Institute is a wraparound program, it was a pilot, and they have capitated clients. This funding helps support those needs.

This modification is really to support internal programming. There's a handful of positions that aren't long-term. In the next year, we will be writing a new solicitation under a Program Administration format. This modification gives us time to go out for bid. We would like them to all be civil service.

Q: The modification is for 13 weeks?

A: The modification is for one year, from 4/1/24 to 3/31/25.

As noted by:

*Reanna Albert*  
*PSC Coordinator*

# **Additional Attachment(s)**





# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED  
MAYOR

*Sent Via Electronic Mail*

November 7, 2018

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBER 41279-13/14 WITH THE DEPARTMENT OF PUBLIC HEALTH.**

At its meeting on **November 5, 2018** the Civil Service Commission had for its consideration the above matter.

The Commission adopted the report and approved the request for Proposed Personal Services Contracts with the condition to report back to the Commission in six (6) months to review progress in response to requests made by SEIU Local 1021; Notify the Office of the Controller and the Office of Contract Administration.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.

**PLEASE NOTE:** *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

CIVIL SERVICE COMMISSION

MICHAEL L. BROWN  
Executive Officer

Cc: Jacquie Hale, Department of Public Health  
Xiu Min Li, SEIU Local 1021  
David Canham, SEIU Local 1021  
A. Blood, SEIU Local 1021  
David M. Kersten  
Joe Tanner  
Katharine Basconcillo  
P. Camarillo, SEIU  
Richardo Lopez, SEIU  
Sin Yee Poon, SEIU  
Wendy Firgillana, SEIU Local 1021  
Ted Zarzecki, SEIU Local 1021  
Service Employees International Union, Local 1021  
T. Mathews, IFPTE Local 21  
K. Schumacher, IFPTE Local 21  
P. Kim, IFPTE Local 21  
International Federation of Professional and Technical Engineers, Local 21  
Commission File  
Chron

F. X. CROWLEY  
PRESIDENT

ELIZABETH SALVESON  
VICE PRESIDENT

DOUGLAS S. CHAN  
COMMISSIONER

KATE FAVETTI  
COMMISSIONER

SCOTT R. HELDFOND  
COMMISSIONER

MICHAEL L. BROWN  
EXECUTIVE OFFICER

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## Civil Service Commission

### Civil Service Commission - November 5, 2018 - Minutes

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**Meeting Date:**

November 5, 2018 - 2:00pm

**Location:**

City Hall - Room 400  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102

**Related Meeting Content:**

[Agenda](#)  
[Supporting Documents](#)

**MINUTES**

**Regular Meeting**

**November 5, 2018**

**2:00 p.m.**

**ROOM 400, CITY HALL**

**1 Dr. Carlton B. Goodlett Place**

**CALL TO ORDER**

2:01 p.m.

**ROLL CALL**

President F. X. Crowley	Present
Vice President Elizabeth Salveson	Present
Commissioner Douglas S. Chan	Present
Commissioner Kate Favetti	Present (left at 3:03 p.m.)
Commissioner Scott R. Heldfond	Present

President F.X. Crowley presided.

**REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)**

**Daniel Becker**, Field Representative, SEIU 1021, I'm here to support one of our members Ms. Ivory Trinh who has been denied job opportunities for the past ten (10) years.

**Ivory Trinh**, I am a Pharmacist at General Hospital for the past ten years. I've been refused opportunities to apply for full-time positions because of some kind of policy by the City. I'm here to seek fairness and transparency. I have gone to HR and the Director of Pharmacy and nobody is replying back to me regarding the rules, regulations and policy of applying for full-time positions if you are part-time employee. How would a person from a part-time position go into a full-time position working for the City?

**APPROVAL OF MINUTES** (Item No. 3)

Regular Meeting of October 15, 2018

**Action:** Adopted the minutes. (Vote of 5 to 0)

(4) **ANNOUNCEMENTS**

Executive Officer, Michael Brown, made the following announcements:

1. Regular Agenda: Item #9 Appeal of Executive Officer's Decision to Uphold Action by Director of Human Resources to Administratively Close Request by Sandra Funes for Reconsideration of Her Filing of Discrimination and Retaliation Claim has been postponed to the meeting of February 4, 2019 at the request of the appellant;
2. Separations Agenda: Item #10 Request for Hearing by Chris Moyer on Behalf of Brent McLain of His Future Employment Restrictions with the City and County of San Francisco has been withdrawn by Chris Moyer.

**HUMAN RESOURCES DIRECTOR'S REPORT** (Item No. 5)

Human Resources Director, Micki Callahan, stated that they have received the Board of Supervisors approval to extend the applicant tracking system Job Apps for an additional three (3) years. However, they will continue actively looking for a new system as part of the Hiring Modernization Project. She anticipates they are on track to issue the Request for Proposal by the end of December or January.

She also wanted to commend her staff that has completed significant training on the de-identification post-referral selection process. Over 200 people throughout the City have participated in the trainings and feedback suggests

participants were satisfied and understood the process. The Department of Human Resources website already reflects new information being provided which includes the new score report. Commissioner Heldfond suggested to include screen shots or examples of what to expect through the process for a more eloquent flow of information available on the website.

0377-18-1

**EXECUTIVE OFFICER'S REPORT**

**Proposed Civil Service Commission Meeting Schedule for Calendar Year 2019.**

(Item No. 6)

**Action:** Adopted the report. (Vote of 5 to 0)

0368-18-8

**Review of Request for Approval of Proposed Personal Services Contracts.**

(Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
40104-17/18	Human Resources	\$400,000	Provide project management services for Hiring Modernization Project design phase; develop and implement a change management strategy including organizational readiness assessments and stakeholder engagements; oversee the design and implementation of the system infrastructure to facilitate the integration between existing and new systems; and develop and implement a modular procurement strategy, including facilitation of requisite RFPs to procure system tools.	Regular	6/30/2022

37047-18/19	Municipal Transportation Agency	\$772,470	The complete charging solution includes all structural and mounting hardware/equipment for all charging dispensers and power converters, as well as a full system warranty, an integrated cloud subscription service, a spare parts package, testing and commissioning of the charging solution, and service and maintenance plans. Provide commissioning, testing and technical support to the vendor during the construction/installation of the battery-electric bus charging solution.	Regular	12/27/21
40929-18/19	Municipal Transportation Agency	\$490,000	Conduct broad bicycle education and outreach and provide free bicycle education courses.	Regular	12/31/23
41732-18/19	Municipal Transportation Agency	\$5,000,000	The SFMTA's Advanced Train Control System ("ATCS") is a proprietary system that was supplied to the SFMTA by Thales Transport & Security, Inc. ("Contractor or "Thales") on August 10, 1992. This contract provides a framework Master Agreement under which the SFMTA can issue purchase orders to the supplier for specific proprietary goods and services. Each purchase order has its own scope, schedule, funding source, and approval cycle. Staff anticipates that equipment, software, and associated services to be procured under this contract may include but are not limited to: Upgrade ATCS software, including upgrades to diagnostic devices, Upgrade ATCS system simulator hardware and software; Equip new rail vehicles with ATCS equipment; Add digital signal processors to Axle Counters; overhaul and upgrade Vehicle Control Center computers; overhaul and upgrade Station Controller computers; Upgrade I/O & Data Transmission Racks; Upgrade the data transmission medium from inductive loop to wayside radio; Refurbish shop special test equipment.	Regular	9/17/21
45370-18/19	Municipal Transportation Agency	\$117,000	Contractor shall plan, coordinate, promote, administer and conduct one two-week physical education class focused on bicycle safety education in each of nine SFUSD middle or high schools and in three elementary schools designated by the SFMTA.	Regular	7/1/19
<b>PSC#</b>	<b>Department</b>	<b>Amount</b>	<b>Type of Service</b>	<b>Type of Approval</b>	<b>Duration</b>
42849-18/19	Public Utilities Commission	\$300,000	The SFPUC is soliciting a proposal from the qualified firms requesting strategy, outline and approach for partnering with the SFPUC to address the following needs and requirements in two subject areas. Executive Leadership Coaching and Strategic Management Training (Subject Area 1):	Regular	12/21/20

- Strengthening the executive presence and leadership of the SFPUC's Executive Team.
- Building the communication styles and skills among the Executive Team.
- Effectuating productive working relationships among the Executive Team and throughout the Agency.
- Establishing a culture of accountability for achieving unit and organizational goals in alignment with 2020 strategic plan (attached).
- Building framework for establishing goals, setting expectations and providing and receiving feedback, and translating strategy into viable action plans.
- Coaching executives to be able to coach and hold accountable their direct reports to transform 2018 Employee Engagement Survey results into viable action plans, formulate implementation plans and communication strategies, and execute and monitor the plans and strategies.
- Executive coaching to the SFPUC's Executive Team should also include best practices and approaches for mentoring their direct reports on how to replicate holding staff accountable, cultivate team work and employee engagement throughout the organization.

Mid-Level Leadership, Management, and Innovative Employee Development Training (Subject Area 2):

- Fostering the supervisor, manager and leadership in Business Enhancement Skills, Interpersonal Skills, and Leadership/Management and Supervisory Skills.
- Approach for the design, development and implementation of a comprehensive supervisor, management, leadership development curriculum that address the skill and knowledge gaps of the SFPUC's complex workforce.

37057-18/19	Airport Commission	\$300,000	Contractor will provide underground utility location services in support of projects that involve excavation in the airfield and surrounding areas at San Francisco International Airport (Airport), including but not limited to the location and marking of utility lines such as gas, high pressure water, sewer, industrial waste, high voltage electrical, telecommunications, storm drain, and fuel lines.	Regular	12/31/23
47357-18/19	Arts Commission	\$370,750	The World Cities Culture Forum's member organizations, SF Travel and the San Francisco Arts Commission, are responsible for hosting the annual international summit November 13-16, 2018. The two organizations are expected to partner to execute the terms of the agreement for cohosting, which includes working together to produce the program; create and manage cultural tours and events; create and manage the budget and fundraising; negotiate and manage all sub-contracts; and provide staffing and volunteers. The summit is a four day event	Regular	12/31/18

that is held in a different member city every year. SF Travel and the San Francisco Arts Commission are the exclusive organizations representing San Francisco at the World Cities Culture Forum. All of the funds raised for the summit will be expended on the direct costs incurred (transportation, venue rental, artist performers, etc.). The summit is primarily privately funded.

Neither the Arts Commission nor SF Travel will receive any funding for administrative or other indirect costs incurred.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
		Current Approved Amount			
		\$95,000			
37847-14/15	General Services Agency-City Administrator	Increase Amount Requested \$47,000	The contractor will develop and provide online defensive driver's training program that will be used by all users of City vehicles on a bi-annual basis. Students' training history will be entered into the City's PeopleSoft Enterprise Learning Management system.	Modification	10/15/19
		New Total Amount Requested			
		\$142,000			
		Current Approved Amount			
		\$6,250,000			
4007-12/13	Municipal Transportation Agency	Increase Amount Requested \$2,250,000	The consultant and its sub-consultant will provide specialized engineering and technical support during the rehabilitation of the existing Neoplan fleet and the upcoming procurement for the diesel-hybrid coaches and the electric trolley coaches. Their task will include, but not limited to detailed and structural analysis of the new coaches; quality control and resident inspection at the projection facilities; reviewing test plans, quality control, and inspection procedures; ensuring all required tests, measurements are satisfactorily performed and documented prior to coach delivery; provide independent price and cost analysis per FTA guidelines; provide independent audits for pre-award and post-delivery of FTA's Buy America requirements.	Modification	12/4/20
		New Total Amount Requested			
		\$8,500,000			
4004-07/08	Public Utilities Commission	Current Approved Amount \$65,500,000	Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility training projects. Consultants will be working on project designs and engineering support for the following types of work: construction for large diameter pipeline	Modification	12/20/22



Increase Amount Requested \$3,500,000  
 New Total Amount Requested \$69,000,000

crossing a seismic fault with a large anticipated design fault offset; geotechnical investigation for subsurface conditions; geotechnical recommendations for soil mitigation measures; slope stabilization design; treatment plant upgrades and seismic retrofit of basins, vaults and tanks; modification to reservoir culvert to prevent loss of water during maintenance; modifications and repairs to existing tunnels; repair of reservoir outlet structures; reinforce an existing pipeline for increased pressure; design of new treatment train to an existing treatment facility and other project designs requiring specialties that are not available within the City engineers. These projects will be completed with teams consisting of Consultants and City engineers.

40044-13/14	Treasurer/Tax Collector	Current Approved Amount \$500,000 Increase Amount Requested \$1,500,000 New Total Amount Requested \$2,000,000	Payment Card Industry (PCI) Council mandates that all merchants accepting debt and credit card payments are PCI compliant. PCI compliance means adherence to PCI Data Security Standard which covers secure handling, processing and/or storing of cardholder data. As City-wide banker, the Office of the Treasurer & Tax Collector (Treasurer) needs to engage a certified Payment Card Industry Professional (PCIP) as an expert in PCI compliance to assist the City in evaluating its compliance and re-mediating if individual departments are out of compliance. The PCIP will work with TTX and all city departments that accept credit card payments. They will educate personnel in each department about the necessity for PCI compliance, act as a technical resource and assist the departments in ensuring that their systems are PCI compliant each year.	Modification	1/31/23
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4083-12/13	Treasurer/Tax Collector	Current Approved Amount \$4,400,000 Increase Amount Requested \$700,000 New Total Amount Requested \$5,100,000	The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured proprietary software that requires data migration and business process development to meet the requirements of the Ordinance.	Modification	6/30/22
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<b>PSC#</b>	<b>Department</b>	<b>Amount</b>	<b>Type of Service</b>	<b>Type of</b>	<b>Duration</b>
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		Current Approved Amount			
		\$600,000	Provision of retroactive electronic claims submissions to Medi-Cal, Medicare and commercial insurance payers and processing of those claims for the San Francisco Health Network (SFHN). Accounts that would otherwise be written off a Medicare, Worker's Compensation or Third Party Payer Information. When patient name matches are found the appropriate program or commercial insurance is billed electronically.		
44125-15/16	Department of Public Health	Increase Amount Requested		Modification	6/30/22
		\$774,000			
		New Total Amount Requested			
		\$1,374,000			
			Vendor will provide efficient, specialized, state-of-the-art equipment-a hardware and dictation software system-to record, maintain and store voice files of dictation of San Francisco General Hospital Medical Center (SFGHMC) and Laguna Honda Hospital (LHH) medical staff, with interfaces with standard software used for creating medical charts and progress notes. The system will support quick turnaround time for SFGHMC and LHH Transcriptionists on a 24/7 basis, with the capacity of tracking up to 500 individual staff's dictation. This PSC is requested for five years or more as the Department expects the need for these services to continue and funding to be available. The services are critical to providing quality patient care and providing the documentation needed for treatment, evaluation, billing, and legal purposes.		
		Current Approved Amount			
		\$3,981,376			
49509-13/14	Department of Public Health	Increase Amount Requested		Modification	5/31/24
		\$8,000,000			
		New Total Amount Requested			
		\$11,981,376	<b>Scope Change:</b> In addition to current software and systems related to dictation, transcription and speech recognition, the scope changes related to this PSC includes ongoing as-needed transcription services and project implementation services.		
47858-17/18	Police	Current Approved Amount	The contractor will independently monitor and report on the San Francisco Police Department's (SFPD) Reform process, a task previously conducted by a consulting firm under contract with the United States Department of Justice (US DOJ). The US DOJ cancelled the program that was providing this service to the SFPD. Therefore, the SFPD needs to continue the work through contracting.	Modification	3/31/21
		\$860,000			
		Increase Amount Requested			

\$420,000

New Total  
Amount  
Requested

\$1,280,000

**Speakers:** Jacquie Hale and Diane Lovko-Premeau, Department of Public Health spoke on PSC #49509-13/14.

- Action:**
1. Postponed approval of PSC #49509-13/14 to allow the Department to revise ending date and review amount requested. Rescheduled tentatively to November 19, 2018. (Vote of 5 to 0)
  2. Adopted the report. Approved the remaining requests for proposed Personal Services Contracts; Notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

**0370-  
18-8**      **Review of Request for Approval of Proposed Personal Services Contract  
Number 41279-13/14 with the Department of Public Health. (Item No. 8)**

**August 6,  
2018:**      PSC #41279-13/14 was postponed tentatively to August 20, 2018 to allow the Department of Public Health and SEIU, Local 1021 more time for discussion.

**Action:**      Adopted the report. Approved the request for proposed Personal Services Contract with the condition to report back to the Commission in six (6) months to review progress in response to requests made by SEIU Local 1021; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

**0300-  
18-1**      **Appeal of Executive Officer's Decision to Uphold Action by Director of Human Resources to Administratively  
Close Request by Sandra Funes for Reconsideration of Her Filing of Discrimination and Retaliation Claim.  
(Item No. 9)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 49302 - 18/19)

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

Type of Service: Health Information Management Coding Auditing, Validation

Funding Source: General Fund

PSC Original Approved Amount: \$400,000 PSC Original Approved Duration: 09/01/19 - 08/31/23 (4 years)

PSC Mod#1 Amount: \$160,000 PSC Mod#1 Duration: 11/01/19-10/31/24 (1 year 8 weeks)

PSC Mod#2 Amount: \$440,000 PSC Mod#2 Duration: 01/01/24-12/31/28 (4 years 8 weeks)

PSC Cumulative Amount Proposed: \$1,000,000 PSC Cumulative Duration Proposed: 9 years 17 weeks

**1. Description of Work**

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

The contract will provide Health Information Management (HIM) coding auditing and protocol development for medical coding upon which City and Department reimbursement is based, in order to assure compliance with Centers for Medicare and Medicaid Services (CMS), regulatory requirements related to billing, and as part of fraud prevention requirements. The contractor will validate coding done by civil service staff based on applicable coding guidelines, use of International Statistical Classification of Diseases and Related Health Problems, Tenth Revision, Clinical Modification (ICD-10 CM), Procedure Coding System (PCS) codes, Current Procedural Terminology (CPT Codes), PCS Root Operation, and Diagnosis-Related Group (DRG)/All Patients Refined Diagnosis Related Groups (APR DRG) assignments, and will validate Clinical Documentation Integrity (CDI) process for documentation clarification.

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

Medical coding requirements are complex and validation requires the expertise of an auditor familiar with Coding and Documentation Standards. The contractor will provide reporting audits, consulting services and training, as applicable and as needed, so that the Department is able to determine effectively if billing is correct based on the care provided. Denial of these services may result in incorrect billing due to invalid assignment of principal diagnoses, principal procedures, complications and co-morbidities (the simultaneous presence of two chronic diseases or conditions in the same patient) and inadvertent practices that may be deemed by payers to be fraudulent.

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 49302 - 18/19

D. Will the contract(s) be renewed?

If funding is available and there is an ongoing need.

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

The request is in excess of five years because the Department expects to continue to have the need for Auditing Services to assure compliance with Centers for Medicare and Medicaid Services (CMS), regulatory requirements related to billing, and as part of fraud prevention requirements. Failure to continue services could negatively impact the scheduled and orderly revenue collection for the Department.

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

A. Display all that apply

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

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

Explain the qualifying circumstances:

It would pose a conflict of interest for City staff with coding expertise to audit/validate their own work, and may result in noncompliance with federal and/or State regulations and disallowance of reimbursements. The City does not have auditors with the needed expertise in auditing medical coding. The services are needed intermittently, as needed, and will also be utilized as training resources for civil service coding staff.

B. Reason for the request for modification:

The proposed modification adds additional funds and duration for a cumulative amount of \$1,000,000 and 108 months to support the contracting services. No changes to the scope of services.

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

A. Specify required skills and/or expertise: Expertise in clinical documentation, HIM coding, auditing reporting services and medical coding, including ICD-10 CM, ICD-10 PCS and CPT codes.

B. Which, if any, civil service class(es) normally perform(s) this work? 2110, Medical Records Clerk; 2112, Medical Records Technician; 2114, Medical Records Tech Sprv; 2320, Registered Nurse;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will utilize its own office and related equipment as needed to perform the needed services.

**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.

In order to provide compliance and assurance of proper validation of billing and coding to CMS and other payers, auditing and validation of codes used is needed, or reimbursements may be denied. Using civil service staff with the needed expertise would require staff to audit and validate their own work, which would pose a conflict of interest.

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, in order to produce an unbiased audit, the City and the Department need to procure these services from an independent, outside third party with the needed expertise.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not. Training related to any audit findings will consist of a minimum of one 1-hour group session with coding staff. There will also be quarterly post-audit training sessions of up to 4 hours each. The Department will also request training as needed regarding routine annual updates to code sets, AHA Coding Clinic training sessions, and Clinical Documentation (CDI) training, based on physician documentation trends and coding optimization.

- 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 12/07/23, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021;

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

Name: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard Street #421b, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49302 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/04/2024

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

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of kelly.hiramoto@sfdph.org

Sent: Thursday, December 7, 2023 3:23 PM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; snaranjo@cirseiu.org; jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; kcartermartinez@cirseiu.org; ablood@cirseiu.org; oumar.fall@seiu1021.org; cade.crowell@seiu1021.org; SF-DHR-Info@seiu1021.org; max.porter@seiu1021.org; Jason Klumb <Jason.Klumb@seiu1021.org>; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; sarah.wilson@seiu1021.org; Thomas Vitale <thomas.vitale@seiu1021.org>; Ricardo.lopez@sfgov.org; Kbasconcillo@swater.org; Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; Wendy Frigillana <wendy.frigillana@seiu1021.org>; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; XiuMin Li <xiumin.li@seiu1021.org>; Sin.Yee.Poon@sfgov.org; David Canham <david.canham@seiu1021.org>; jtanner940@aol.com; LokUng, Muki (DPH) <muki.lokung@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Subject: Receipt of Modification Request to PSC # 49302 - 18/19 - 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 \$440,000 for services for the period January 1,

2024

– December 31, 2028. 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/14073>

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 leah.berlanga@seiu1021.org ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo\_seiu@sbcglobal.net Sandeep.lal@seiu1021.me Kbasconcillo@sflower.org Ricardo.lopez@sfgov.org thomas.vitale@seiu1021.org sarah.wilson@seiu1021.org janko.laxamana@sfgov.org jason.klumb@seiu1021.org max.porter@seiu1021.org SF-DHR-Info@seiu1021.org cade.crowell@seiu1021.org oumar.fall@seiu1021.org ablood@cirseiu.org kcartermartinez@cirseiu.org abush@cirseiu.org emathurin@cirseiu.org jennifer.esteen@seiu1021.org snaranjo@cirseiu.org

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- 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: Health Information Management Coding Auditing, Validation

Funding Source: General Fund

PSC Duration: 4 years

PSC Amount: \$400,000

**1. Description of Work**

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

The contract will provide Health Information Management (HIM) coding auditing and protocol development for medical coding upon which City and Department reimbursement is based, in order to assure compliance with Centers for Medicare and Medicaid Services (CMS), regulatory requirements related to billing, and as part of fraud prevention requirements. The contractor will validate coding done by civil service staff based on applicable coding guidelines, use of International Statistical Classification of Diseases and Related Health Problems, Tenth Revision, Clinical Modification (ICD-10 CM), Procedure Coding System (PCS) codes, Current Procedural Terminology (CPT Codes), PCS Root Operation, and Diagnosis-Related Group (DRG)/All Patients Refined Diagnosis Related Groups (APR DRG) assignments, and will validate Clinical Documentation Integrity (CDI) process for documentation clarification.

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

Medical coding requirements are complex and validation requires the expertise of an auditor familiar with Coding and Documentation Standards. The contractor will provide reporting audits, consulting services and training, as applicable and as needed, so that the Department is able to determine effectively if billing is correct based on the care provided. Denial of these services may result in incorrect billing due to invalid assignment of principal diagnoses, principal procedures, complications and co-morbidities (the simultaneous presence of two chronic diseases or conditions in the same patient) and inadvertent practices that may be deemed by payers to be fraudulent.

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

These are new services.

D. Will the contract(s) be renewed?

If funding is available and there is an ongoing need.

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

not applicable

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

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

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

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

B. Explain the qualifying circumstances:

It would pose a conflict of interest for City staff with coding expertise to audit/validate their own work, and may result in noncompliance with federal and/or State regulations and disallowance of reimbursements. The City does not have auditors with the needed expertise in auditing medical coding. The services are needed intermittently, as needed, and will also be utilized as training resources for civil service coding staff.

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

A. Specify required skills and/or expertise: Expertise in clinical documentation, HIM coding, auditing reporting services and medical coding, including ICD-10 CM, ICD-10 PCS and CPT codes.

B. Which, if any, civil service class(es) normally perform(s) this work? 2110, Medical Records Clerk; 2112, Medical Records Technician; 2114, Medical Records Tech Sprv; 2320, Registered Nurse;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will utilize its own office and related equipment as needed to perform the needed services.

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

It would pose a conflict of interest for civil service staff to perform these audits, as civil service staff with the requisite expertise in coding would be auditing and validating their own work.

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

A. Explain why civil service classes are not applicable.

In order to provide compliance and assurance of proper validation of billing and coding to CMS and other payers, auditing and validation of codes used is needed, or reimbursements may be denied. Using civil service staff with the needed expertise would require staff to audit and validate their own work, which would pose a conflict of interest.

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, in order to produce an unbiased audit, the City and the Department need to procure these services from an independent, outside third party with the needed expertise.

**6. Additional Information**

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

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

No. Training related to any audit findings will consist of a minimum of one 1-hour group session with coding staff. There will also be quarterly post-audit training sessions of up to 4 hours each. The Department will also request training as needed regarding routine annual updates to code sets, AHA Coding Clinic training sessions, and Clinical Documentation (CDI) training, based on physician documentation trends and coding optimization.

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

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

**7. Union Notification:** On 05/10/2019, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU Local 1021; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse)

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

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

Address: 1380 Howard Street #421b San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49302 - 18/19

DHR Analysis/Recommendation:

action date: 08/05/2019

Commission Approval Required

Approved by Civil Service Commission

08/05/2019 DHR Approved for 08/05/2019

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 49302 - 18/19)

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

Type of Service: Health Information Management Coding Auditing, ValidationFunding Source: General FundPSC Original Approved Amount: \$400,000PSC Original Approved Duration: 09/01/19 - 08/31/23 (4 years)PSC Mod#1 Amount: \$160,000PSC Mod#1 Duration: 11/01/19-10/31/24 (1 year 8 weeks)PSC Cumulative Amount Proposed: \$560,000PSC Cumulative Duration Proposed: 5 years 8 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contract will provide Health Information Management (HIM) coding auditing and protocol development for medical coding upon which City and Department reimbursement is based, in order to assure compliance with Centers for Medicare and Medicaid Services (CMS), regulatory requirements related to billing, and as part of fraud prevention requirements. The contractor will validate coding done by civil service staff based on applicable coding guidelines, use of International Statistical Classification of Diseases and Related Health Problems, Tenth Revision, Clinical Modification (ICD-10 CM), Procedure Coding System (PCS) codes, Current Procedural Terminology (CPT Codes), PCS Root Operation, and Diagnosis-Related Group (DRG)/All Patients Refined Diagnosis Related Groups (APR DRG) assignments, and will validate Clinical Documentation Integrity (CDI) process for documentation clarification.

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

Medical coding requirements are complex and validation requires the expertise of an auditor familiar with Coding and Documentation Standards. The contractor will provide reporting audits, consulting services and training, as applicable and as needed, so that the Department is able to determine effectively if billing is correct based on the care provided. Denial of these services may result in incorrect billing due to invalid assignment of principal diagnoses, principal procedures, complications and co-morbidities (the simultaneous presence of two chronic diseases or conditions in the same patient) and inadvertent practices that may be deemed by payers to be fraudulent.

**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 49302 - 18/19

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

If funding is available and there is an ongoing need.

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

The request is in excess of five years because the Department expects to continue to have the need for Auditing Services to assure compliance with Centers for Medicare and Medicaid Services (CMS), regulatory requirements related to billing, and as part of fraud prevention

requirements. Failure to continue services could negatively impact the scheduled and orderly revenue collection for the Department.

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

A. Display all that apply

- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

Explain the qualifying circumstances:

It would pose a conflict of interest for City staff with coding expertise to audit/validate their own work, and may result in noncompliance with federal and/or State regulations and disallowance of reimbursements. The City does not have auditors with the needed expertise in auditing medical coding. The services are needed intermittently, as needed, and will also be utilized as training resources for civil service coding staff.

B. Reason for the request for modification:

The proposed modification adds additional funds and duration for a cumulative amount of \$560,000 and 60 months to support the contracting services. No changes to the scope of services.

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

- A. Specify required skills and/or expertise: Expertise in clinical documentation, HIM coding, auditing reporting services and medical coding, including ICD-10 CM, ICD-10 PCS and CPT codes.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2110, Medical Records Clerk; 2112, Medical Records Technician; 2114, Medical Records Tech Sprv; 2320, Registered Nurse;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will utilize its own office and related equipment as needed to perform the needed services.

**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.  
In order to provide compliance and assurance of proper validation of billing and coding to CMS and other payers, auditing and validation of codes used is needed, or reimbursements may be denied. Using civil service staff with the needed expertise would require staff to audit and validate their own work, which would pose a conflict of interest.
- 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, in order to produce an unbiased audit, the City and the Department need to procure these services from an independent, outside third party with the needed expertise.

**6. Additional Information**

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

No.

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

Training related to any audit findings will consist of a minimum of one 1-hour group session with coding staff. There will also be quarterly post-audit training sessions of up to 4 hours each. The Department will also request training as needed regarding routine annual updates to code sets, AHA Coding Clinic training sessions, and Clinical Documentation (CDI) training, based on physician documentation trends and coding optimization.

- 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 10/10/19, the Department notified the following employee organizations of this PSC/RFP request:

SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021;

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

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

Address: 1380 Howard Street #421b, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49302 - 18/19

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 12/12/2019



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY

Dept. Code: TIS

Type of Request:  Initial  Modification of an existing PSC (PSC # 34799 - 21/22)

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

Type of Service: Professional Services to customize SaaS (software as a service).

Funding Source: General Fund

PSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 05/09/22 - 12/31/26 (4 years 33 weeks)

PSC Mod#1 Amount: \$400,000 PSC Mod#1 Duration: 03/01/24-03/17/28 (1 year 10 weeks)

PSC Cumulative Amount Proposed: \$500,000 PSC Cumulative Duration Proposed: 5 years 44 weeks

**1. Description of Work**

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

Supplier's Standard Implementation includes the following configuration, onboarding, and standardized training services:

- Kickoff and planning to help you meet the 100-day implementation timeline
- Review of existing documentation to determine process design requirements
- Sharing of best practices and recommended approaches based on experience
- Creation of custom forms, fields, and conditional rules
- Creation of workflow routing and mapping
- Creation of custom email notifications
- Configuration of basic reports
- Setup of user access controls and security to align with your organization
- Initial user account creation
- Access for Primary Users to the LogicGate Power User Certification program that has a variety of courses that are constantly being updated and built upon to provide ongoing training
- One (1) live admin training session provided via web conference and recorded
- Single sign-on implementation support (if applicable)
- API guidance and best practices (if applicable)
- Guidance on data import format and in-app import tool (if applicable)
- Go-live recommended best practices
- Standard Success Plan: Includes access to the LogicGate Help Center (help.logicgate.com); in-app chat support; access to shared Customer Success Analysts; notifications announcing a new product features; and updates to LogicGate

Standards and Regulations Content made available via Comma-Separated Values (CSV) file within 60 days of a major release published by the authoritative source.

(80hrs per request @\$20k) of access to the Risk Cloud Consultant Team at LogicGate. These hours can be used for additional configuration, system administration, content update, or Governance, Risk, and Compliance (GRC) process design and enablement support; and support with applying updates to existing control mappings for Risk Cloud Standards and Regulations Content. As needed basis for configuration of the software. Not to exceed \$100,000.

**Scope Change**

The Scope has not changed, just more implementation has been required as the Department of Technology has added on additional software modules, as well as 2 other city departments have onboarded the platform which also requires implementation and configuration to their specific use cases. The Department of Technology has 3 full time employees deployed to this platform to assist other city departments as needed. The professional services arise when our own staff cannot customize or implement the module or software due to proprietary code of the software.

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

This Software as a Service (SaaS) software was purchased for the Department of Technology's Cybersecurity Governance, Risk, and Compliance (GRC) program to conduct and manage the new Cybersecurity Risk Assessment (CRA) program for all City suppliers. The Department of Technology's Cybersecurity team reviews the risks of software purchases and renewals by all City Departments that could compromise the City's security to its infrastructure. This software was purchased in March 2021 and after the initial usage, configuration to suit the city's growing Cyber Security needs are required to ensure proper Cyber Security Review of vendors. If these services are not approved, the software would not be properly implemented and the City's citywide systems would become vulnerable to hacking.

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, previous PCS 34799 -21/22

D. Will the contract(s) be renewed?

Yes, the agreement will be renewed if the Cyber Security Team deems this software as a service platform provides the robust service needed to assess software purchases made by Citywide departments.

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:

Extending the professional services contract to match the new extension of the software application so that they are co-termed together in case any professional services are needed over the life of the master software contract.

**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:

City employees do not have the proprietary software source code to complete this work.

B. Reason for the request for modification:

Since the first Professional Services Contract approval the need to have more as-needed professional services has become clear. The Department of Technology (DT) has deployed more Modules from the Governance, Compliance, and Risk platform, each which require installation and configuration. DT has also onboarded 2 city departments to purchase additional modules off the master software contract, all which now require additional professional services which only the vendor has access to the source code to make the modifications to the city departments implemented modules

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

A. Specify required skills and/or expertise: Engineers who have the proprietary source code to customize and configure the Logicgate software to design and code the proper security for the Department of Technology Cyber

Security team's usage.

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

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

City employees do not have the proprietary source code to complete the configuration and customization needed to successfully implement this software to support the Department of Technology Cyber Security Team's review of software purchase and renewals by Citywide departments.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, the classes exists. However, City employees do not have the proprietary source code to complete the 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.  
N/A - no training, this is for configuration and implementation of the new modules

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.  
n/a

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.  
n/a

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 01/10/24, 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: Jolie Gines Phone: Email: kenneth.edhammer@sfgov.org

Address: One South Van Ness Ave., 2nd Floor, San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 34799 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/04/2024

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [kenneth.edhammer@sfgov.org](mailto:kenneth.edhammer@sfgov.org)  
**To:** [Edhammer, Ken \(TIS\)](mailto:Edhammer_Ken_TIS); [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); [DHR-PSCCoordinator, DHR \(HRD\)](#)  
**Subject:** Receipt of Modification Request to PSC # 34799 - 21/22 - MODIFICATIONS  
**Date:** Wednesday, January 10, 2024 12:16:52 PM

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PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a modification request for a Personal Services Contract (PSC) for \$400,000 for services for the period March 1, 2024 – March 17, 2028. 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/21921>

Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)  
[amakayan@ifpte21.org](mailto:amakayan@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) [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org)  
[agarza@ifpte21.org](mailto:agarza@ifpte21.org) [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org) [jharding@ifpte21.org](mailto:jharding@ifpte21.org)  
[kdavis@ifpte21.org](mailto:kdavis@ifpte21.org)  
[sportillo@ifpte21.org](mailto:sportillo@ifpte21.org)

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS

Dept. Code: TIS

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

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

Type of Service: Professional Services to customize SaaS (software as a service)

Funding Source: General Fund

PSC Amount: \$100,000

PSC Est. Start Date: 05/09/2022

PSC Est. End Date 12/31/2026

**1. Description of Work**

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

Supplier's Standard Implementation includes the following configuration, onboarding, and standardized training services:

- Kickoff and planning to help you meet the 100-day implementation timeline
- Review of existing documentation to determine process design requirements
- Sharing of best practices and recommended approaches based on experience
- Creation of custom forms, fields, and conditional rules
- Creation of workflow routing and mapping
- Creation of custom email notifications
- Configuration of basic reports
- Setup of user access controls and security to align with your organization
- Initial user account creation
- Access for Primary Users to the LogicGate Power User Certification program that has a variety of courses that are constantly being updated and built upon to provide ongoing training
- One (1) live admin training session provided via web conference and recorded
- Single sign-on implementation support (if applicable)
- API guidance and best practices (if applicable)
- Guidance on data import format and in-app import tool (if applicable)
- Go-live recommended best practices
- Standard Success Plan: Includes access to the LogicGate Help Center (help.logicgate.com); in-app chat support; access to shared Customer Success Analysts; notifications announcing a new product features; and updates to LogicGate



Standards and Regulations Content made available via Comma-Separated Values (CSV) file within 60 days of a major release published by the authoritative source.

(80hrs per request @\$20k) of access to the Risk Cloud Consultant Team at LogicGate. These hours can be used for additional configuration, system administration, content update, or Governance, Risk, and Compliance (GRC) process design and enablement support; and support with applying updates to existing control mappings for Risk Cloud Standards and Regulations Content. As needed basis for configuration of the software. Not to exceed \$100,000.

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

This Software as a Service (SaaS) software was purchased for the Department of Technology's Cybersecurity Governance, Risk, and Compliance (GRC) program to conduct and manage the new Cybersecurity Risk Assessment (CRA) program for all City suppliers. The Department of Technology's Cybersecurity team reviews the risks of software purchases and renewals by all City Departments that could compromise the City's security to its infrastructure. This software was purchased in March 2021 and after the initial usage, configuration to suit the city's growing Cyber Security needs are required to ensure proper Cyber Security Review of vendors. If these services are not approved, the software would not be properly implemented and the City's citywide systems would become vulnerable to hacking.

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 software platform that has never been installed or configured for the Office of Cyber Security.

D. Will the contract(s) be renewed?

Yes, the agreement will be renewed if the Cyber Security Team deems this software as a service platform provides the robust service needed to assess software purchases made by Citywide departments.

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:

City employees do not have the proprietary software source code to complete this work.

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

A. Specify required skills and/or expertise: Engineers who have the proprietary source code to customize and configure the Logicgate software to design and code the proper security for the Department of Technology Cyber Security team's usage.

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

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

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

The City has 1040 series engineers who will maintain this software once it is implemented. However, City employees do not have the proprietary source code of the software to make the necessary configuration and customization.

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

- A. Explain why civil service classes are not applicable.  
City employees do not have the proprietary source code to complete the configuration and customization needed to successfully implement this software to support the Department of Technology Cyber Security Team's review of software purchase and renewals by Citywide departments.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the classes exists. However, City employees do not have the proprietary source code to complete the 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.  
No. Initial training has already been provided under the original contract terms. Additional training is to be determined based upon any new add-on specifications. Current Cyber Security team will conduct training to other city departments to use the training. Any additional vendor training will be for implementation services to ensure functionality.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 04/25/2022, 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: Jolie Gines Phone: 628 652 5074 Email: jolie.gines@sfgov.org

Address: One South Van Ness Ave., 2nd Floor San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 34799 - 21/22

DHR Analysis/Recommendation:

Commission Approval Not Required  
Approved by DHR on 05/16/2022