



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

**LONDON N. BREED  
MAYOR**

**Sent via Electronic Mail**

March 21, 2024

**NOTICE OF CIVIL SERVICE COMMISSION MEETING**

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT  
41586-23/24; 45154-23/24; 49784-23/24; 45432-23/24; 40625-23/24; 45046-23/24;  
41513-23/24; 39276-23/24; 42198-23/24; 42846-23/24; 49592-23/24; 42965-23/24;  
43614-23/24; 44429-23/24; 46970-23/24; 40238-19/20; 4141-11/12 AND 47941-18/19.**

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 **April 1, 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  
Matthew Ahn, Department of Early Childhood  
Alysabeth Alexander-Tut, Port  
Cynthia Avakian, Airport Commission  
Hong 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  
Joan Lubamersky, Office of the City Administrator  
Sean McFadden, Department of Recreation and Park Commission  
Amy Nuque, Municipal Transportation Agency  
Amanda Wentworth, Treasurer/Tax Collector's Office  
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: March 15, 2024

To: The Honorable Civil Service Commission

Through: Carol Isen  
Human Resources Director

From: Cynthia Avakian, AIR  
Joan Lubamersky / Lynn Khaw, GSA  
Matthew Ahn, DEC  
Amy Nuque, MTA  
Alysabeth Alexander-Tut, PRT  
Reanna Albert / Kelly Hiramoto, DPH  
Shawndrea Hale / Daniel Kwon, PUC  
Sean McFadden, REC  
Amanda Wentworth, TTX  
Hong Gong, SHF

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
\$91,700,000	\$391,338,783	\$3,872,901,250

Cynthia Avakian  
Airport Commission  
PO Box 8097  
San Francisco, CA 94128  
(650) 821-2014

Amanda Wentworth  
Treasurer/Tax Collector  
1 Dr. Carlton B. Goodlett Pl., Rm. 140  
San Francisco, CA 94102  
(415) 554-4871

Joan Lubamersky / Lynn Khaw  
City Administrator  
1 Dr. Carlton B. Goodlett Pl., Rm. 362  
San Francisco, CA 94102  
JL: (415) 554-4859  
LK: (415) 554-6296

Hong Gong  
Sheriff  
1 Dr. Carlton B. Goodlett Pl., Rm. 456  
San Francisco, CA 94102  
(415) 554-7241

Matthew Ahn  
Early Childhood  
1650 Mission St., Suite 312  
San Francisco, CA 94103  
(628) 652-3063

Amy Nuque  
Municipal Transportation Agency  
1 South Van Ness Ave., 6<sup>th</sup> Floor  
San Francisco, CA 94103  
(415) 646-2802

Alysabeth Alexander-Tut  
Port  
Pier 1  
San Francisco, CA 94111  
(415) 274-0558

Reanna Albert / Kelly Hiramoto  
Public Health  
1380 Howard St.,  
San Francisco, CA 94103  
RA: (628) 271-6178  
KH: (415) 255-3492

Shawndrea Hale / Daniel Kwon  
Public Utilities Commission  
525 Golden Gate Ave., 8<sup>th</sup> Floor  
San Francisco, CA 94102  
SH: (415) 551-4540  
DK: (415) 934-5722

Sean McFadden  
Recreation and Park Commission  
McLaren Lodge  
501 Stanyan St.,  
San Francisco, CA 94117  
(415) 831-2779

Table of Contents  
PSC Submissions

<b>Regular PSCs</b>	<b>Department</b>	<b>Page</b>
41586 - 23/24	Airport Commission	1
45154 - 23/24	Airport Commission	16
49784 - 23/24	City Admin	21
45432 - 23/24	Early Childhood	26
40625 - 23/24	Municipal Transportation Agency	31
45046 - 23/24	Port	37
41513 - 23/24	Public Health	42
39276 - 23/24	Public Utilities Commission	52
42198 - 23/24	Public Utilities Commission	58
42846 - 23/24	Public Utilities Commission	68
49592 - 23/24	Recreation and Park Commission	76
42965 - 23/24	Treasurer / Tax Collector	88
43614 - 23/24	Treasurer / Tax Collector	114
44429 - 23/24	Treasurer / Tax Collector	121
46970 - 23/24	Treasurer / Tax Collector	128
<b>Modification PSCs</b>		
40238 - 19/20	Sheriff	136
4141 - 11/12	Public Utilities Commission	149
47941 - 18/19	Public Utilities Commission	168

# POSTING FOR

April 01, 2024

## PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<u>41586 - 23/24</u>	AIRPORT COMMISSION	\$9,500,000.00	Contractor will be responsible for the operation, management and administration of the Medical Clinic at the San Francisco International Airport (SFO). Medical clinic services including travel medicine, urgent care and occupational health services for San Francisco International Airport (SFO) passengers, visitors, Airport Commission (Airport) employees, and employees of SFO tenants.	July 1, 2024	June 30, 2029	REGULAR
<u>45154 - 23/24</u>	AIRPORT COMMISSION	\$400,000.00	Contractor will provide transport of 14 buses from Phoenix Sky Harbor (PHX) Airport to San Francisco International Airport (SFO). The 14 buses are considered inoperable as they have not had any maintenance done in over 14 months. Seven of the buses are known to need mechanical repairs that prevent them from operating under their own power.	April 1, 2024	March 31, 2025	REGULAR
<u>49784 - 23/24</u>	GENERAL SERVICES AGENCY - CITY ADMIN	\$5,600,000.00	Unarmed private security patrol of Treasure Island Development Authority (TIDA) owned and managed buildings, grounds and common areas on Treasure and Yerba Buena Islands, on a 24/7/365 basis with one or two patrol officers on duty at all times. Vendor will patrol public buildings and grounds to safeguard property against damage, hazardous situations, or unauthorized entry. Security patrol service will ensure the security of critical TIDA-owned properties and support TIDA in maintaining a safe environment on Treasure and Yerba Buena Islands through securing unoccupied/abandoned TIDA-owned buildings, performing	February 1, 2024	January 31, 2031	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			regular mobile patrol/observe/report of Treasure Island residential housing and high-traffic public areas of the Islands, serving as visible public ambassadors providing directions to visitors, managing residential parking programs on behalf of Treasure Island housing manager agencies			
			DEC is seeking to partner with external experts for four distinct service areas for the early care and education field: 1) Data Mapping and Data Governance for better utilization, tracking, and reporting of information coming into the Department of Early Childhood (DEC); 2) High quality Evaluation Implementation for six critical early childhood initiative program areas within the DEC; 3) Landscape Analysis to understand the broader context DEC operates within; and 4) Data Systems Development and Systems Project Management for identifying database and data system needs and advising on software development. Services will include: 1) connecting and standardizing multiple data sources into a cohesive framework to aid evaluation, while also supporting the further development and refining of the data at DEC; 2) formative, process, and outcome evaluation efforts; 3) yearly needs assessment of San Francisco families; 4) supporting the development and management of data systems technology.	July 1, 2024	June 30, 2029	REGULAR
<u>45432 - 23/24</u>	Department of Early Childhood	\$10,000,000.00				
			The scope of this project is to purchase roughly \$14.5M of custom manufactured brake parts required for the Light Rail Vehicles (LRV4) proprietary brake system then also perform roughly \$6M of professional overhaul services for a planned overhaul program in accordance with recommended maintenance interval established by the manufacturer.			
<u>40625 - 23/24</u>	MUNICIPAL TRANSPORTATION AGENCY	\$20,000,000.00		April 1, 2024	September 30, 2026	REGULAR



**PSC Estimate Date**   **PSC Estimate End Date**   **Type of Approval**

**Description of Work**

This overhaul will be for the hydraulic brake systems on 68 Phase 1 Siemens LRV4 light rail vehicles for the San Francisco Municipal Transportation Agency. This overhaul conforms to the scheduled maintenance recommended by the Brakes Manufacturer. Maintenance intervals on the brakes system are every 6 years. This will be the first major system overhaul on LRV4 vehicles, the oldest of which are coming out of their 5-year base warranty period. Performing this overhaul is in keeping with SFMTA's commitment to remain up-to-date on scheduled maintenance to maximize life and minimize lifecycle costs for the LRV4 fleet.

The overhaul program includes brakes subsystems including the Hydraulic Power Unit (HPU), Accumulator, and Brake Discs. Motor Truck (MT) calipers and Center Truck (CT) calipers in this overhaul program will be included in the necessary standard overhaul activities as well as upgrading parts (to improve reliability and address known warranty issues) to optimize the performance of these products.

\$14.5M of this project will be used for the purchase of proprietary custom-manufactured parts. The parts are to be sold as a packaged overhaul kit as part of this contract. In delivering the overhaul, the Contractor shall provide all parts, materials, tools, labor, inspections, facilities, and equipment required to complete this work, which includes removal and replacement (R&R) of the brake system, shipment of the system to the site of original manufacture in Duncan, South Carolina, disassembly of the existing brakes systems, disposal of used parts, cleaning, inspecting for wear and damage, overhaul and remanufacture to original specifications, quality inspection, shipping back to San Francisco Municipal Transportation Agency (SFMTA), and putting the brake systems back on the LRV4 fleet.

**Dept Designation**   **PSC Amount**

**PSC No**

**PSC Estimate and Start Date**      **PSC Estimate and End Date**      **Type of Approval**

**Description of Work**

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

All rehabilitation work will be performed off-site, as the work requires a clean room with specialized production equipment. The Contractor shall provide a Field Services team to execute on-train services.

Because the contractor is also the original manufacturer, and because the manufacturer is supplying all parts, and because the manufacturer is performing the overhaul rebuild, the Contractor will provide a three-year warranty on all rebuilt components.

The Port is interested in entering in one or more contracts for training and coaching on psychological training on an on-going basis for 2 years. The general scope of work would include training and coaching at several levels of the organization: executive team, managers, and supervisors (approximately 65 - 75 employees). The Port has a total of 258 employees and are divided in the following divisions: Engineering, Environmental and Planning, Real Estate, Finance and Administration, Maintenance, Maritime. The awardee(s) will work with leadership from each of the above-mentioned divisions.

**Project Outcomes:**

Below are the expected outcomes from this project:

Port supervisors, managers and executive team understand and can fluently discuss and explain the concept of psychological safety.

Measure how psychologically safe our workplace is currently.

Identify what might be hindering psychological safety in our teams/divisions.

Create actions to help us build a psychologically safe workplace that include training and coaching.

December 1, 2023      November 30, 2025      REGULAR

\$190,000.00

45046 - 23/24 PORT

**PSC Estimate and Start Date**  
**PSC Estimate and End Date**  
**Type of Approval**

**Description of Work**

The Port understands psychological safety to be the condition in which you feel (1) included, (2) safe to learn, (3) safe to contribute, and (4) safe to challenge the status quo – all without fear of being embarrassed, marginalized, or punished in some way.

The contractor will provide a neurophysiologist or neurophysiology technician with a specialization in the fields of neurophysiological monitoring performing many tests that help diagnose brain and nervous system functions. Tests and procedures they perform include electroencephalograms (EEGs) and electromyography (EMG) that are used to assess brain activity.

\$5,000,000.00

PUBLIC HEALTH

41513 - 23/24

June 1, 2024  
 May 31, 2029  
 REGULAR

Holm Powerhouse (HPH) thrust, and guide bearings were manufactured by supplier. Each Hetch Hetchy Water and Power (HHWP) powerhouse keeps a spare set of bearings on location for emergency replacement as the bearings are not readily available part. In Fall of 2018 HPH spares were used to replace damaged bearings, leaving the powerhouse without a functional set of spares for the past 5 years. Without these emergency spares, the powerhouse is at great risk of an extended shutdown if failure of the operating set was to occur. It is critical that these spares are ready and available for operation with confidence that they will perform without failure. The supplier holds proprietary drawings of these specific bearings that contain critical dimensions not found elsewhere. Use of a different vendor would require measurement of an existing, non-damaged bearing surface to gather these dimensions. The uncertainty of where the measured bearing could lay in the OEM tolerance range coupled with the unknown level of wear to the measured surface itself makes this unacceptable to base rehabilitation on

\$120,000.00

PUBLIC UTILITIES COMMISSION

39276 - 23/24

February 29, 2024  
 December 29, 2025  
 REGULAR

**PSC Estimate and Start Date**      **PSC Estimate and End Date**      **Type of Approval**

**Description of Work**

and compromises the precise nature of these hydrodynamic bearings. It is for the reasons listed above that this work must be done by the original manufacturer. In the past, use of different vendors has previously resulted in defective re-pours and fretting from the factory. With the performance of the generators relying heavily on the proper function of these bearings, any defects are unacceptable and original design parameters must be maintained.

CleanPowerSF's 100% renewable energy products have been Green-e verified since its launch in 2016. Certifying renewable energy products through Green-e provides customers with the assurance that they are reducing the environmental impact of their energy use. Green-e provides consumer protection through clear guidelines, disclosures and standards regarding the sale and marketing of renewable energy. Participating in the program has become an industry standard, and customers committed to quantifying and reporting their emissions through the purchase of a CleanPowerSF renewable energy product may require a verified product. For example, customers who are looking to earn leadership in Energy and Environmental Design (LEED) points for their LEED certification by purchasing renewable energy are required to sign contracts for products that are Green-e certified or equivalent.

To receive Green-e verification, CleanPowerSF's submitted energy products must undergo a third party audit which verifies that energy purchases are matched with generation from eligible renewable facilities. The auditor will review CleanPowerSF product enrollment and sales data and compare them against renewable energy purchases following the Center for Resource Solutions auditing protocol.

Currently, CleanPowerSF offers two 100% renewable energy products: (1) SuperGreen provides 100% renewable energy at a

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

PUBLIC UTILITIES COMMISSION      \$140,000.00

October 1, 2024      September 30, 2029      REGULAR

PSC No

42198 - 23/24

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>slight premium over the default Green product; and (2) SuperGreen Saver, which provides 100% renewable energy for low-income customers in defined disadvantaged communities in San Francisco. SuperGreen Saver is CleanPowerSF's branded product under the Disadvantaged Communities Green Tariff (DAC-GT) program of the California Public Utilities Commission. In the future, CleanPowerSF may provide other renewable energy products that will be Green-e certified and will also require Green-e audit services.</p>			
			<p>The SFPUC seeks to select Proposers with proven expertise and extensive experience in the following areas: 1. Provide aerial surveying and patrol services to support the maintenance of the power transmission system; 2. Provide priority transportation services for emergency repairs of infrastructure not accessible during certain periods of the year; 3. Provide transportation to HHWP facilities in the event of unforeseen disasters or emergencies; provide training for Human External Cargo operations, and 4. Provide as-needed shuttle service between the SFPUC facilities in the Sierra Nevada and the Bay Area.</p>	May 21, 2024	May 20, 2029	REGULAR
<a href="#">42846 - 23/24</a>	PUBLIC UTILITIES COMMISSION	\$750,000.00				
			<p>RPD wishes to select a pool of two to three consultants to perform Historic Resource Evaluation (HRE) and Archeological Review (AR) services on an as-needed basis for various projects. Each contract will be limited to \$800,000, and funds would not be encumbered until a specific project has been assigned to a consultant.</p> <p>Examples of the types of analyses to be performed by consultants include:</p> <ul style="list-style-type: none"> <li>• Conditions assessment and building use analysis</li> <li>• Recommendations for treatment of known historic resources</li> <li>• Preparation of HRE 1 &amp; 2 reports consistent with the</li> </ul>	May 1, 2024	May 1, 2029	REGULAR
<a href="#">49592 - 23/24</a>	RECREATION AND PARK COMMISSION	\$2,500,000.00				

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimate Start Date	PSC Estimate End Date	Type of Approval
			<p>requirements of the SF Planning Department</p> <ul style="list-style-type: none"> <li>• Feasibility of reuse scenarios analysis for historic buildings and structures</li> <li>• Order-of-magnitude cost estimates for renovation of historic buildings and structures</li> <li>• Analysis by a qualified engineer of structures and systems in historic properties to inform renovation scope</li> <li>• Architectural drawings for repairs to original elements of historic buildings and structures</li> <li>• Architectural drawings of historic buildings and structures to document existing conditions</li> </ul>			
			<p>The Office of the Treasurer and Tax Collector, Office of Financial Empowerment (OFE) is seeking to continue and expand its one-on-one financial counseling program, formerly Smart Money Coaching (SMC) and now known as Financial Empowerment Center, to reach more residents in low-income communities and in communities with inequitable economic opportunity. The financial coaching service provider would have opportunities to support coaching across the City at City department sites, community-based organizations (CBOs) and other locations identified by the financial coaching service provider in partnership with OFE.</p>	July 1, 2024	June 30, 2029	REGULAR
<a href="#"><u>42965 - 23/24</u></a>	TREASURER/T AX COLLECTOR	\$4,000,000.00				
			<p>The Office of the Treasurer and Tax Collector, Office of Financial Empowerment (OFE) is seeking to continue and expand its one-on-one financial counseling program, formerly Smart Money Coaching (SMC) and now known as Financial Empowerment Center, to reach more residents in low-income communities and in communities with inequitable economic opportunity. The financial coaching service provider would have opportunities to support coaching across the City at City department sites, community-based organizations (CBOs) and</p>	July 1, 2024	June 30, 2029	REGULAR
<a href="#"><u>43614 - 23/24</u></a>	TREASURER/T AX COLLECTOR	\$4,000,000.00				



<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimate Start Date	PSC Estimate End Date	Type of Approval
			other locations identified by the financial coaching service provider in partnership with OFE.			
			The Office of the Treasurer and Tax Collector, Office of Financial Empowerment (OFE) is seeking to continue and expand its one-on-one financial counseling program, formerly Smart Money Coaching (SMC) and now known as Financial Empowerment Center, to reach more residents in low-income communities and in communities with inequitable economic opportunity. The financial coaching service provider would have opportunities to support coaching across the City at City department sites, community-based organizations (CBOs) and other locations identified by the financial coaching service provider in partnership with OFE.	July 1, 2024	June 30, 2029	REGULAR
	TREASURER/T AX COLLECTOR	\$4,000,000.00				
			The Office of the Treasurer and Tax Collector, Office of Financial Empowerment (OFE) is seeking to continue and expand its one-on-one financial counseling program, formerly Smart Money Coaching (SMC) and now known as Financial Empowerment Center, to reach more residents in low-income communities and in communities with inequitable economic opportunity. The financial coaching service provider would have opportunities to support coaching across the City at City department sites, community-based organizations (CBOs) and other locations identified by the financial coaching service provider in partnership with OFE.	July 1, 2024	June 30, 2029	REGULAR
	TREASURER/T AX COLLECTOR	\$4,000,000.00				

**TOTAL AMOUNT \$70,200,000.00**

# Posting For April 01, 2024

## Proposed Modifications to Personal Services Contracts

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
40238 - 19/20 - MODIFICATIONS	SHERIFF -- SHF	\$0	\$3,600,000	The San Francisco Sheriff's Department is soliciting a contractor to provide a comprehensive reliable incarcerated person communications solution. The Contractor will provide, install and maintain various incarcerated person communication solutions inclusive of an incarcerated person, visitation and payphone telephone system and a video visitation solution at the Jail Facilities.	07/01/2024	07/31/2025	REGULAR
4141-11/12 - MODIFICATIONS	PUBLIC UTILITIES COMMISSION -- PUC	\$2,500,000	\$35,600,000	Provide the back office services necessary to operate CleanPowerSF, the City's Community Choice Aggregation (CCA) program. In the context of CCA, back office services include comprehensive customer care, account management, billing, and data services for the program. This allows for the tracking of participating customers, recording electric usage and billings via electronic data exchange with PG&E, and managing a customer care call center. Services also include training and support for transitioning CleanPowerSF call center duties to the PUC's Customer Service Bureau, which is anticipated to commence once CleanPowerSF has completed the citywide enrollment process. The PUC anticipates completing the citywide enrollment process by the end of calendar year 2019.	01/29/2024	04/30/2025	REGULAR
47941 - 18/19 - MODIFICATIONS	PUBLIC UTILITIES	\$19,000,000	\$38,000,000	SFPUC civil, structural, electrical; process, mechanical, and other specialized engineering	02/22/2024	12/31/2029	REGULAR

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
------------	------------	-------------------	------------------	-------------	------------	----------	---------------

COMMISSION  
-- PUC

services in the design and support during construction of a new raw water ozonation system, flocculant aid polymer system, and various needed upgrades at SFPUC's Sunol Valley Water Treatment Plant (SVWTP) to address long-term taste and odor issues and plant reliability. Major plant upgrades include new cryogenic oxygen tanks, liquid oxygen vaporizers, ozone generators, ozone injectors, an ozone contactor, an ozone building, an ozone destruct system, electrical power facilities, backup power facilities, polymer mixing skids, polymer aging tanks, transfer pumps, polymer building, associated piping/appurtenances, and associated automatic controls (I&C), modifications to various existing facilities and systems, and power generation consisting of solar panels atop the Treated Water Reservoir and nearby SVWTP facilities to offset the increased power load. The scope also includes an upgrade to the Calaveras high voltage substation to accommodate increasing power needs brought on by the new ozonation system and various facility upgrades within the Sunol Valley and services of Technical Advisory Panels to review and provide expert opinion and recommendations during design and construction.

**TOTAL AMOUNT \$21,500,000**

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Medical Services for Travelers, Airport Employees and Airport Tenants

Funding Source: Airport Operating Funds

PSC Amount: \$9,500,000

PSC Est. Start Date: 07/01/2024

PSC Est. End Date 06/30/2029

**1. Description of Work**

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

Contractor will be responsible for the operation, management and administration of the Medical Clinic at the San Francisco International Airport (SFO). Medical clinic services including travel medicine, urgent care and occupational health services for San Francisco International Airport (SFO) passengers, visitors, Airport Commission (Airport) employees, and employees of SFO tenants.

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

The Medical Clinic benefits the traveling public, SFO employees, employees of tenants and contractors located at SFO and surrounding businesses. Denial would negatively affect customer service and would jeopardize health and safety at SFO as the medical clinic is an integral part of SFO's Emergency Response team and the SFO Injury and Illness Prevention 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.

Prior approval was granted through PSC 44548-16/17.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need at SFO.

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 work is dependent on when travelers, Airport employees, or Airport tenants need services.

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

A. Specify required skills and/or expertise: Contractor must be a state licensed medical organization. Required expertise includes clinical program management of emergency medicine, urgent care, occupational health, travel medicine, per-placement exams, and physical therapy services; administrative support including medical records retention, business/marketing plans, and billing insurance plans; and wellness education and health promotion activities.

B. Which, if any, civil service class(es) normally perform(s) this work? 1635, Health Care Billing Clerk 1; 1636, Health Care Billing Clerk 2; 1663, Patient Accounts Supervisor; 2110, Medical Records Clerk; 2246, Asst Dir

of Clinical Svcs 1; 2248, Asst Dir Clinical Svcs 2; 2302, Nursing Assistant; 2312, Licensed Vocational Nurse; 2320, Registered Nurse; 2322, Nurse Manager; 2450, Pharmacist; 2467, Diagnostic Imaging Tech I; 2468, Diagnostic Imaging Tech II; 2469, Diagnostic Imaging Tech III; 2470, Diagnostic Imaging Tech IV; 2548, Occupational Therapist; 2556, Physical Therapist;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No. Equipment will be provided by the Airport.

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

None at this time.

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

- A. Explain why civil service classes are not applicable.  
While civil service classifications could perform the work, operation of the medical clinic must be done by an entity licensed by the State of California to operate this type of medical facility.
- 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, as civil service classifications would not be able to obtain state licensing to operate a medical clinic.

**6. Additional Information**

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

**7. Union Notification:** On 12/28/2023, the Department notified the following employee organizations of this PSC/RFP request:  
Management & Superv Local 21; Municipal Executive Association; Prof & Tech Eng, Local 21; SEIU Local 1021; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); Teamsters, Local 856 Health Workers

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

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: PO Box 8097 San Francisco, CA 94128



\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41586 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/01/2024

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

## Choi, Suzanne (HRD)

---

**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com  
**Sent:** Thursday, December 28, 2023 8:36 AM  
**To:** Cynthia Avakian (AIR); mleach; snaranjo@cirseiu.org; jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; kcartermartinez@cirseiu.org; ablood@cirseiu.org; oumar.fall@sieu1021.org; cade.crowell@seiu1021.org; SF-DHR-Info@seiu1021.org; max.porter@seiu1021.org; Jason Klumb; sarah.wilson@seiu1021.org; Thomas Vitale; Ricardo.lopez@sfgov.org; Kbasconcillo@sfgwater.org; Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; Wendy Frigillana; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; XiuMin Li; Sin.Yee.Poon@sfgov.org; David Canham; jtanner940@aol.com; sportillo@ifpte21.org; jharding@ifpte21.org; agarza@ifpte21.org; amakayan@ifpte21.org; andrea@sfmea.com; Laxamana, Junko (DBI); Criss@sfmea.com; christina@sfmea.com; staff@sfmea.com; kdavis@ifpte21.org; mweirick@ifpte21.org; ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; l21pscreview@ifpte21.org; Cynthia Avakian (AIR); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 41586 - 23/24

RECEIPT for Union Notification for PSC 41586 - 23/24 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 41586 - 23/24 for \$9,500,000 for Initial Request services for the period 07/01/2024 – 06/30/2029. 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/21834> 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:** [XiuMin Li](#)  
**To:** [Sung Kim \(AIR\)](#)  
**Cc:** [James Maher \(AIR\)](#); [Maria Hamilton](#); [mannyhue@yahoo.com](mailto:mannyhue@yahoo.com); [noman.ten@seiu1021.org](mailto:noman.ten@seiu1021.org); [Cynthia Avakian \(AIR\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 41586 - 23/24  
**Date:** Thursday, March 7, 2024 3:09:03 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)

---

Hello All,

Thanks for the background. The union is okay with this PSC for now. Thank you.

XiuMin Li (She, Her)  
Field Supervisor

Direct #: 415 848 3686  
Member Resources Center: 1-877-687-1021

Fix SF Now – SF Region Contract Campaign  
<https://fixsfnow.org/events>

**Sign up to become a Union Member! Together We Rise Up!**  
<http://join1021.org?LUID=Xli>

**Sign up for text updates from the union.** <https://www.seiu1021.org/text-me>

Work or intern with SEIU 1021 and help build a strong union!

<https://www.seiu1021.org/jobs>

<https://www.seiu1021.org/member-internship-program>

---

**From:** Sung Kim (AIR) <[sung.kim@flysfo.com](mailto:sung.kim@flysfo.com)>  
**Sent:** Thursday, March 7, 2024 2:58 PM  
**To:** XiuMin Li <[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)>  
**Cc:** James Maher (AIR) <[james.maher@flysfo.com](mailto:james.maher@flysfo.com)>; Maria Hamilton <[Maria.Hamilton@seiu1021.org](mailto:Maria.Hamilton@seiu1021.org)>; mannyhue@yahoo.com; noman.ten@seiu1021.org; Cynthia Avakian (AIR) <[cynthia.avakian@flysfo.com](mailto:cynthia.avakian@flysfo.com)>; DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>  
**Subject:** FW: Receipt of Notice for new PCS over \$100K PSC # 41586 - 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.

XiuMin – please see attached email from Cynthia Avakian to you dated February 22, 2024. If there is no response from SEIU by tomorrow, Friday March 8, the PSC will be scheduled for the April 1, 2024 Civil Service Commission meeting.

Thank you,

Sung



**Sung Kim**

Manager, Contracts Administration  
San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128  
Tel 650-821-2026 | Email [sung.kim@flysfo.com](mailto:sung.kim@flysfo.com)  
(preferred pronouns: he/him/his)  
[Facebook](#) | [Twitter](#) | [YouTube](#) | [Instagram](#) | [LinkedIn](#)

---

**From:** Cynthia Avakian (AIR)  
**Sent:** Wednesday, January 31, 2024 3:11 PM  
**To:** XiuMin Li <[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)>  
**Cc:** James Maher (AIR) <[james.maher@flysfo.com](mailto:james.maher@flysfo.com)>; Maria Hamilton <[Maria.Hamilton@seiu1021.org](mailto:Maria.Hamilton@seiu1021.org)>; Manuel Castro <[mannyhue@yahoo.com](mailto:mannyhue@yahoo.com)>; Norman Ten <[norman.ten@seiu1021.org](mailto:norman.ten@seiu1021.org)>; DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 41586 - 23/24

XiuMin,

The current provider is Dignity Health doing business as St. Mary's Medical Center. Attached please find the RFP, existing original contract, modifications 1-4, and PSC approvals.

Thanks!

Take care,



**Cynthia Avakian**

---

**From:** XiuMin Li <[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)>  
**Sent:** Tuesday, January 30, 2024 1:28 PM  
**To:** Cynthia Avakian (AIR) <[cynthia.avakian@flysfo.com](mailto:cynthia.avakian@flysfo.com)>  
**Cc:** James Maher (AIR) <[james.maher@flysfo.com](mailto:james.maher@flysfo.com)>; Maria Hamilton <[Maria.Hamilton@seiu1021.org](mailto:Maria.Hamilton@seiu1021.org)>; Manuel Castro <[mannyhue@yahoo.com](mailto:mannyhue@yahoo.com)>; Norman Ten <[norman.ten@seiu1021.org](mailto:norman.ten@seiu1021.org)>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 41586 - 23/24

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

Hello Cynthia,  
SEIU has concerns about this PSC.

Can you explain why this medical clinic can not be run by DPH and with city staff?  
Who's the current vendor/contractor? Please provide any RFP, contracts and invoice for services rendered, and any other documents associated with this PSC to the Union within 5 business days.

Thank you,

XiuMin Li (She, Her)

Field Supervisor

Direct #: 415 848 3686

Member Resources Center: 1-877-687-1021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Medical Services for Travelers, Airport Employees and Airport Tenants

Funding Source: Airport Operating Funds

PSC

PSC Est. Start Date:

PSC Est. End Date 06/30/2029

Amount: \$9,500,000

07/01/2024

**1. Description of Work**

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

Contractor will be responsible for the operation, management and administration of the Medical Clinic at the San Francisco International Airport (SFO). Medical clinic services including travel medicine, urgent care and occupational health services for San Francisco International Airport (SFO) passengers, visitors, Airport Commission (Airport) employees, and employees of SFO tenants.

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

The Medical Clinic benefits the traveling public, SFO employees, employees of tenants and contractors located at SFO and surrounding businesses. Denial would negatively affect customer service and would jeopardize health and safety at SFO as the medical clinic is an integral part of SFO's Emergency Response team and the SFO Injury and Illness Prevention 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.

Prior approval was granted through PSC 44548-16/17.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need at SFO.

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 work is dependent on when travelers, Airport employees, or Airport tenants need services.



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

- A. Specify required skills and/or expertise: Contractor must be a state licensed medical organization. Required expertise includes clinical program management of emergency medicine, urgent care, occupational health, travel medicine, per-placement exams, and physical therapy services; administrative support including medical records retention, business/marketing plans, and billing insurance plans; and wellness education and health promotion activities.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1635, Health Care Billing Clerk 1; 1636, Health Care Billing Clerk 2; 1663, Patient Accounts Supervisor; 2110, Medical Records Clerk; 2246, Asst Dir of Clinical Svcs 1; 2248, Asst Dir Clinical Svcs 2; 2302, Nursing Assistant; 2312, Licensed Vocational Nurse; 2320, Registered Nurse; 2322, Nurse Manager; 2450, Pharmacist; 2467, Diagnostic Imaging Tech I; 2468, Diagnostic Imaging Tech II; 2469, Diagnostic Imaging Tech III; 2470, Diagnostic Imaging Tech IV; 2548, Occupational Therapist; 2556, Physical Therapist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No. Equipment will be provided by the Airport.

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

None at this time.

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

- A. Explain why civil service classes are not applicable.  
While civil service classifications could perform the work, operation of the medical clinic must be done by an entity licensed by the State of California to operate this type of medical facility.
- 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, as civil service classifications would not be able to obtain state licensing to operate a medical clinic.

**6. Additional Information**

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

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

**7. Union Notification:** On 12/28/2023, the Department notified the following employee organizations of this PSC/RFP request:  
Management & Superv Local 21; Municipal Executive Association; Prof & Tech Eng, Local 21; SEIU Local 1021; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); Teamsters, Local 856 Health Workers

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

Name: Cynthia Avakian Phone: 650-821-2014 Email: [cynthia.avakian@flysfo.com](mailto:cynthia.avakian@flysfo.com)

Address: PO Box 8097 San Francisco, CA 94128

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41586 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

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

[https://url.avanan.click/v2/\\_\\_\\_http://join1021.org?LUID=Xli\\_\\_\\_YXAzOnNmZHqyOmE6bzowNjY3NTYxY2Q2MjQ0ZTUyYzE1YjdkMGQ2ZWM3YWQ4Yjo2OjVhNTE6NzU3JlMmI0NjcyMjY3ZDkyMTUwZjZlYmM2ZmM3MjE0ZTA0MDMxNTA2OWRiNWJiYWNiNGEYOGlyZWJmNGI2NzQ1NjU0OjY](https://url.avanan.click/v2/___http://join1021.org?LUID=Xli___YXAzOnNmZHqyOmE6bzowNjY3NTYxY2Q2MjQ0ZTUyYzE1YjdkMGQ2ZWM3YWQ4Yjo2OjVhNTE6NzU3JlMmI0NjcyMjY3ZDkyMTUwZjZlYmM2ZmM3MjE0ZTA0MDMxNTA2OWRiNWJiYWNiNGEYOGlyZWJmNGI2NzQ1NjU0OjY)

Join the citywide contract campaign kick off rally: [https://url.avanan.click/v2/\\_\\_\\_https://www.seiu1021.org/sf-kickoff\\_\\_\\_YXAzOnNmZHqyOmE6bzowNjY3NTYxY2Q2MjQ0ZTUyYzE1YjdkMGQ2ZWM3YWQ4Yjo2OjVhNTE6NzU3JlMmU2YTJkZTlzMtQyY2E1YzE0ZDZlNTRjOGU4YzdlOTJhZmQ4NzgxMwVhNDc3YzRiOTQyNTE5ZjUzYTVhODp0OjY](https://url.avanan.click/v2/___https://www.seiu1021.org/sf-kickoff___YXAzOnNmZHqyOmE6bzowNjY3NTYxY2Q2MjQ0ZTUyYzE1YjdkMGQ2ZWM3YWQ4Yjo2OjVhNTE6NzU3JlMmU2YTJkZTlzMtQyY2E1YzE0ZDZlNTRjOGU4YzdlOTJhZmQ4NzgxMwVhNDc3YzRiOTQyNTE5ZjUzYTVhODp0OjY)

Sign up for text updates from the union. [https://url.avanan.click/v2/\\_\\_\\_https://www.seiu1021.org/text-me\\_\\_\\_YXAzOnNmZHqyOmE6bzowNjY3NTYxY2Q2MjQ0ZTUyYzE1YjdkMGQ2ZWM3YWQ4Yjo2OjgyMGE6ODU5YTZlODM2N2Y0NmM2ODVhYThjY2U1MzFkNTIzYzliYTQ3YjAxODI4MTIIZjE0NTU1ZmExM2NIN2Q4NDQ5YTp0OjY](https://url.avanan.click/v2/___https://www.seiu1021.org/text-me___YXAzOnNmZHqyOmE6bzowNjY3NTYxY2Q2MjQ0ZTUyYzE1YjdkMGQ2ZWM3YWQ4Yjo2OjgyMGE6ODU5YTZlODM2N2Y0NmM2ODVhYThjY2U1MzFkNTIzYzliYTQ3YjAxODI4MTIIZjE0NTU1ZmExM2NIN2Q4NDQ5YTp0OjY)

Work or intern with SEIU 1021 and help build a strong union!

[https://url.avanan.click/v2/\\_\\_\\_https://www.seiu1021.org/jobs\\_\\_\\_YXAzOnNmZHqyOmE6bzowNjY3NTYxY2Q2MjQ0ZTUyYzE1YjdkMGQ2ZWM3YWQ4Yjo2OjRlMmU6M2QwZDE5OWYwNDI4NTEzODVhYjRmZDA3ZjU5YWEyM2FmNGNhZTgwYjhhNDM5MjhmYWY5OTZlMzlwMzBIMTI5YzU0OjY](https://url.avanan.click/v2/___https://www.seiu1021.org/jobs___YXAzOnNmZHqyOmE6bzowNjY3NTYxY2Q2MjQ0ZTUyYzE1YjdkMGQ2ZWM3YWQ4Yjo2OjRlMmU6M2QwZDE5OWYwNDI4NTEzODVhYjRmZDA3ZjU5YWEyM2FmNGNhZTgwYjhhNDM5MjhmYWY5OTZlMzlwMzBIMTI5YzU0OjY)

<https://www.seiu1021.org/member-internship-program>

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

From: [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)> On Behalf Of [cynthia.avakian@flysfo.com](mailto:cynthia.avakian@flysfo.com)

Sent: Thursday, December 28, 2023 8:36 AM

To: [cynthia.avakian@flysfso.com](mailto:cynthia.avakian@flysfso.com); [mleach@ibt856.org](mailto:mleach@ibt856.org); [snaranjo@cirseiu.org](mailto:snaranjo@cirseiu.org); [jennifer.esteen@seiu1021.org](mailto:jennifer.esteen@seiu1021.org); [emathurin@cirseiu.org](mailto:emathurin@cirseiu.org); [abush@cirseiu.org](mailto:abush@cirseiu.org); [kcartermartinez@cirseiu.org](mailto:kcartermartinez@cirseiu.org); [ablood@cirseiu.org](mailto:ablood@cirseiu.org); [oumar.fall@seiu1021.org](mailto:oumar.fall@seiu1021.org); Cade Crowell <[Cade.Crowell@seiu1021.org](mailto:Cade.Crowell@seiu1021.org)>; DHR Info <[SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org)>; [max.porter@seiu1021.org](mailto:max.porter@seiu1021.org); [jason.klumb@seiu1021.org](mailto:jason.klumb@seiu1021.org); Sarah Wilson <[Sarah.Wilson@seiu1021.org](mailto:Sarah.Wilson@seiu1021.org)>; Thomas Vitale <[Thomas.Vitale@seiu1021.org](mailto:Thomas.Vitale@seiu1021.org)>; [Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org); [kbasconcillo@sfgov.org](mailto:kbasconcillo@sfgov.org); [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me); [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net); Wendy Frigillana <[wendy.frigillana@seiu1021.org](mailto:wendy.frigillana@seiu1021.org)>; PSCreview <[PSCreview@seiu1021.org](mailto:PSCreview@seiu1021.org)>; [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net); [leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org); [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); XiuMin Li <[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)>; [Sin.Yee.Poon@sfgov.org](mailto:Sin.Yee.Poon@sfgov.org); David Canham <[david.canham@seiu1021.org](mailto:david.canham@seiu1021.org)>; [jtanner940@aol.com](mailto:jtanner940@aol.com); [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org); [jharding@ifpte21.org](mailto:jharding@ifpte21.org); [agarza@ifpte21.org](mailto:agarza@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [andrea@sfmea.com](mailto:andrea@sfmea.com); [junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org); [Criss@sfmea.com](mailto:Criss@sfmea.com); [Christina@sfmea.com](mailto:Christina@sfmea.com); [staff@sfmea.com](mailto:staff@sfmea.com); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [cynthia.avakian@flysfso.com](mailto:cynthia.avakian@flysfso.com); [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)

Subject: Receipt of Notice for new PCS over \$100K PSC # 41586 - 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 41586 - 23/24 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 41586 - 23/24 for \$9,500,000 for Initial Request services for the period 07/01/2024 – 06/30/2029. 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:

<https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F21834&data=05%7C02%7C%7C9c813b7dd8d24d808a9708dc07c41761%7Ce35c5b2684f74b9ba7c591278c732568%7C0%7C0%7C638393786073049995%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAilCJQljoiv2luMzliLjBtIl6k1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sddata=genTGqJIXv8A5iAUI2AwsyEnRzQ4YgSV2cr%2Bu6xlCrs%3D&reserved=0> 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: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request:  Initial  Modification of an existing PSC (PSC # 44548 - 16/17)

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

Type of Service: Medical Services for Travelers, Airport Employees and Airport Tenants

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$9,500,000

PSC Original Approved Duration: 06/01/17 - 12/31/24 (7 years 30 weeks)

PSC Mod#1 Amount: \$4,750,000

PSC Mod#1 Duration: 12/31/24-06/30/25 (25 weeks 5 days)

PSC Mod#2 Amount: \$3,200,000

PSC Mod#2 Duration: no duration added

PSC Cumulative Amount Proposed: \$17,450,000

PSC Cumulative Duration Proposed: 8 years 4 weeks

**1. Description of Work**

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

Contractor will be responsible for operation, management and administration of the Medical Clinic at the San Francisco International Airport (SFO). Medical clinic services including travel medicine, urgent care and occupational health services for San Francisco International Airport (SFO) passengers, visitors, Airport Commission (Airport) employees, and employees of SFO tenants.

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

The Medical Clinic benefits the traveling public, SFO employees, employees of tenants and contractors located at SFO and surrounding businesses. Denial would negatively affect customer service and would jeopardize health and safety at SFO as the medical clinic is an integral part of SFO's Emergency Response team and the SFO Injury and Illness Prevention 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.

PSC 44548-16/17

D. Will the contract(s) be renewed?

Yes, if there continues to be a need at SFO.

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 remains the same.

**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.

Explain the qualifying circumstances:

Operation of the medical clinic must be provided by an entity licensed by the State of California to operate this type of medical facility. The Medical Board of California's requirement to open a medical clinic can be found here through the following link:

[http://www.mbc.ca.gov/Consumers/Complaints/Complaints\\_FAQ/Practices\\_and\\_Protocols\\_FAQ.aspx](http://www.mbc.ca.gov/Consumers/Complaints/Complaints_FAQ/Practices_and_Protocols_FAQ.aspx)

B. Reason for the request for modification:

Need to increase the compensation for the 2-year extension.

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

A. Specify required skills and/or expertise: Contractor must be a state licensed medical organization. Expertise required include clinical program management of emergency medicine, urgent care, occupational health, travel medicine, per-placement exams, and physical therapy services; administrative support including medical records retention, business/marketing plans, and billing insurance plans; and wellness education and health promotion activities.

B. Which, if any, civil service class(es) normally perform(s) this work? 1635, Health Care Billing Clerk 1; 1636, Health Care Billing Clerk 2; 1662, Patient Accounts Asst Sprv; 1663, Patient Accounts Supervisor; 2110, Medical Records Clerk; 2246, Asst Dir of Clinical Svcs 1; 2248, Asst Dir Clinical Svcs 2; 2302, Nursing Assistant; 2312, Licensed Vocational Nurse; 2320, Registered Nurse; 2322, Nurse Manager; 2450, Pharmacist; 2467, Diagnostic Imaging Tech I; 2468, Diagnostic Imaging Tech II; 2469, Diagnostic Imaging Tech III; 2470, Diagnostic Imaging Tech IV; 2548, Occupational Therapist; 2556, Physical Therapist;

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

### **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.

While civil service classifications could perform the work, operation of the medical clinic must be done by an entity licensed by the State of California to operate this type of medical facility.

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, as civil service classifications would not be able to obtain state licensing to operate a medical clinic.

**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.  
None, as the clinic must be operated by a State of California licensed entity.
- 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, Dignity Health dba St. Mary's Medical Center

**7. Union Notification:** On 01/19/22, the Department notified the following employee organizations of this PSC/RFP request:

Teamsters, Local 856 Health Workers; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021; Municipal Executive Association; Management & Superv Local 21;

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

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: PO Box 8097, San Francisco, CA 94128

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44548 - 16/17

DHR Analysis/Recommendation:

04/18/2022

Commission Approval Required

Approved by Civil Service Commission

04/18/2022 DHR Approved for 04/18/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Towing of Transit Buses

Funding Source: Airport Operating Funds

PSC Amount: \$400,000

PSC Est. Start Date: 04/01/2024

PSC Est. End Date 03/31/2025

**1. Description of Work**

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

Contractor will provide transport of 14 buses from Phoenix Sky Harbor (PHX) Airport to San Francisco International Airport (SFO). The 14 buses are considered inoperable as they have not had any maintenance done in over 14 months. Seven of the buses are known to need mechanical repairs that prevent them from operating under their own power.

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

These buses are being purchased at a significant discount from PHX to meet the operational needs of SFO's shuttle service. Once these buses are purchased, they need to be transported to SFO so they can be inspected, maintained, and placed in service. If we are unable to transport them to SFO we will be unable to meet operational needs which will result in reduced revenue and rental fees for buses.

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

This is a new service.

D. Will the contract(s) be renewed?

No, not 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.

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:

Contractor will provide specialty equipment needed to transport transit buses and obtain any applicable weight permits related to the transporting of heavy loads over Arizona, Nevada, and California public roads.

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

A. Specify required skills and/or expertise: The required expertise requires extensive training and equipment in order for services to be performed safely to transport transit buses and obtain any applicable weight permits related to the transporting of heavy loads over Arizona, Nevada, and California public roads.



- B. Which, if any, civil service class(es) normally perform(s) this work? 7410, Automotive Service Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:  
Yes, Contractor will provide specialty equipment needed to transport transit buses and obtain any applicable weight permits related to the transporting of heavy loads over Arizona, Nevada, and California public roads.

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

SFO Fleet Services has not found the correct equipment needed to perform such towing within the City fleet.

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

- A. Explain why civil service classes are not applicable.  
There is no classification that is designated to tow transit buses over long distances and across state lines. Class 7410 does perform some towing responsibilities but is limited to regular vehicle towing and not transit buses.
- 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, it would not be practical to adopt a new civil service class to perform this work, this is a one-off circumstance that this task is needed for.

**6. Additional Information**

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

**7. Union Notification: On 02/01/2024, the Department notified the following employee organizations of this PSC/RFP request:  
TWU - Automotive Service Worker; TWU Local 250A**

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

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: PO Box 8097 San Francisco, CA 94128

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45154 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/01/2024

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

## Cynthia Avakian (AIR)

---

**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfso.com  
**Sent:** Thursday, February 1, 2024 5:07 PM  
**To:** Cynthia Avakian (AIR); mdennis@twusf.org; roger marenco; pwilson@twusf.org; Cynthia Avakian (AIR); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45154 - 23/24

RECEIPT for Union Notification for PSC 45154 - 23/24 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 45154 - 23/24 for \$400,000 for Initial Request services for the period 04/01/2024 – 03/31/2025. 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/22008> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Security patrol services

Funding Source: TIDA departmental budget

PSC Duration: 7 years 1 day

PSC Amount: \$5,600,000

**1. Description of Work**

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

Unarmed private security patrol of Treasure Island Development Authority (TIDA) owned and managed buildings, grounds and common areas on Treasure and Yerba Buena Islands, on a 24/7/365 basis with one or two patrol officers on duty at all times. Vendor will patrol public buildings and grounds to safeguard property against damage, hazardous situations, or unauthorized entry. Security patrol service will ensure the security of critical TIDA-owned properties and support TIDA in maintaining a safe environment on Treasure and Yerba Buena Islands through securing unoccupied/abandoned TIDA-owned buildings, performing regular mobile patrol/observe/report of Treasure Island residential housing and high-traffic public areas of the Islands, serving as visible public ambassadors providing directions to visitors, managing residential parking programs on behalf of Treasure Island housing manager agencies

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

Services are currently performed by the firm that manages market rate rental housing on Treasure Island (TI). They are not able to continue to provide this service. Without continuation of private security patrol of buildings and grounds, the potential exists for increase of intrusions into abandoned properties on TI, including those adjacent to currently occupied properties. Additionally, Treasure Island's residential property manager agencies would contend with increased potential for unpermitted parking and vehicle abandonment in TI residential neighborhood if parking permit program is not enforced.

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 by a firm that manages residential housing on TI.

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 Treasure Island Development Authority (TIDA) plans for an original contract term of three years, with two TIDA-held options to extend of two years each extension, for a total of seven years. This original contract term will ensure the security of critical TIDA-owned properties and support TIDA in maintaining a safe environment on Treasure and Yerba Buena Islands through securing unoccupied/abandoned TIDA-owned buildings, performing regular mobile patrol/observe/report of Treasure Island residential housing and high-traffic public areas of the Islands, serving as visible public ambassadors providing directions to visitors, managing residential parking programs on behalf of Treasure Island housing manager agencies during the next three years at minimum. The contract only extends beyond five years if TIDA chooses to exercise both extensions.

**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 scope of services is very limited and short term. The TIDA Board is currently engaged in long term operations planning which will further guide long-term staffing models for performing labor on the island.

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

A. Specify required skills and/or expertise: Selected contractor must be registered Private Patrol Officer in current good standing with the State of California, all employees performing services on behalf of contractor required to register as a Security Guard with State of California.

B. Which, if any, civil service class(es) normally perform(s) this work? 8202, Security Guard; 8207, Bldg & Grounds Patrol Officer;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor provides the uniforms, equipment and vehicles utilized by their personnel to perform the Scope of Services.

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

It is our understanding there are no departments that offer private patrol services under work order to other City Departments. This was indicated in the responses we received to a Request for Proposal (RFP) we issued for these services. Additionally, TIDA has reviewed the existing Citywide Term Contract for unarmed security patrol with the Office of Contract Administration (OCA). That scope does not include/allow for mobile patrols, which is critical to security patrol of the geographic extent of both islands.

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

A. Explain why civil service classes are not applicable.

Services are of a very limited scale. The TIDA Scope requires only one or two patrol officers at all times over the course of a 24-hour day, 7 days a week year-round. The staffing level necessary is not commensurate with individual hiring capacity necessary to staff this position internally including sick/vacation leave, supervision as well as vehicles.

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 staffing level necessary is not commensurate with individual hiring capacity necessary to staff this position internally with city employees, including sick/vacation leave, supervision and as well as providing patrol vehicles.

**6. Additional Information**

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

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

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

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

**7. Union Notification:** On 12/23/2023, the Department notified the following employee organizations of this PSC/RFP request:  
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: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

Address: One Carlton B. Goodlett Place Room 362 San Francisco, CA 94012

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49784 - 23/24

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 04/01/2024

Civil Service Commission Action:

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



**From:** [dhrr-psccordinator@sfgov.org](mailto:dhrr-psccordinator@sfgov.org) on behalf of [joan.lubamersky@sfgov.org](mailto:joan.lubamersky@sfgov.org)  
**To:** [Lubamersky, Joan \(ADM\); oumar.fall@seiu1021.org; cade.crowell@seiu1021.org; SF-DHR-Info@seiu1021.org; max.porter@seiu1021.org; Jason Klumb; Laxamana, Junko \(DBI\); sarah.wilson@seiu1021.org; Thomas Vitale; Ricardo.lopez@sfgov.org; Kbasconillo@sfwater.org; Sandeep.lal@seiu1021.me; pcamarillo\\_seiu@sbcglobal.net; Wendy Frigillana; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; XiuMin Li; Sin.Yee.Poon@sfgov.org; David Canham; jtanner940@aol.com; Lubamersky, Joan \(ADM\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Lubamersky,Joan(ADM);oumar.fall@seiu1021.org;cade.crowell@seiu1021.org;SF-DHR-Info@seiu1021.org;max.porter@seiu1021.org;Jason.Klumb;Laxamana,Junko(DBI);sarah.wilson@seiu1021.org;Thomas.Vitale;Ricardo.lopez@sfgov.org;Kbasconillo@sfwater.org;Sandeep.lal@seiu1021.me;pcamarillo_seiu@sbcglobal.net;Wendy.Frigillana;pscreview@seiu1021.org;ted.zarzecki@seiu1021.net;leah.berlanga@seiu1021.org;davidmkersten@gmail.com;XiuMin.Li;Sin.Yee.Poon@sfgov.org;David.Canham;jtanner940@aol.com;Lubamersky,Joan(ADM);DHR-PSCCoordinator,DHR(HRD)@seiu1021.org)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 49784 - 23/24  
**Date:** Saturday, December 23, 2023 4:50:11 PM

---

RECEIPT for Union Notification for PSC 49784 - 23/24 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 49784 - 23/24 for \$5,600,000 for Initial Request services for the period 02/01/2024 – 01/31/2031. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrrupal/node/21805> 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: Department of Early Childhood -- DEC

Dept. Code: DEC

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

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

Type of Service: Data & Evaluation Services

Funding Source: Mixed Funds

PSC Amount: \$10,000,000

PSC Est. Start Date: 07/01/2024

PSC Est. End Date 06/30/2029

**1. Description of Work**

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

DEC is seeking to partner with external experts for four distinct service areas for the early care and education field:

- 1) Data Mapping and Data Governance for better utilization, tracking, and reporting of information coming into the Department of Early Childhood (DEC);
- 2) High quality Evaluation Implementation for six critical early childhood initiative program areas within the DEC;
- 3) Landscape Analysis to understand the broader context DEC operates within; and
- 4) Data Systems Development and Systems Project Management for identifying database and data system needs and advising on software development.

Services will include: 1) connecting and standardizing multiple data sources into a cohesive framework to aid evaluation, while also supporting the further development and refining of the data at DEC; 2) formative, process, and outcome evaluation efforts; 3) yearly needs assessment of San Francisco families; 4) supporting the development and management of data systems technology.

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

The service is necessary because the Department of Early Childhood needs to be able to understand programmatic impact and engage in continuous quality improvement of its core activities in the early care and education field. These data and evaluation efforts will allow the department to build tracking ability to accurately measure and ensure quality, outcomes, and experiences that are the result of the required programming across our city funded system of over 400 center based and family child care programs. As designated in Article 23, Section 2A.310 b., the Department of Early Childhood is charged with "Establishing a universal system for high quality early learning care and education, strengthening the early care and education workforce, and building early care and education system capacity.". Without these services, we would not have the ability to fulfill this charter and track our progress to this goal.

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

This is a new service and was not previously provided in the past.

D. Will the contract(s) be renewed?

Yes, based on funding and performance.

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 professional services requested involve complex and interconnected elements of work in the early care and education field that will progress and build to position Department of Early Childhood (DEC) to best assess and address programmatic needs, respond to our legislative charter, and gain understanding of longitudinal impact. The timeframe will also provide the department with the opportunity to support adoption of new systems and provide an appropriate runway for scaling up activities according to capacity.

**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.

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 existing team does not have capacity or expertise to provide the breadth of services requested. It also requires the development of data systems that are not currently available or fitting the needs of the data and evaluation efforts. For accountability and credibility purposes, program evaluation typically requires a degree of independence from operations. In this case, the department could be seen as having a conflict of interest if it was to self-evaluate the effectiveness of its programs and services.

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

A. Specify required skills and/or expertise: Expertise in one or more content areas: early childhood education, workforce development (with an emphasis on the early childhood teaching profession), early mental health, intervention and child development areas. Expertise in activities including: evaluation, project management, data management, data collection, community engagement, analytic skills.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No, the proposed scope pertains primarily to professional 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.

There are no civil service classifications that specialize in conducting comprehensive program evaluation work. In limited cases, the 1823 Senior Administrative Analyst or 1824 Principal Administrative Analyst might be charged with overseeing evaluation activities and managing evaluation contracts, but not likely be the persons who would actually design the evaluation methodologies, carry out data collection from subjects in the field, or write the comprehensive reports on findings. We are not aware of any classifications that are primarily responsible for managing multiple data system development projects with external engineers and serving as a liaison between City program administrators and software engineers.

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 evaluation efforts will provide “point in time” data that will help inform the further development and progress of programmatic efforts. The data governance and software support will be transitioned to the existing team to maintain indefinitely.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
Yes. Yes. The contractor will provide documented data policies and protocols and will work with DEC staff and external grantees to support and guide any shifts or modifications in that data governance. Additionally, a contractor will manage the rollout and adoption of data systems software and support training and onboarding to the tool.
- 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 02/02/2024, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Matthew Ahn Phone: 6286523063 Email: MAhn@sfgov.org

Address: 1650 Mission Street, Suite 312 San Francisco, CA, 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45432 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/01/2024

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [MAhn@sfgov.org](mailto:MAhn@sfgov.org)  
**To:** [Ahn, Matthew \(DEC\); Laxamana, Junko \(DBI\); sportillo@ifpte21.org; agarza@ifpte21.org; amakayan@ifpte21.org; jnuti@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; Ahn, Matthew \(DEC\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Ahn, Matthew (DEC); Laxamana, Junko (DBI); sportillo@ifpte21.org; agarza@ifpte21.org; amakayan@ifpte21.org; jnuti@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; Ahn, Matthew (DEC); DHR-PSCCoordinator, DHR (HRD)@ifpte21.org)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45432 - 23/24  
**Date:** Friday, February 2, 2024 10:09:28 AM

---

RECEIPT for Union Notification for PSC 45432 - 23/24 more than \$100k

The Department of Early Childhood -- DEC has submitted a request for a Personal Services Contract (PSC) 45432 - 23/24 for \$10,000,000 for Initial Request services for the period 07/01/2024 – 06/30/2029. 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/21996> 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: 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: Overhaul of Brake System Components for LRV4 Phase 1 Vehicles

Funding Source: Operating Funds

PSC Duration: 2 years 26 weeks

PSC Amount: \$20,000,000

**1. Description of Work**

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

The scope of this project is to purchase roughly \$14.5M of custom manufactured brake parts required for the Light Rail Vehicles (LRV4) proprietary brake system then also perform roughly \$6M of professional overhaul services for a planned overhaul program in accordance with recommended maintenance interval established by the manufacturer.

This overhaul will be for the hydraulic brake systems on 68 Phase 1 Siemens LRV4 light rail vehicles for the San Francisco Municipal Transportation Agency. This overhaul conforms to the scheduled maintenance recommended by the Brakes Manufacturer. Maintenance intervals on the brakes system are every 6 years. This will be the first major system overhaul on LRV4 vehicles, the oldest of which are coming out of their 5-year base warranty period. Performing this overhaul is in keeping with SFMTA's commitment to remain up-to-date on scheduled maintenance to maximize life and minimize lifecycle costs for the LRV4 fleet.

The overhaul program includes brakes subsystems including the Hydraulic Power Unit (HPU), Accumulator, and Brake Discs. Motor Truck (MT) calipers and Center Truck (CT) calipers in this overhaul program will be included in the necessary standard overhaul activities as well as upgrading parts (to improve reliability and address known warranty issues) to optimize the performance of these products.

\$14.5M of this project will be used for the purchase of proprietary custom-manufactured parts. The parts are to be sold as a packaged overhaul kit as part of this contract. In delivering the overhaul, the Contractor shall provide all parts, materials, tools, labor, inspections, facilities, and equipment required to complete this work, which includes removal and replacement (R&R) of the brake system, shipment of the system to the site of original manufacture in Duncan, South Carolina, disassembly of the existing brakes systems, disposal of used parts, cleaning, inspecting for wear and damage, overhaul and remanufacture to original specifications, quality inspection, shipping back to San Francisco Municipal Transportation Agency (SFMTA), and putting the brake systems back on the LRV4 fleet.

All rehabilitation work will be performed off-site, as the work requires a clean room with specialized production equipment. The Contractor shall provide a Field Services team to execute on-train services.

Because the contractor is also the original manufacturer, and because the manufacturer is supplying all parts, and because the manufacturer is performing the overhaul rebuild, the Contractor will provide a three-year warranty on all rebuilt components.

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

The proper functioning of the brakes systems listed above is critical to provide reliable service. Manufacturer recommendations and industry standards require brake overhaul every six years. The current Phase 1 LRV4 fleet has been in service for almost 6 years and is scheduled to receive this planned overhaul. Replacing and rehabilitating these systems will bring the light rail vehicles into a state of good repair, thereby increasing vehicle reliability and improving service levels. Furthermore, it will reduce unscheduled maintenance and repair costs. It is necessary to purchase custom manufactured parts – which constitute the majority of the cost of this project – from the original manufacturer. This is necessary not only to ensure compatible operations, but to maintain warranty protection with the original manufacturer. Denial of this request would result in SFMTA not using manufacturer approved parts, and not using the original manufacturer for rebuild and therefore not extending the brake system warranty for another 3 years. In addition, denial could result in delaying or missing the scheduled 6-year brakes overhaul. Missing this important planned maintenance puts the system at risk of failure and decreases reliability of the brakes system. Note that the brakes systems are designed to “fail safe.” This means that brakes that fail to perform properly in service will engage and stop the train and not create a hazard. However, missing this planned brakes overhaul will have a negative impact on the condition and service reliability of the vehicles and on SFMTA's operating budget due to an increase in unplanned maintenance work, potential overtime needed, and unbudgeted parts purchases.

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.

There has been no previous overhaul services for the LRV4 brake systems. This is the first scheduled overhaul for the LRV4 brake systems which were acquired with the new LRV4 vehicles delivered between 2017 and 2020. The previous light rail vehicles which are being replaced by the LRV4 vehicles did not undergo regular overhauls of the brake system. The brakes did not undergo regular overhauls. Instead, the brake systems were maintained when they failed, resulting in high failure rates and high maintenance costs. Performing planned maintenance of major systems according to the manufacturers recommended service intervals is a hallmark of the new LRV4 vehicle program and is intended to reduce total lifecycle costs.

D. Will the contract(s) be renewed?

No

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

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

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

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

B. Explain the qualifying circumstances:

The scope of the project exceeds available resources and facilities.



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

- A. Specify required skills and/or expertise: The skills and/or expertise required to manufacture custom parts for brake systems are not available in any job classification within the City. San Francisco does not run manufacturing plants, especially those in highly specialized rail vehicle brake systems. The skills and expertise required to perform the overhaul work include the skills possessed by 7371 Electrical Transit System Mechanic and 7332 Maintenance Machinist. However, these classifications do not have the specialized knowledge and experience of rail system brakes. Nor do these classifications have access to specialized brake production facilities, including a clean room, where the brakes could be remanufactured.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7332, Maintenance Machinist; 7371, Electrical Transit System Mechanic;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The Contractor will use their facility for all project work. All rehabilitation work will be performed off-site, as the work requires a clean room with specialized production equipment and highly trained experienced staff. Contractor shall provide a Field Services team to execute on-train services related to remove and install parts on all units for overhaul. SFMTA does not have the necessary facility space, certified mechanics or tools to perform this brakes overhaul project of this scale in-house.

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

The specialized service of rail brake overhaul does not exist with the City. No efforts have been made to initiate custom production of the parts required for this rebuild because it is not feasible for the City to build a clean room facility to perform overhauls and train specialized staff to work on an overhaul project that takes place once every six years. No efforts have been made to source near-equivalent parts for this overhaul because those parts would not be warranted by the manufacturer. The skills and expertise required for the brake system overhaul are highly specialized and are used once every six years. The work described exceeds the availability of in-house staff as SFMTA is unable to hire enough 7332 to fill current job openings. SFMTA also lacks the resources, facility space and required parts, materials, and supplies to perform this work at the required level as SFMTA do not have a clean room to perform the overhauls and do not have the resources to invest in infrastructure for overhauls that will be used once every six years. SFMTA personnel will not be able to warranty any of the parts used for the overhaul. This type of work can be done more effectively and efficiently by a company that has performed this type of work before and has the facilities, workforce and tools necessary to do the work in the most cost effective, timely manner.

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

- A. Explain why civil service classes are not applicable.  
Due to the variety and scale of the project work, as well as the urgency to expedite the LRV component upgrades and rebuilds, there is a need to outsource this work in order to complete the project in a timely fashion. The work described exceeds the availability of in-house staff and the SFMTA lacks the resources, facility space and required parts and materials supplies to perform this work at the required level. Potential vendors have the capacity to do the overhaul work on a much larger scale, in a timelier fashion, and on an assembly-line basis. In addition, civil service hiring timelines are incompatible with project timeframes.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Civil service classes exist to perform this work, but as explained above, the scope of the project exceeds available resources. This type of work can be done more effectively and efficiently by a company that has performed this type of work before and has the facilities, workforce and tools necessary to do the work in the most cost effective, timely manner. The brake rebuild work is not continuous or permanent. It is periodic and would not support full-time employment.

**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 needed. SFMTA does not have the staff resources and facilities to support the scope of this project in order to perform the work in-house.
- 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 02/02/2024, the Department notified the following employee organizations of this PSC/RFP request:  
Automotive Machinists, Local 1414; 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: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40625 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/01/2024

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

## Nuque, Amy

---

**From:** dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com  
**Sent:** Friday, February 2, 2024 3:43 PM  
**To:** Nuque, Amy; oashworth@ibew6.org; dvickers@iam1414.org; Mjayne@iam1414.org; agonzalez@iam1414.org; speedy4864@aol.com; Nuque, Amy; dhr-psccordinator@sfgov.org  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 40625 - 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 40625 - 23/24 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 40625 - 23/24 for \$20,000,000 for Initial Request services for the period 04/01/2024 – 09/30/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/22013> 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: 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: Psychological Training coaching

Funding Source: Port Operating Budget

PSC Duration: 2 years

PSC Amount: \$190,000

**1. Description of Work**

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

The Port is interested in entering in one or more contracts for training and coaching on psychological training on an on-going basis for 2 years. The general scope of work would include training and coaching at several levels of the organization: executive team, managers, and supervisors (approximately 65 -75 employees). The Port has a total of 258 employees and are divided in the following divisions: Engineering, Environmental and Planning, Real Estate, Finance and Administration, Maintenance, Maritime. The awardee(s) will work with leadership from each of the above-mentioned divisions.

Project Outcomes:

Below are the expected outcomes from this project:

Port supervisors, managers and executive team understand and can fluently discuss and explain the concept of psychological safety.

Measure how psychologically safe our workplace is currently.

Identify what might be hindering psychological safety in our teams/divisions.

Create actions to help us build a psychologically safe workplace that include training and coaching.

The Port understands psychological safety to be the condition in which you feel (1) included, (2) safe to learn, (3) safe to contribute, and (4) safe to challenge the status quo – all without fear of being embarrassed, marginalized, or punished in some way.

B. Explain why this service is necessary and the consequence of denial:  
To make assessments of teams/divisions and the Port as a workplace overall as it relates to psychological safety, and to create actions, trainings and coaching of supervisors, managers and executive team members to improve the psychological safety of at the Port. Without this training, the Port will not realize its goals of an equitable and safe workplace.

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

This is a new service that previously was not provided to the department.

D. Will the contract(s) be renewed?

There is no intention of renewing the contract.

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

not applicable

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

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

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

B. Explain the qualifying circumstances:

These services are not required on a short-term and less than fulltime basis.

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

A. Specify required skills and/or expertise: Any individual or entity interested in providing this work must have extensive experience in training and coaching and assessing group psychological safety to executive leadership and management. The individual must have an existing, proven training curriculum that includes learning outcomes and a timeline.

B. Which, if any, civil service class(es) normally perform(s) this work? 1033, IS Trainer-Senior; 1244, Senior Personnel Analyst; 1244, Senior Human Resources Analyst;

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

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

The Port has reviewed the training available within the City.

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

A. Explain why civil service classes are not applicable.

The current civil service classes are not able to provide the full assessment, build a training program off the assessment, and individualize training to the divisions and managers.

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. There is insufficient work to adopt a new civil service class for this work.

## 6. **Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No. The scope includes training and coaching of managers and executive team members.
- 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 10/18/2023, 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

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, The Embarcadero San Francisco, CA 94111

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45046 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/01/2024

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



## Receipt of Notice for new PCS over \$100K PSC # 45046 - 23/24

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

on behalf of

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

Wed 10/18/2023 1:28 PM

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

RECEIPT for Union Notification for PSC 45046 - 23/24 more than \$100k

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

45046 - 23/24 for \$190,000 for Initial Request services for the period 12/01/2023 – 11/30/2025. 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/21567> 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: Interoperable Neuromonitoring Services

Funding Source: General Funds

PSC Duration: 5 years

PSC Amount: \$.5,000,000

**1. Description of Work**

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

The contractor will provide a neurophysiologist or neurophysiology technologist with a specialization in the fields of neurophysiological monitoring performing many tests that help diagnose brain and nervous system functions. Tests and procedures they perform include electroencephalograms (EEGs) and electromyography (EMG) that are used to assess brain activity.

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

These specialized services are necessary in order to provide the needed care to patients that is not available at Zuckerberg San Francisco General Hospital (ZSFGH). Denial of services will seriously jeopardize the Department's ability to serve patients, putting the patients and Department of Public Health's accreditation and licensing at risk.

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 41467-14/15.

D. Will the contract(s) be renewed?

Yes, if the need for these services continues and funding is available.

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

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

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

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

B. Explain the qualifying circumstances:

These services are highly specialized medical services not provided at ZSFGH to help diagnose brain and nervous system functions.

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

A. Specify required skills and/or expertise: All neurophysiologists provided under contract are either Certification for Neurophysiological Intraoperative Monitoring (CNIM) certified and/or Diplomate of the American Board of Neurophysiologic Monitoring (DABNM) certified. For a clinical neurophysiologist, a person must complete four years of premedical education at a college or university, resulting in a

bachelor's degree and four years of medical school, resulting in a Doctor of Medicine (MD) or Doctor of Osteopathic Medicine (DO).

- 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 supply own equipment and consumable items not currently provided by the City.

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

Since the services are highly specialized and there is no existing civil service class for neurophysiologist or neurophysiology technologist with a specialization in the fields of neurophysiological monitoring, sourcing from within existing classes is not feasible.

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

- A. Explain why civil service classes are not applicable.  
It would be impractical to maintain civil service staff to cover these specialized neurophysiologist technologists, as the services are only utilized 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. As these services are relatively low volume, and used only on an as needed basis, it would be impractical to establish new classes for these types of 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.  
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 02/14/2024, 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: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard St, SF CA San Francisco, CA

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41513 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/01/2024

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

## Receipt of Notice for new PCS over \$100K PSC # 41513 - 23/24

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

on behalf of

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

Wed 2/14/2024 12:23 PM

To: Albert, Reanna (DPH) <reanna.albert@sfdph.org>; kristin.hardy@seiu1021.org <kristin.hardy@seiu1021.org>; Chanel.Brown@seiu1021.org <Chanel.Brown@seiu1021.org>; Chanel.Brown@seiu1021.org <Chanel.Brown@seiu1021.org>; jnuti@ifpte21.org <jnuti@ifpte21.org>; jnuti@ifpte21.org <jnuti@ifpte21.org>; jegy.sering@seiu1021.org <jegy.sering@seiu1021.org>; joshv@smw104.org <joshv@smw104.org>; oumar.fall@seiu1021.org <oumar.fall@seiu1021.org>; oumar.fall@seiu1021.org <oumar.fall@seiu1021.org>; sportillo@ifpte21.org <sportillo@ifpte21.org>; sportillo@ifpte21.org <sportillo@ifpte21.org>; matthew.torres@seiu1021.org <matthew.torres@seiu1021.org>; matthew.torres@seiu1021.org <matthew.torres@seiu1021.org>; cade.crowell@seiu1021.org <cade.crowell@seiu1021.org>; jduritz@uapd.com <jduritz@uapd.com>; kdavis@ifpte21.org <kdavis@ifpte21.org>; kdavis@ifpte21.org <kdavis@ifpte21.org>; jharding@ifpte21.org <jharding@ifpte21.org>; mweirick@ifpte21.org <mweirick@ifpte21.org>; mweirick@ifpte21.org <mweirick@ifpte21.org>; agarza@ifpte21.org <agarza@ifpte21.org>; dho@ifpte21.org <dho@ifpte21.org>; dho@ifpte21.org <dho@ifpte21.org>; dvickers@iam1414.org <dvickers@iam1414.org>; SF-DHR-Info@seiu1021.org <SF-DHR-Info@seiu1021.org>; SF-DHR-Info@seiu1021.org <SF-DHR-Info@seiu1021.org>; sbabaria@cirseiu.org <sbabaria@cirseiu.org>; andrea@sfmea.com <andrea@sfmea.com>; camaguey@sfmea.com (contact) <camaguey@sfmea.com>; camaguey@sfmea.com (contact) <camaguey@sfmea.com>; cpark@local39.org <cpark@local39.org>; cpark@local39.org <cpark@local39.org>; khughes@ibew6.org <khughes@ibew6.org>; ewallace@ifpte21.org <ewallace@ifpte21.org>; ewallace@ifpte21.org <ewallace@ifpte21.org>; plangrooferslocal40@gmail.com <plangrooferslocal40@gmail.com>; rooferslocal40@gmail.com <rooferslocal40@gmail.com>; Stan Eichenberger <seichenberger@local39.org>; dtuttle@oe3.org <dtuttle@oe3.org>; dtubble@oe3org <dtubble@oe3org>; pkim@ifpte21.org <pkim@ifpte21.org>; Najuwanda Daniels <najuawanda.daniels@seiu1021.org>; Pierre King - UAPD <pking@UAPD.com>; President <president@sanfranciscodsa.com>; max.porter@seiu1021.org <max.porter@seiu1021.org>; kennethlomba@gmail.com <kennethlomba@gmail.com>; snaranjo@cirseiu.org <snaranjo@cirseiu.org>; mdennis@twusf.org <mdennis@twusf.org>; roger marengo <rmarengo@twusf.org>; pwilson@twusf.org <pwilson@twusf.org>; cmoyer@nccrc.org <cmoyer@nccrc.org>; Frigault, Noah (HRC) <noah.frigault@sfgov.org>; sfdpoa@icloud.com <sfdpoa@icloud.com>; mjayne@iam1414.org <mjayne@iam1414.org>; Emanuel, Rachel (DEM) <rachel.emmanuel@sfgov.org>; laborers261@gmail.com <laborers261@gmail.com>; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; jennifer.esteen@seiu1021.org <jennifer.esteen@seiu1021.org>; emathurin@cirseiu.org <emathurin@cirseiu.org>; abush@cirseiu.org <abush@cirseiu.org>; sbabaria@cirseiu.org <sbabaria@cirseiu.org>; anthony@dc16.us <anthony@dc16.us>; mlobre@sfpoa.org <MLOBRE@sfpoa.org>; @sfpoa.org <@sfpoa.org>; Tracy McCray <tracym@sfpoa.org>; mleach <mleach@ibt856.org>; rooferslocal40@gmail.com <rooferslocal40@gmail.com>; sal@local16.org <sal@local16.org>; Criss@sfmea.com <Criss@sfmea.com>; Meyers, Julie (HSA) <julie.meyers@sfgov.org>; Stan Eichenberger <seichenberger@local39.org>; Jason Klumb <Jason.Klumb@seiu1021.org>; camaguey@sfmea.com (contact) <camaguey@sfmea.com>; ablood@cirseiu.org <ablood@cirseiu.org>; kcartermartinez@cirseiu.org <kcartermartinez@cirseiu.org>; ecassidy@ifpte21.com <ecassidy@ifpte21.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; sarah.wilson@seiu1021.org <sarah.wilson@seiu1021.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; kpage@ifpte21.org <kpage@ifpte21.org>; tjenkins@uapd.com <tjenkins@uapd.com>; eerbach@ifpte21.org <eerbach@ifpte21.org>; tmathews@ifpte21.org <tmathews@ifpte21.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; jlb@local16.org <jlb@local16.org>; Ricardo.lopez@sfgov.org <Ricardo.lopez@sfgov.org>; Kbasconillo@sflower.org <Kbasconillo@sflower.org>; Sandeep.lal@seiu1021.me <Sandeep.lal@seiu1021.me>; pcamarillo\_seiu@sbcglobal.net <pcamarillo\_seiu@sbcglobal.net>; MRainsford@local39.org <MRainsford@local39.org>; Wendy Frigillana <wendy.frigillana@seiu1021.org>; pscreview@seiu1021.org <pscreview@seiu1021.org>; pkim@ifpte21.org <pkim@ifpte21.org>; agonzalez@iam1414.org <agonzalez@iam1414.org>; ted.zarzecki@seiu1021.net <ted.zarzecki@seiu1021.net>; leah.berlanga@seiu1021.org <leah.berlanga@seiu1021.org>; gail@sfflocal798.org <gail@sfflocal798.org>; cityworker@sfcwu.org <cityworker@sfcwu.org>; davidmkersten@gmail.com <davidmkersten@gmail.com>; djohnson@opcmialocal300.org <djohnson@opcmialocal300.org>; Ramon Hernandez <ramonliuna261@gmail.com>; ablood@cirseiu.org <ablood@cirseiu.org>; pkarinen@nccrc.org <pkarinen@nccrc.org>; tony@dc16.us <tony@dc16.us>; stevek@bac3-ca.org <stevek@bac3-ca.org>; XiuMin Li <xiumin.li@seiu1021.org>; Sin.Yee.Poon@sfgov.org <Sin.Yee.Poon@sfgov.org>; Sean McGarry <smcgarry@nccrc.org>; rmitchell@twusf.org <rmitchell@twusf.org>; grojo@local39.org <grojo@local39.org>; jduritz@uapd.com <jduritz@uapd.com>; staff@sfmea.com <staff@sfmea.com>; mike@dc16.us <mike@dc16.us>; khughes@ibew6.org <khughes@ibew6.org>; l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>; sfsmsa@gmail.com <sfsmsa@gmail.com>; bart@dc16.us <bart@dc16.us>; David Canham <david.canham@seiu1021.org>; jtanner940@aol.com <jtanner940@aol.com>; Osha Ashworth <oashworth@ibew6.org>; l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>; laborers261@gmail.com <laborers261@gmail.com>;

local200twu@sbcglobal.net <local200twu@sbcglobal.net>;speedy4864@aol.com <speedy4864@aol.com>;  
christina@sfmea.com <christina@sfmea.com>;ecdemvoter@aol.com <ecdemvoter@aol.com>;Thomas Vitale  
<thomas.vitale@seiu1021.org>;Wu, Cynthia (DPH) <cynthia.wu@sfdph.org>;DHR-PSCCoordinator, DHR (HRD) <dhr-  
pscordinator@sfgov.org>

RECEIPT for Union Notification for PSC 41513 - 23/24 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 41513 - 23/24 for \$5,000,000 for Initial Request services for the period 06/01/2024 – 05/31/2029. 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/21988> 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 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: Neuromonitoring Services for patients at San Francisco General Hospital

Funding Source: General Fund, Medicare, Medi-Cal

PSC Duration: 1 year 26 weeks

PSC Amount: \$900,000

**1. Description of Work**

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

The contractor will perform neuromonitoring services for patients undergoing operating room procedures at San Francisco General Hospital. Neuromonitoring services consist of the patient being connected to electrodes during surgery and spontaneous electrophysiologic Signals are obtained and interpreted periodically or continuously throughout the course of the operation.

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

The services are necessary because surgery involving the brain, spinal cord, or peripheral nerves often carries a significant risk of damage to neural structures. If the service is denied, the operating team will be unable to monitor the patients and that can cause new neurological deficits with devastating effects such as loss of sensation or paralysis for the patient.

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 4072-12/13

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

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

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

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

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

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

B. Explain the qualifying circumstances:

The services are needed only intermittently (approximately twice each week for 8 hours per day). Vendor will provide a computer, neuromonitoring leads and probes and other equipment necessary for the procedure.

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

- A. Specify required skills and/or expertise: A Registered American Board certified Encephalographic Technologist (CNIM) is needed to place the probes and monitor the patient. The certifying organization is the American Board Of Registered Encephalographic Technology.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2220, Physician; 2230, Physician Specialist; 2232, Senior Physician Specialist; 2320, Registered Nurse;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the vendor will provide a computer, neuromonitoring leads and probes and other equipment necessary for the procedure.

**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 services are needed only intermittently (approximately twice each week for 8 hours per day).
- 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. Not at this time, as the services to date have been determined to be as needed, intermittent and dependent on the type of surgery scheduled and performed. For such a low volume and procedure-specific needs, it would not be practical to adopt a new Civil Service class to perform this work. In addition,(continued on attachment)

**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.
- 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 05/23/2015, the Department notified the following employee organizations of this PSC/RFP request:**

Physicians and Dentists - 8CC; 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: 101 Grove Street, Room 307 San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41467 - 14/15

DHR Analysis/Recommendation:

action date: 10/05/2015

Commission Approval Required  
conditions

Approved by Civil Service Commission with

10/05/2015 DHR Approved for 10/05/2015

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 and General Services

Funding Source: HHWP-Capital Budget

PSC Duration: 1 year 43 weeks

PSC Amount: \$120,000

**1. Description of Work**

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

Holm Powerhouse (HPH) thrust, and guide bearings were manufactured by supplier. Each Hetch Hetchy Water and Power (HHWP) powerhouse keeps a spare set of bearings on location for emergency replacement as the bearings are not a readily available part. In Fall of 2018 HPH spares were used to replace damaged bearings, leaving the powerhouse without a functional set of spares for the past 5 years. Without these emergency spares, the powerhouse is at great risk of an extended shutdown if failure of the operating set was to occur. It is critical that these spares are ready and available for operation with confidence that they will perform without failure. The supplier holds proprietary drawings of these specific bearings that contain critical dimensions not found elsewhere. Use of a different vendor would require measurement of an existing, non-damaged bearing surface to gather these dimensions. The uncertainty of where the measured bearing could lay in the OEM tolerance range coupled with the unknown level of wear to the measured surface itself makes this unacceptable to base rehabilitation on and compromises the precise nature of these hydrodynamic bearings. It is for the reasons listed above that this work must be done by the original manufacturer. In the past, use of different vendors has previously resulted in defective re-pours and fretting from the factory. With the performance of the generators relying heavily on the proper function of these bearings, any defects are unacceptable and original design parameters must be maintained.

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

It is critical that these spares are ready and available for operation with confidence that they will perform without failure. Supplier holds proprietary drawings of these specific bearings that contain critical dimensions not found elsewhere. Use of a different vendor would require measurement of an existing, non-damaged bearing surface to gather these dimensions. The uncertainty of where the measured bearing could lay in the OEM tolerance range coupled with the unknown level of wear to the measured surface itself makes this unacceptable to base rehabilitation on and compromises the precise nature of these hydrodynamic bearings. It is for the reasons listed above that this work must be done by the original manufacturer. In the past, use of different vendors has previously resulted in defective repours and fretting from the factory. With the performance of the generators relying heavily on the proper function of these bearings, any defects are unacceptable and original design parameters must be maintained. In Fall of 2018 HPH spares were used to replace damaged bearings, leaving the powerhouse without a functional set of spares for the past 5 years. Without these emergency spares, the powerhouse is at great risk of an extended shutdown if failure of the operating set was to occur.

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.  
Through PO's