



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

**LONDON N. BREED
MAYOR**

Sent via Electronic Mail

April 4, 2024

NOTICE OF CIVIL SERVICE COMMISSION MEETING

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES
CONTRACT 41060-23/24; 44729-23/24; 42465-23/24; 41063-23/24;
46213-23/24; 46649-23/24; 42294-23/24; 39913-23/24; AND 44812-20/21.**

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 15, 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: Matthew Ahn, Early Childhood
Cynthia Avakian, Airport Commission
Hong Gong, Sheriff
Shawndrea Hale, Public Utilities Commission
Daniel Kwon, Public Utilities Commission
Lynn Khaw, Office of the City Administrator
Vicent Lee, Police
Joan Lubamersky, Office of the City Administrator
Kevin R. Quan, Arts Commission
Commission File
Commissioners' Binder
Chron

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

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

B. Policy Requiring Written Reports

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

C. Policy on Written Submissions by Appellants

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

D. Policy on Materials being Considered by the Commission

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

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

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

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

F. Policy and Procedure on Hearing Items Out of Order

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

G. Procedure for Commission Hearings

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

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

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

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

Each presentation shall conform to the following:

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

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

H. Policy on Audio Recording of Commission Meetings

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

I. Speaking before the Civil Service Commission

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

J. Public Comment and Due Process

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

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

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

Information on Disability Access

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

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

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

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

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

San Francisco Lobbyist Ordinance

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



London Breed
Mayor

Carol Isen
Human Resources Director

Date: March 29, 2024

To: The Honorable Civil Service Commission

Through: Carol Isen
Human Resources Director

From: Cynthia Avakian, AIR
Kevin R. Quan, ART
Joan Lubamersky / Lynn Khaw, GSA
Matthew Ahn, DEC
Shawndrea Hale / Daniel Kwon, PUC
Vincent Lee, POL
Hong Gong, SHF

Subject: **Personal Services Contracts Approval Request**

This report contains nine (9) 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
\$46,007,623	\$395,987,783	\$3,923,557,873

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

Kevin R. Quan
Arts Commission
401 Van Ness Ave., Suite 325
San Francisco, CA 94102
(415) 252-2230

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

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

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

Vincent Lee
Police
1245 3rd St.,
San Francisco, CA 94158
(415) 837-7127

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

Table of Contents
PSC Submissions

Regular PSCs	Department	Page
41060 - 23/24	Airport Commission	1
44729 - 23/24	Airport Commission	6
42465 - 23/24	Arts Commission	19
41063 - 23/24	City Admin	24
46213 - 23/24	Early Childhood	33
46649 - 23/24	Early Childhood	41
42294 - 23/24	Public Utilities Commission	46
Modification PSCs		
39913 - 23/24	Police	53
44812 - 20/21	Sheriff	65

POSTING FOR

April 15, 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
41060 - 23/24	AIRPORT COMMISSION	\$600,000.00	Contractor shall provide software and transportation services to support the San Francisco International Airport's ("SFO" or "Airport") food recovery program. The software will provide comprehensive food donation tracking, scheduling, and reporting capabilities. Transportation services will include pickup of food donations from the Airport's centralized food collection rooms and delivery to non-profit charitable organizations.	March 19, 2024	March 18, 2029	REGULAR
44729 - 23/24	AIRPORT COMMISSION	\$5,500,000.00	The San Francisco International Airport (Airport) requires financial consulting services for: 1) economic impact, workforce analysis, and wage studies, 2) grant management, 3) capital plan management, and 4) air traffic analysis. The economic impact and wage studies work includes providing economic models and trends, providing airline route analysis and business profile of international airports, and reporting of the Airport financial impact to the communities. The grant management work includes federal/state/local grant research, assessment, funding reimbursement, compliance, and passenger facility charge (PFC) program guidance. The capital plan management work includes evaluation of projects for federal grants, providing independent analysis to meet government and regulatory requirements, preparing financial models, analysis of operating budget and capital planning processes, and providing advice on the Airport's financing program. The air traffic analysis work includes analysis of	April 16, 2024	April 15, 2029	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			policy and regulatory issues that pertain to airport funding, U.S Department of Transportation (DOT) and Federal Aviation Administration (FAA) regulations, and various policies on rates setting, allocation of gates, and financial analysis to maximize Airport infrastructure usage with airlines.			
42465 - 23/24	ARTS COMMISSION	\$182,000.00	On-site market management for the Embarcadero Plaza art market. A liaison between the Arts Commission and currently licensed artists, provide event management support between permitted events and artists, provide security and de-escalation services for artists and other members of the public, and assist with the general set-up and take-down of the market on Saturdays.	July 1, 2024	June 30, 2031	REGULAR
41063 - 23/24	GENERAL SERVICES AGENCY - CITY ADMIN	\$2,000,000.00	Contractor shall provide as-needed graffiti abatement services for private properties located in San Francisco. The services involve multi-surface graffiti removal processes including sanding, scraping, priming, power washing, color matching, painting and the application of environmentally safe chemical removers and cleaning agents. These services are for private properties and include sidewalks, facades, masonite, pull-down grates, granite, brick, concrete, retaining walls, rooftops, iron gates, street level building areas, and all painted surfaces.	July 1, 2024	June 30, 2029	REGULAR
46213 - 23/24	Department of Early Childhood	\$1,600,000.00	The contractor will continue to help plan and implement a robust and comprehensive communications strategy for the new Department of Early Childhood (DEC), formed by the San Francisco Children and Families First Commission, dba First 5 San Francisco (F5SF) and the San Francisco Office of Early Care & Education (OECE). As DEC increased its staffing, it anticipates that the consultant will play a more	July 1, 2022	June 30, 2026	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>direct role with the implementation during the initial phase of this project, and DEC staff members will increase their responsibilities for the communications plan implementation accordingly. Key deliverables include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Perform comprehensive assessment of existing OECE, First 5 SF, and DEC communications content and infrastructure including collaboration with former communications consulting firm as needed to create a smooth transition. 2. Develop and implement a multi-stakeholder planning process culminating in a comprehensive plan for communications and community engagement for DEC. 3. Assist ongoing launch of DEC brand identity through electronic, print, and other media and communications and development. 4. Increase DEC communications capacity in identified areas of need. 			
<u>46649 - 23/24</u>	Department of Early Childhood	\$10,000,000.00	<p>This request is for professional training and technical assistance for department funded programs providing direct services to children (birth to 5) and their families. Capacity building may also be made available as continuing education to department staff whose roles involve support of funded programs.</p> <p>Technical assistance and capacity building will be provided broadly to address issues of program quality, administrative capability, and fulfillment of state and local early care and education requirements.</p>	July 1, 2024	June 30, 2026	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
42294 - 23/24	PUBLIC UTILITIES COMMISSION	\$10,720,500.00	<p>The San Francisco Public Utilities Commission (SFPUC), a department of the City and County of San Francisco (“City”), seeks to retain the services of a qualified firm to provide construction management (CM) staff augmentation services for the New City Distribution Division (CDD) Campus Project (“Project”) located at 2000 Marin Street, San Francisco.</p> <p>The Project will replace CDD’s aging facilities with more efficient facilities to alleviate departmental overcrowding, address building code and safety issues, eliminate inefficiencies such as decentralized locations, and accommodate CDD’s current and future operational needs for the City’s water distribution system. The new facilities will reflect a total build-out of approximately 400,000 gross square feet to support approximately 500 employees and will include a four-story administrative office building, warehouse, industrial shops, parking structure/garage, fueling station, and a landscaped plaza and other green areas.</p> <p>The CM staff augmentation services required for the Project include, but are not limited to, construction administration, construction inspection, construction contracts management, and project controls (construction scheduling and cost estimation).</p>	October 1, 2024	December 31, 2028	REGULAR
			TOTAL AMOUNT \$30,602,500			

Posting For April 15, 2024

Proposed Modifications to Personal Services Contracts

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
39913 - 23/24 - MODIFICATIONS	POLICE -- POL	\$500,000	\$1,025,000	<p>The contractor will provide background investigation services for civilian and command-level San Francisco Police Department (SFPD) employment applicant positions. The contractor's services will include, but not be limited to, interviewing applicants, investigating records from the criminal justice system, credit reporting agencies, and Department of Motor Vehicles, and contacting employers and references</p> <p>Scope Change: The Contractor previously only conducted pre-employment background investigations for civilian positions. The scope of work is being modified to include pre-employment background investigations for sworn law enforcement positions. Polygraph exams are included as part of the background investigations process for sworn positions. The SFPD currently has a huge backlog of candidates waiting for background investigations to be completed.</p>	10/01/2023	10/31/2026	REGULAR
44812 - 20/21 - MODIFICATIONS	SHERIFF -- SHF	\$14,905,123	\$34,735,329	<p>The San Francisco Sheriff's Office has made it a top priority to reduce recidivism and improve the outcomes of the incarcerated population and</p>	07/01/2024	06/30/2026	REGULAR

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
				<p>offering alternatives to incarceration while maintaining public safety. A key component of this effort is to provide effective pretrial programming with a continuum of pretrial supervision options. SFSO is seeking to contract with a provider experienced in providing such a continuum that upholds the presumption of innocence as outlined in federal law, while reducing incarceration and helping to maintain public safety. Components of this continuum will include: • Probable Cause review • Pretrial Risk Assessment • Alternatives to Pretrial Incarceration with Levels of Supervision Matched to Risk • Pretrial Diversion for persons charged with misdemeanors • Group Facilitation</p>			

TOTAL AMOUNT \$15,405,123

**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: Food Donation Software and Logistics Service

Funding Source: Airport Operating Funds

PSC Amount: \$600,000

PSC Est. Start Date: 03/19/2024

PSC Est. End Date 03/18/2029

1. Description of Work

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

Contractor shall provide software and transportation services to support the San Francisco International Airport's ("SFO" or "Airport") food recovery program. The software will provide comprehensive food donation tracking, scheduling, and reporting capabilities. Transportation services will include pickup of food donations from the Airport's centralized food collection rooms and delivery to non-profit charitable organizations.

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

To comply with California Senate Bill 1383 ("SB 1383"), SFO must 1) ensure that the maximum amount of currently disposed edible surplus food be rescued for human consumption, and 2) maintain detailed records of food donation activity. Denial of this service may result in noncompliance with SB 1383, which may include monetary penalties.

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

This is a new service.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for this service.

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 temperature-controlled containers and vehicles for food delivery.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Ability to provide, support, and maintain specialized food donation software that meets the data collection and reporting requirements of SB 1383. Ability to transport large volumes of food in temperature controlled food-safe containers and vehicles on a regular and as-needed basis; knowledge of food handling safety requirements and state and local health & safety codes to prevent contamination in all stages of food handling.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1091, IT Operations Support Admin I; 1092, IT Operations Support Admin II; 2604, Food Service Worker; 2606, Senior Food Service Worker; 2618, Food Service Supervisor; 2619, Senior Food Service Supervisor; 2656, Chef; 7215, General Laborer Supervisor 1; 7355, Truck Driver; 7501, Environmental Service Worker; 7514, General Laborer; 1091, IT Operations Support Administrator I; 1092, IT Operations Support Administrator II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide temperature-controlled containers and vehicles for the safe handling of donated food, including refrigerated vehicles.

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 classes could develop the required software, the Airport seeks established products currently in market that will meet SB 1383 requirements. Also, there is no civil service classification that includes driving/delivery services and food handling safety expertise as part of its requirements.
- 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 software development is a one-time effort, and any proprietary software developed by a contractor would not be supportable by City staff.

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 as City staff are not able to perform the services.
- 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 12/22/2023, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Laborers, Local 261; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; 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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfso.com

Address: PO BOX 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41060 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/15/2024

Receipt of Union Notification(s)

From: [Sung Kim \(AIR\)](#)
To: dhart@teamsters853.org; mhenneberry@teamsters853.org; lkuhls@teamsters853.org
Cc: [Cynthia Avakian \(AIR\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 41060 - 23/24
Date: Friday, February 23, 2024 4:09:00 PM

RECEIPT for Union Notification for PSC 41060 - 23/24 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 41060 - 23/24 for \$600,000 for Initial Request services for the period 03/19/2024 – 03/18/2029.

The PSC can be viewed at <http://apps.sfgov.org/dhrdrupal/node/21445>

Sung Kim
Manager, Contracts Administration
San Francisco International Airport
P.O. Box 8097
San Francisco, CA 94128
Tel 650-821-2026
Email sung.kim@flsfo.com
(preferred pronouns: he/him/his)

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of cynthia.avakian@flsfo.com
Sent: Friday, December 22, 2023 12:25 PM
To: Cynthia Avakian (AIR) <cynthia.avakian@flsfo.com>; oumar.fall@seiu1021.org; cade.crowell@seiu1021.org; SF-DHR-Info@seiu1021.org; max.porter@seiu1021.org; Jason Klumb <Jason.Klumb@seiu1021.org>; sarah.wilson@seiu1021.org; Thomas Vitale <thomas.vitale@seiu1021.org>; Ricardo.lopez@sfgov.org; Kbasconillo@sfgov.org; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Wendy Frigillana <wendy.frigillana@seiu1021.org>; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; XiuMin Li <xiumin.li@seiu1021.org>; Sin.Yee.Poon@sfgov.org; David Canham <david.canham@seiu1021.org>; jtanner940@aol.com; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; sportillo@ifpte21.org; agarza@ifpte21.org; amakayan@ifpte21.org; laborers261@gmail.com; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; dho@ifpte21.org; ewallace@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Sung Kim (AIR) <sung.kim@flsfo.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 41060 - 23/24

RECEIPT for Union Notification for PSC 41060 - 23/24 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 41060 - 23/24 for \$600,000 for Initial Request services for the period 03/19/2024 – 03/18/2029. 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/21445> 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: 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: Consulting Services for Economic, Grants, Capital Plan, and Air Traffic Analysis

Funding Source: Airport Operating Funds

PSC Amount: \$5,500,000

PSC Est. Start Date: 04/16/2024

PSC Est. End Date 04/15/2029

1. Description of Work

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

The San Francisco International Airport (Airport) requires financial consulting services for: 1) economic impact, workforce analysis, and wage studies, 2) grant management, 3) capital plan management, and 4) air traffic analysis. The economic impact and wage studies work includes providing economic models and trends, providing airline route analysis and business profile of international airports, and reporting of the Airport financial impact to the communities. The grant management work includes federal/state/local grant research, assessment, funding reimbursement, compliance, and passenger facility charge (PFC) program guidance. The capital plan management work includes evaluation of projects for federal grants, providing independent analysis to meet government and regulatory requirements, preparing financial models, analysis of operating budget and capital planning processes, and providing advice on the Airport's financing program. The air traffic analysis work includes analysis of policy and regulatory issues that pertain to airport funding, U.S Department of Transportation (DOT) and Federal Aviation Administration (FAA) regulations, and various policies on rates setting, allocation of gates, and financial analysis to maximize Airport infrastructure usage with airlines.

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

The services are necessary for the Airport to evaluate projects, analyze regulations, and receive funding to support Airport improvements. Denial of services may mean potential operating and capital projects may not be funded by grants, and improvements for Airport infrastructure and passenger services may be delayed.

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

These services were previously provided through PSC 45852-16/17.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for these services.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The work requires specialized short-term expertise that the City lacks.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor will have expertise with: 1) providing specialized economic models, studies, and reports of the Bay Area region and air service routes, 2) researching and maximizing grant funding opportunities, 3) providing grant compliance with rules and regulations including newly enacted federal regulatory requirements and FAA-administered airport PFC program, and 4) providing financial models, capital projects data, and independent analyses to meet regulatory requirements. Contractor will analyze technical construction information and project cost for grant reimbursement, and the ability to access specialized data from airlines, airports, and government entities. Contractor will have detailed knowledge of DOT and FAA regulations pertaining to airport funding.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 9255, Airport Economic Planner;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

None. The work is specialized and intermittent.

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

- A. Explain why civil service classes are not applicable.
The services require multiple personnel with in-depth industry knowledge and access to specialized data related to airports that existing civil service classifications lack. Third-party expertise is preferred to perform economic impact studies to provide impartiality and credibility to the studies. The industry standard practice for capital plan management is to have independent analyses to meet regulatory requirements. The air traffic analysis work requires a presence in Washington, D.C. to work effectively with federal regulatory agencies and airline industry groups.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The work is specialized and intermittent in nature.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. There will be no training under this PSC, as the work is specialized and intermittent.
- 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 02/06/2024, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21**

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

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

Address: P.O. Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44729 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/15/2024

Receipt of Union Notification(s)

Quoc Truong (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfso.com
Sent: Tuesday, February 6, 2024 4:23 PM
To: Cynthia Avakian (AIR); jnuti@ifpte21.org; sportillo@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; l21pscreview@ifpte21.org; Quoc Truong (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 44729 - 23/24

RECEIPT for Union Notification for PSC 44729 - 23/24 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 44729 - 23/24 for \$5,500,000 for Initial Request services for the period 04/16/2024 – 04/15/2029. 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/22009> 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 # 45852 - 16/17)

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

Type of Service: Consulting Services to Analyze/Develop Bond, Financial, Capital and Air Traffic Projects

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$6,000,000

PSC Original Approved Duration: 06/01/17 - 06/30/25 (8 years 4 weeks)

PSC Mod#1 Amount: \$3,000,000

PSC Mod#1 Duration: 07/01/21-06/30/29 (4 years 1 day)

PSC Cumulative Amount Proposed: \$9,000,000

PSC Cumulative Duration Proposed: 12 years 4 weeks

1. Description of Work

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

The San Francisco International Airport (Airport) requires consulting services for: air traffic forecasting; finance, market, hotel and economic analysis; maximization of federal assistance programs; negotiation of lease and use agreements; utilization of passenger facility charges (PFCs); assessment of Airport parking, air cargo, and airline passenger rates and charges; bond feasibility reports; Airport economic impact studies; assessment of advanced technologies to improve safety and landing capacity; development of new airline routes; and general financial and capital planning.

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

Expertise is needed for specific projects to improve the Airport, reduce rates and charges in some areas and recover full costs in other areas; provide access to aviation, demographic, cargo and trade data. Use of a third party assures prospective and current tenants that the methods used match airline industry standards. Third party expertise is required for bond feasibility services, which involves the production of a Traffic and Earnings Report and an Airport consultant's certificate for potential bondholders. Denial may lead to higher interest rates on bonds due to lack of independent bond feasibility report; prevent the Airport from exploring alternatives to improve the level and quality of passenger and cargo services; and reduce the ability of the Airport to attract new airlines and/or developing new routes. Market, finance and economic analyses require aviation/airport specialists to evaluate and benchmark San Francisco operations relative to other large hub airports. Third-party expertise is required to conduct airport economic impact studies; the industry standard is to seek outside expertise because of the objectivity and credibility it provides to the results of the studies.

- C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
Yes, by this PSC 45852-16/17
- D. Will the contract(s) be renewed?
Yes, if there continues to be a need for these services.
- 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:
To continue access to airport financial management consulting services for air traffic forecasting, finance, market, hotel and economic analysis and other related services.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The work is specialized, intermittent, or must be performed by a third party and expertise cannot effectively be developed in-house.

B. Reason for the request for modification:

This modification increases the amount and duration to continue access to airport financial management consulting services.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise in aviation and airport development, experience in airline route development work in major U.S. airport markets, including airport industry and trends, access to data from airlines and other airports, especially with regards to rates and charges modeling, and national recognition for preparing third party bond feasibility reports.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 9255, Airport Economic Planner;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Existing civil service classifications (1823, 1824, and 9255) will work with the consultants procured under this PSC. However, the work requires in-depth industry knowledge and access to specialized data related to airports, airport hotels, and airport concessions. The Airport does not have access to the data needed, and Airport staff does not possess the level of industry

knowledge for the major projects envisioned under this scope. Consultants may also be asked to perform operations audits that must be completed by a third party. As required by the Airport's 1991 Master Bond Resolution, bond feasibility reports are to be prepared by a third party. Furthermore the services are often required on an as-needed, intermittent, or periodic basis.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The work is specialized, intermittent, or must be performed by a third party and expertise cannot effectively be developed in-house.

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. Civil staff will not be trained as the work is specialized, intermittent, or must be performed by a third party.

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

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

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

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

7. Union Notification: On 01/26/21, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21;

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

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

Address: P.O. Box 8097, San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45852 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/02/2021

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: Consulting Services to Analyze/Develop Bond, Financial, Capital and Air Traffic Projects

Funding Source: Airport Operating Funds

PSC Amount: \$6,000,000

PSC Est. Start Date: 06/01/2017

PSC Est. End Date 06/30/2025

1. Description of Work

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

The San Francisco International Airport (Airport) requires consulting services for: air traffic forecasting; finance, market, hotel and economic analysis; maximization of federal assistance programs; negotiation of lease and use agreements; utilization of passenger facility charges (PFCs); assessment of Airport parking, air cargo, and airline passenger rates and charges; bond feasibility reports; Airport economic impact studies; assessment of advanced technologies to improve safety and landing capacity; development of new airline routes; and general financial and capital planning.

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

Expertise is needed for specific projects to improve the Airport, reduce rates and charges in some areas and recover full costs in other areas; provide access to aviation, demographic, cargo and trade data. Use of a third party assures prospective and current tenants that the methods used match airline industry standards. Third party expertise is required for bond feasibility services, which involves the production of a Traffic and Earnings Report and an Airport consultant's certificate for potential bondholders. Denial may lead to higher interest rates on bonds due to lack of independent bond feasibility report; prevent the Airport from exploring alternatives to improve the level and quality of passenger and cargo services; and reduce the ability of the Airport to attract new airlines and/or developing new routes. Market, finance and economic analyses require aviation/airport specialists to evaluate and benchmark San Francisco operations relative to other large hub airports. Third-party expertise is required to conduct airport economic impact studies; the industry standard is to seek outside expertise because of the objectivity and credibility it provides to the results of the studies.

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

Yes, under PSC 4025-09/10.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for these services.

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 will cover the contracts issued from Request for Qualifications (RFQ) 50097 for Airport Management Consulting. Contracts may be awarded for a term of up to five (5) years. The additional time is to accommodate the authorization from the RFQ pool.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The work is specialized, intermittent, or must be performed by a third party and expertise cannot effectively be developed in-house.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise in aviation and airport development, experience in airline route development work in major U.S. airport markets, including airport industry and trends, access to data from airlines and other airports, especially with regards to rates and charges modeling, and national recognition for preparing third party bond feasibility reports.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 9255, Airport Economic Planner;

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

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

The City does not have classifications with the requisite technical expertise in these services, and cannot provide these services where required by a third party.

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

A. Explain why civil service classes are not applicable.

Existing civil service classifications (1823, 1824, and 9255) will work with the consultants procured under this PSC. However, the work requires in-depth industry knowledge and access to specialized data related to airports, airport hotels, and airport concessions. The Airport does not have access to the data needed, and Airport staff does not possess the level of industry knowledge for the major projects envisioned under this scope. Consultants may also be asked to perform operations audits that must be completed by a third party. As required by the Airport's 1991 Master Bond Resolution, bond feasibility reports are to be prepared by a third party. Furthermore the services are often required on an as-needed, intermittent, or periodic basis.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The work is specialized, intermittent, or must be performed by a third party and expertise cannot effectively be developed in-house.

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. None. Civil staff will not be trained as the work is specialized, intermittent, or must be performed by a third party.

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

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

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

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

7. **Union Notification:** On 03/20/2017, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21

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

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

Address: P.O. Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45852 - 16/17

DHR Analysis/Recommendation:

action date: 05/15/2017

Commission Approval Required

Approved by Civil Service Commission

05/15/2017 DHR Approved for 05/15/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ARTS COMMISSION -- ART

Dept. Code: ART

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

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

Type of Service: Market Manager

Funding Source: General Fund

PSC Amount: \$182,000

PSC Est. Start Date: 07/01/2024

PSC Est. End Date 06/30/2031

1. Description of Work

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

On-site market management for the Embarcadero Plaza art market. A liaison between the Arts Commission and currently licensed artists, provide event management support between permitted events and artists, provide security and de-escalation services for artists and other members of the public, and assist with the general set-up and take-down of the market on Saturdays.

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

The Embarcadero Plaza is a multi-use site. Events, protests, tourists, commuters, art vendors, local businesses, and a high volume of people living on the street all share this space. It's a shared jurisdiction between Rec & Park, San Francisco Municipal Transit Authority, Department of Public Works, Boston Properties, The Port, and the Arts Commission. Multiple types of skills are needed to ensure smooth sailing at the market, and safety for public use. It is essential that a contractor with multiple skill areas be engaged. Without an effective on-site manager, the market will see an increasing number of safety, event, and street use service issues without designated oversight and the ability to be timely in the city's response.

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

The Embarcadero Plaza location has long been a central hub of San Francisco. The art market there has existed since the 1970s. For many years, a volunteer artist assisted with the general management of the market. However, as this location has increased in its foot traffic, use, and popularity for other events, this is no longer a role one volunteer can accomplish. In order to decrease liability and increase the effectiveness of the market, the Arts Commission has contracted with a market management team. This service has proven essentially over the last four years.

D. Will the contract(s) be renewed?

If the service continues to be successful and there are no changes to the program, this contract will be renewed.

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

The duration will allow contractors to build strong relationships with the artists participating in the art market. This artist population requires deep relationship and demonstrated trust over time. The contractor will also need to build relationships with departments like Rec and Park, coordinate logistics with other permitted events in the area, and address unexpected needs such as protest crowd management, etc.

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:

These services are only required on the weekend and as-needed depending on event permits. They require resources the city lacks, to be able to establish a temporary on-site location for doing business that is set-up and removed every day. Current funding for the art vendor program is tied to a program with dropping participation.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Language Access – must be able to provide services in Spanish, Cantonese (Chinese and Mandarin), and Korean as needed. De-escalation Training – must be familiar with de-escalation and other city outreach services such as Homeless Outreach Team. Safety – must be able to provide personnel who can assist with vendor and customer safety. This population requires a deep relationship and demonstrated trust over time. Must have a good working relationship with Rec & Park, a history of working with permitted events, and the ability to address unexpected needs such as protest crowd management. Must have market administration expertise such as event coordination and management of different entities and groups, experience with permits and the physical logistics of the space. Ability to set-up and take-down temporary management space.

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: The contractor may choose to bring a tent from which to conduct business. Must also provide device for contact such as cell phone, tablet, etc. The Arts Commission does not have the capacity or location on site to store a tent for the market.

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

There is no singular civil service class that can provide the necessary oversight for this project due to the multiple skill-sets needed. We are seeking a continuation of a market manager to provide oversight over the weekly market.

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

A. Explain why civil service classes are not applicable.

This is a part time, weekend contract for a variety of skills. As far as the Arts Commission knows, there are no civic service classes able to perform the work.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It appears that the city has been contracting with management groups or granting out to event management nonprofits so as to cover the multiple skills of this work. Since that has been the process, it seems that it is not practical to adopt a new civil service class.

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. There won't be any training of city employees. The Arts Commission will train the contractor on the program needs.

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

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

7. Union Notification: On 01/04/2024, 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: Kevin R. Quan Phone: 415-252-2230 Email: Kevin.r.quan@sfgov.org

Address: 401 Van Ness Avenue, Suite 325 San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42465 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/15/2024

Receipt of Union Notification(s)

Quan, Kevin (ART)

From: dhr-psccordinator@sfgov.org on behalf of Kevin.r.quan@sfgov.org
Sent: Thursday, January 4, 2024 2:41 PM
To: Quan, Kevin (ART); jegy.sering@seiu1021.org; joshv@smw104.org; oumar.fall@sieu1021.org; oumar.fall@sieu1021.org; sportillo@ifpte21.org; sportillo@ifpte21.org; matthew.torres@seiu1021.org; matthew.torres@seiu1021.org; cade.crowell@seiu1021.org; jduritz@uapd.com; kdavis@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; dho@ifpte21.org; dho@ifpte21.org; dvickers@iam1414.org; SF-DHR-Info@seiu1021.org; SF-DHR-Info@seiu1021.org; sbabaria@cirseiu.org; andrea@sfmea.com; camaguey@sfmea.com (contact); camaguey@sfmea.com (contact); cpark@local39.org; cpark@local39.org; khughes@ibew6.org; ewallace@ifpte21.org; ewallace@ifpte21.org; plangrooferlocal40@gmail.com; rooferslocal40@gmail.com; Stan Eichenberger; dtuttle@oe3.org; dtubble@oe3.org; pkim@ifpte21.org; Najuawanda Daniels; Pierre King - UAPD; President; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; roger marengo; pwilson@twusf.org; cmoyer@nccrc.org; Frigault, Noah (HRC); sfdpoa@icloud.com; mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; Laxamana, Junko (DBI); jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; @sfpoa.org; Tracy McCray; mleach; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Meyers, Julie (HSA); Stan Eichenberger; Jason Klumb; camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Kbasconcillo@sfwater.org; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy Frigillana; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdllocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; Ramon Hernandez; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; XiuMin Li; Sin.Yee.Poon@sfgov.org; Sean McGarry; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; l21pscreview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; David Canham; jtanner940@aol.com; Osha Ashworth; l21pscreview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; christina@sfmea.com; ecdemvoter@aol.com; Thomas Vitale; Quan, Kevin (ART); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42465 - 23/24

RECEIPT for Union Notification for PSC 42465 - 23/24 more than \$100k

The ARTS COMMISSION -- ART has submitted a request for a Personal Services Contract (PSC) 42465 - 23/24 for \$182,000 for Initial Request services for the period 07/01/2024 – 06/30/2031. 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/dhrDrupal/node/21653> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: As-Needed Graffiti Abatement Services

Funding Source: General Fund

PSC Duration: 5 years

PSC Amount: \$2,000,000

1. Description of Work

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

Contractor shall provide as-needed graffiti abatement services for private properties located in San Francisco. The services involve multi-surface graffiti removal processes including sanding, scraping, priming, power washing, color matching, painting and the application of environmentally safe chemical removers and cleaning agents. These services are for private properties and include sidewalks, facades, masonite, pull-down grates, granite, brick, concrete, retaining walls, rooftops, iron gates, street level building areas, and all painted surfaces.

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

In adopting the Graffiti Abatement and Removal Ordinance (San Francisco Public Works Code Article 23), the Board of Supervisors (BOS) found and declared that: (a) Graffiti is detrimental to the health, safety, and welfare of the community in that it promotes a perception in the community that the laws protecting public and private property can be disregarded with impunity. This perception fosters a sense of disrespect for the law that results in an increase in crime; degrades the community and leads to urban blight; is detrimental to property values, business opportunities, and the enjoyment of life; is inconsistent with the City's property maintenance goals and aesthetic standards; and results in additional graffiti and in other properties becoming the target of graffiti unless it is quickly removed from public and private property. (b) Graffiti results in visual pollution and is hereby deemed a public nuisance. Graffiti must be abated as quickly as possible to avoid detrimental impacts on the City and its residents, and to prevent the further spread of graffiti. (c) Graffiti is increasingly used by gangs to frighten residents of neighborhoods and instigate and escalate disputes with opposing gangs. Therefore, gang graffiti, in particular, exacerbates the degradation of San Francisco's quality of life. In order to alleviate this fear caused by gang graffiti, and to assist the partnership between the City and the neighborhoods in their mutual efforts to make streets safe, gang graffiti must be abated as quickly as possible. (d) Graffiti also is used in guerilla marketing campaigns to promote or publicize, for commercial or non-commercial purposes, goods, products, and services in lieu of or to supplement conventional advertising techniques. This type of graffiti must be abated as quickly as possible to avoid detrimental impacts on the City and its residents, and to prevent the further spread of graffiti. (Section 2301, items (a)-(d)) Denial of these services would result in not supporting the City's policy of health, safety and welfare of the community in addition to promoting nuisance crimes that will increase in magnitude with all the issues declared by the BOS above. It would also result in a negative aesthetic impact to private properties.

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

The SFPW's 7514 General Laborer staff perform graffiti abatement services on City-owned/public properties and on private properties when immediate action is required on a case-by-case basis to abate graffiti containing profanity, racial or hated speech/slur. The required services are for private properties and on an as needed basis. The prior approved PSC #43184 - 21/22 is attached.

D. Will the contract(s) be renewed?

Yes, if needed.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The SFPW's 7514 General Laborer staff perform graffiti abatement services on City-owned/public properties and on private properties when immediate action is required on a case-by-case basis to abate graffiti containing profanity, racial or hated speech/slur. Services to be performed are for private properties and on an as needed basis.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor must have at least 5 years of experience in specialized painting work and must perform preparation and cleaning procedures in accordance with paint manufacturer's instructions for each particular substrate condition. They are also required to perform surface preparation, cleaning, and finishing for surfaces including cementitious materials, wood surfaces with paint and/or stain finish, ferrous materials, galvanized surfaces, aluminum surfaces, gypsum board surfaces, etc. All work, material, procedures and practices must conform with requirements of the California Air Resources Board (CARB).

B. Which, if any, civil service class(es) normally perform(s) this work? 7215, General Laborer Supervisor 1; 7281, Street Environ Svcs Oprs Supv; 7514, General Laborer;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor provides its own graffiti abatement tools and equipment.

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

The SFPW's 7514 General Laborer staff perform graffiti abatement services on City-owned/public properties and on private properties when immediate action is required on a case-by-case basis to abate graffiti containing profanity, racial or hated speech/slur. The required services are for private properties and on an as needed basis.

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

A. Explain why civil service classes are not applicable.

The SFPW's 7514 General Laborer staff perform graffiti abatement services on City-owned/public properties and on private properties when immediate action is required on a case-by-case basis to abate graffiti containing profanity, racial or hated speech/slur. The required services are for private properties and on an as needed basis.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Job Classes 7514, 7215, and 7281 perform graffiti abatement services on City-owned/public properties and on private properties when immediate action is required on a case-by-case basis to abate graffiti containing profanity, racial or hated speech/slur. The required services are for private properties and on an as needed basis.

6. Additional Information

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

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

- 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 02/12/2024, the Department notified the following employee organizations of this PSC/RFP request:
Laborers, Local 261

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

Name: Lynn Khaw Phone: 4155546296 Email: lynn.khaw@sfgov.org

Address: City Hall, Room 430 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41063 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/15/2024

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of lynn.khaw@sfgov.org
To: [Khaw, Lynn \(ADM\); laborers261@gmail.com](mailto:Khaw, Lynn (ADM); laborers261@gmail.com); [Khaw, Lynn \(ADM\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Khaw, Lynn (ADM); DHR-PSCCoordinator, DHR (HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 41063 - 23/24
Date: Monday, February 12, 2024 2:05:38 PM

RECEIPT for Union Notification for PSC 41063 - 23/24 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 41063 - 23/24 for \$2,000,000 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/22033> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: As-Needed Graffiti Abatement Services

Funding Source: General Fund or from Property Owners

PSC Amount: \$910,000

PSC Est. Start Date: 03/01/2022

PSC Est. End Date 02/28/2025

1. Description of Work

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

Contractor shall provide as-needed graffiti abatement services for private properties located in San Francisco Districts 1-11. The services involve multi-surface graffiti removal processes including sanding, scraping, priming, power washing, color matching, painting and the application of environmentally safe chemical removers and cleaning agents. These services are for private properties and include sidewalks, facades, masonite, pull-down grates, granite, brick, concrete, retaining walls, rooftops, iron gates, street level building areas, and all painted surfaces. The San Francisco Public Works' (SFPW) 7514 General Laborer staff perform this work on City-owned/public properties, but for private properties and/or when SFPW's staff are not available, then Contractor is used.

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

Explain why this service is necessary and the consequences of denial: In adopting the Graffiti Abatement and Removal Ordinance (San Francisco Public Works Code Article 23), the Board of Supervisors (BOS) found and declared that: (a) Graffiti is detrimental to the health, safety, and welfare of the community in that it promotes a perception in the community that the laws protecting public and private property can be disregarded with impunity. This perception fosters a sense of disrespect for the law that results in an increase in crime; degrades the community and leads to urban blight; is detrimental to property values, business opportunities, and the enjoyment of life; is inconsistent with the City's property maintenance goals and aesthetic standards; and results in additional graffiti and in other properties becoming the target of graffiti unless it is quickly removed from public and private property. (b) Graffiti results in visual pollution and is hereby deemed a public nuisance. Graffiti must be abated as quickly as possible to avoid detrimental impacts on the City and its residents, and to prevent the further spread of graffiti. (c) Graffiti is increasingly used by gangs to frighten residents of neighborhoods and instigate and escalate disputes with opposing gangs. Therefore, gang graffiti, in particular, exacerbates the degradation of San Francisco's quality of life. In order to alleviate this fear caused by gang graffiti, and to assist the partnership between the City and the neighborhoods in their mutual efforts to make streets safe, gang graffiti must be abated as quickly as possible. (d) Graffiti also is used in guerilla marketing campaigns to promote or publicize, for commercial or non-commercial purposes, goods, products, and services in lieu of or to supplement conventional advertising techniques. This type of graffiti must be abated as quickly as possible to avoid detrimental impacts on the City and its residents, and to prevent the further spread of graffiti. (Section 2301, items (a)-(d)) Denial of these services would result in not supporting the City's policy of health, safety and welfare of the community in addition to promoting nuisance crimes that will increase in magnitude with all the issues declared by the BOS above. It would also result in a negative aesthetic impact to private properties.

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

The SFPW's 7514 General Laborer staff perform graffiti abatement services on City-owned/public properties and on private properties when immediate action is required on a case by case basis to abate graffiti containing profanity, racial or hated speech/slur. However, for private properties and/or when SFPW's staff are not available, then Contractor is used.

D. Will the contract(s) be renewed?

Yes

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The SFPW's 7514 General Laborer staff perform graffiti abatement services on City-owned/public properties and on private properties when immediate action is required on a case by case basis to abate graffiti containing profanity, racial or hated speech/slur. However, for private properties and/or when SFPW staff are not available, then Contractor is used.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor must have at least 5 years of experience in specialized painting work. It must perform preparation and cleaning procedures in accordance with paint manufacturer's instructions for each particular substrate condition and perform surface preparation, cleaning, and finishing for surfaces including cementitious materials, wood surfaces with paint and/or stain finish, ferrous materials, galvanized surfaces, aluminum surfaces, gypsum board surfaces, etc. All work, material, procedures and practices must conform with requirements of the California Air Resources Board (CARB).

B. Which, if any, civil service class(es) normally perform(s) this work? 7215, General Laborer Supervisor 1; 7281, Street Environ Svcs Oprs Supv; 7514, General Laborer;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor provides its own graffiti abatement tools and equipment.

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

The SFPW's 7514 General Laborer staff perform graffiti abatement services on City-owned/public properties and on private properties when immediate action is required on a case by case basis to abate graffiti containing profanity, racial or hated speech/slur. However, for private properties and/or when SFPW staff are not available, then Contractor is used.

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

A. Explain why civil service classes are not applicable.

The SFPW's 7514 General Laborer staff perform graffiti abatement services on City-owned/public properties and on private properties when immediate action is required on a case by case basis to abate graffiti containing profanity, racial or hated speech/slur. However, for private properties and/or when SFPW staff are not available, then Contractor is used.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Job Classes 7514, 7215, and 7281 perform graffiti abatement services on City-owned/public properties and on private properties when immediate action is required on a case by case basis to abate graffiti containing profanity, racial or hated speech/slur. However, for private properties and/or when SFPW staff are not available, then Contractor is used.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. The SFPW's staff perform graffiti abatement services on City-owned/public properties and on private properties when immediate action is required on a case by case basis to abate graffiti containing profanity, racial or hated speech/slur. However, for private properties and/or when SFPW staff are not available, then Contractor is used.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 11/08/2021, the Department notified the following employee organizations of this PSC/RFP request:
Laborers, Local 261

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

Name: Lynn Khaw Phone: 4155546296 Email: lynn.khaw@sfgov.org

Address: City Hall, Room 430, 1 Dr. Carlton B. Goodlett Pl. San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43184 - 21/22

DHR Analysis/Recommendation:

action date: 01/03/2022

Commission Approval Required

Approved by Civil Service Commission

01/03/2022 DHR Approved for 01/03/2022

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: Communications Consulting Services

Funding Source: Local

PSC Amount: \$1,600,000

PSC Est. Start Date: 07/01/2022

PSC Est. End Date 06/30/2026

1. Description of Work

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

The contractor will continue to help plan and implement a robust and comprehensive communications strategy for the new Department of Early Childhood (DEC), formed by the San Francisco Children and Families First Commission, dba First 5 San Francisco (F5SF) and the San Francisco Office of Early Care & Education (OECE). As DEC increased its staffing, it anticipates that the consultant will play a more direct role with the implementation during the initial phase of this project, and DEC staff members will increase their responsibilities for the communications plan implementation accordingly. Key deliverables include, but are not limited to:

1. Perform comprehensive assessment of existing OECE, First 5 SF, and DEC communications content and infrastructure including collaboration with former communications consulting firm as needed to create a smooth transition.

2. Develop and implement a multi-stakeholder planning process culminating in a comprehensive plan for communications and community engagement for DEC.

3. Assist ongoing launch of DEC brand identity through electronic, print, and other media and communications and development.

4. Increase DEC communications capacity in identified areas of need.

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

This specialized service will continue building a cohesive DEC brand and effectively communicate to the public health and human welfare services in order to promote well-being, self-sufficiency, and positive outcomes.

Denial of this service may prevent eligible families with young children from accessing needed services.

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

This service has been provided in the past under the Department of Human Services, we are submitting a new PSC request under the newly formed DEC department. Since this has been initiated under the Department of Human Services, the start date was July 1, 2022. Please refer to PSC No. 48540 - 21/22 for more information.

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.
This will be under five years.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This is a temporary short term project that is high risk and immediately needed. This work is time sensitive and requires subject matter experts in both public participation and brand development currently not available through Civil Service positions.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The Contractor must demonstrate expertise in developing and implementing plans and strategies that result in a greater level of general public participation and information dissemination in a similar metropolitan area. Must possess specialized expertise in facilitating meetings, public participation planning, collateral development, digital media, public engagement and communications related to public services.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 9252, Communications Specialist;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No, this service is information-based.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

This is a temporary project that is immediately needed. This work is time sensitive and requires subject matter experts in both public participation and brand development currently not available through Civil Service positions.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, this service is a short-term project so it is not feasible to adopt a new civil service class.

6. Additional Information

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

No.

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

Yes. The scope of work will include limited specific training SF Benefits employees on the use of the finished manual.

C. Are there legal mandates requiring the use of contractual services?

No.

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

7. Union Notification: On 01/19/2024, the Department notified the following employee organizations of this PSC/RFP request:
Municipal Executive Association; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021

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

Name: 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# 46213 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/15/2024

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of MAhn@sfgov.org
To: [RECEIPT for Union Notification for PSC 46213 - 23/24 more than \\$100k](mailto:Ahn, Matthew (DEC); oumar.fall@seiu1021.org; cade.crowell@seiu1021.org; max.porter@seiu1021.org; sarah.wilson@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; jegv.sering@seiu1021.org; matthew.torres@seiu1021.org; SF-DHR-Info@seiu1021.org; Najuwanda Daniels; Jason Klumb; Frigault, Noah (HRC); Meyers, Julie (HSA); Thomas Vitale; Ricardo.lopez@sfgov.org; Kbasconcillo@sfwater.org; pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; XiuMin Li; Sin.Yee.Poon@sfgov.org; David.Canham; jtanner940@aol.com; jnuti@ifpte21.org; sportillo@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; l21pscreview@ifpte21.org; andrea@sfmea.com; Laxamana, Junko (DBI); Criss@sfmea.com; christina@sfmea.com; staff@sfmea.com; Ahn, Matthew (DEC); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over $100K PSC # 46213 - 23/24
Date: Friday, January 19, 2024 2:55:44 PM</p><hr/></div><div data-bbox=)

The Department of Early Childhood -- DEC has submitted a request for a Personal Services Contract (PSC) 46213 - 23/24 for \$1,600,000 for Initial Request services for the period 07/01/2022 – 06/30/2026. 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/21938> 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: HUMAN SERVICES -- DSS Dept. Code: DSS

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Communications Consulting Services

Funding Source: local PSC Duration: 3 years
PSC Amount: \$900,000 PSC Est. Start Date: 07/01/2022 PSC Est. End Date: 06/30/2025

1. Description of Work

A. Scope of Work:

The contractor will help plan and implement a robust and comprehensive communications strategy for the new Department of Early Childhood (DEC), formed by the San Francisco Children and Families First Commission, dba First 5 San Francisco (F5SF) and the San Francisco Office of Early Care & Education (OECE). As DEC increases its staffing over time, it anticipates the consultant plays a more direct role with the implementation during the initial phase of this project, and DEC staff members will increase their responsibilities for the communications plan implementation accordingly. Key deliverables include, but are not limited to:

- 1. Perform comprehensive assessment of existing OECE, First 5 SF, and DEC communications content and infrastructure including collaboration with former communications consulting firm as needed to create a smooth transition
- 2. Develop and implement a multi-stakeholder planning process culminating in a comprehensive plan for communications and community engagement for DEC
- 3. Assist ongoing launch of DEC brand identity through electronic, print, and other media and communications and development

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

This specialized service will help build a cohesive DEC brand and effectively communicate to the public health and human welfare services in order to promote well-being, self-sufficiency, and positive outcomes. Denial of this service may prevent eligible families with young children from accessing needed services

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.
This is a new service and was not previously provided in the past, as the Department was created in 2022

D. Will the contract(s) be renewed? No

2. Union Notification: On 02/25/2022, the Department notified the following employee organizations of this PSC/RFP request: Municipal Executive Association; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellan

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48540 - 21/22

DHR Analysis/Recommendation:

06/06/2022

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 06/06/2022

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The Contractor must have demonstrated expertise in developing and implementing plans and strategies that result in a greater level of general public participation and information dissemination in a similar metropolitan area. Must possess specialized expertise in facilitating meetings, public participation planning, collateral development, digital media, public engagement and communications related to public services.

B. Which, if any, civil service class(es) normally perform(s) this work?
1823,9252,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
No, this service is information-based.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

This is a temporary short term project that is immediately needed. This work is time sensitive and requires subject matter experts in both public participation and brand development currently not available through Civil Service positions.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. This service is a short-term project so it is not feasible to adopt a new civil service class.

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

YES NO

- A. Will the contractor directly supervise City and County employee? YES NO
- B. Will the contractor train City and County employee? YES NO
The scope of work will include limited specific training SF Benefits employe
- C. Are there legal mandates requiring the use of contractual services? YES NO
- D. Are there federal or state grant requirements regarding the use of contractual services? YES NO
- E. Has a board or commission determined that contracting is the most effective way to provide this service? YES NO
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? YES NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 04/26/2022 BY:

Name: johanna gendelman Phone: 415-557-5507 Email: johanna.gendelman@sfgov.org

Address: 1650 Mission Street, 5th Floor San Francisco, CA 94102

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: Technical, Training, and Assessment Services

Funding Source: Mixed Funds

PSC Amount: \$10,000,000

PSC Est. Start Date: 07/01/2024

PSC Est. End Date 06/30/2026

1. Description of Work

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

This request is for professional training and technical assistance for department funded programs providing direct services to children (birth to 5) and their families. Capacity building may also be made available as continuing education to department staff whose roles involve support of funded programs.

Technical assistance and capacity building will be provided broadly to address issues of program quality, administrative capability, and fulfillment of state and local early care and education requirements.

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

The service is necessary because the Department of Early Childhood needs to ensure quality and 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.

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

This service was conducted in the past by First 5 San Francisco which was a county entity that was solely funded by state dollars.

D. Will the contract(s) be renewed?

Yes, based upon funding availability.

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

This will be under five years.

2. Reason(s) for the Request

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

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

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

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

B. Explain the qualifying circumstances:

The Technical, Training, and Assessment Services work performed for the department requires specific skills and knowledge, and certain certifications to perform the work. Due to the sensitive nature of some technical assistance engagements and to avoid any conflict of interest, DEC has historically relied upon contractors for this work.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Certified subject matter experts with expertise in a broad array of child development topics, including but not limited to early care & education; state required classroom assessment; family support; diversity, equity, and inclusion; classroom environment rating scale; California child development permit advising; California preschool and infant/toddler learning foundation.

B. Which, if any, civil service class(es) normally perform(s) this work? 1822, Administrative Analyst; 1823, Senior Administrative Analyst; 9774, Sr. Community Devl Spc 1; 9775, Sr Community Dev Spec 2;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The department utilizes civil service classes in the 9700 Community Development Specialist and 1800 Administrative Analyst series for the ongoing monitoring and administration of grants. However, these classes do not have the capacity to provide ongoing technical assistance at scale over a multi-year period. Additionally, due to the sensitive nature of some technical assistance engagements, it would be a conflict of interest and an independent third party is required. DEC has historically relied upon contractors for these early care and education content specific services.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, because it requires specialized certification to perform these 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 contract? If so, please explain what that will entail; if not, explain why not.
Yes. No on general services but a possibility on certification.

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

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

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

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

7. **Union Notification:** On 01/19/2024, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Management & Superv Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021

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

Name: 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# 46649 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/15/2024

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of MAhn@sfgov.org
To: Ahn, Matthew (DEC); oumar.fall@seiu1021.org; cade.crowell@seiu1021.org; max.porter@seiu1021.org; sarah.wilson@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; jegy.sering@seiu1021.org; matthew.torres@seiu1021.org; SF-DHR-Info@seiu1021.org; Najuwanda Daniels; Jason Klumb; Frigault, Noah (HRC); Meyers, Julie (HSA); Thomas Vitale; Ricardo.lopez@sfgov.org; Kbasconcillo@sfgwater.org; pcamarillo_seiu@sbcglobal.net; Wendy Frigillana; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; XiuMin Li; Sin.Yee.Poon@sfgov.org; David Canham; jtanner940@aol.com; 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)
Subject: Receipt of Notice for new PCS over \$100K PSC # 46649 - 23/24
Date: Friday, January 19, 2024 3:10:47 PM

RECEIPT for Union Notification for PSC 46649 - 23/24 more than \$100k

The Department of Early Childhood -- DEC has submitted a request for a Personal Services Contract (PSC) 46649 - 23/24 for \$10,000,000 for Initial Request services for the period 07/01/2024 – 06/30/2026. 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/21935> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Type of Service: Construction Management Staff Augmentation Services for the New City Distribu

Funding Source: Water Revenue Bonds and Water Enterprise PSC Duration: 4 years 13 weeks

PSC Amount: \$10,720,500

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC), a department of the City and County of San Francisco ("City"), seeks to retain the services of a qualified firm to provide construction management (CM) staff augmentation services for the New City Distribution Division (CDD) Campus Project ("Project") located at 2000 Marin Street, San Francisco.

The Project will replace CDD's aging facilities with more efficient facilities to alleviate departmental overcrowding, address building code and safety issues, eliminate inefficiencies such as decentralized locations, and accommodate CDD's current and future operational needs for the City's water distribution system. The new facilities will reflect a total build-out of approximately 400,000 gross square feet to support approximately 500 employees and will include a four-story administrative office building, warehouse, industrial shops, parking structure/garage, fueling station, and a landscaped plaza and other green areas.

The CM staff augmentation services required for the Project include, but are not limited to, construction administration, construction inspection, construction contracts management, and project controls (construction scheduling and cost estimation).

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

These CM services are necessary to ensure construction compliance with the contract specifications, design drawings, and procedures. Due to the unique complexities of the design and construction required for this ~\$260 million Project, the department is using the Construction Manager/General Contractor (CM/GC) delivery method. As such, a CM team experienced in the CM/GC project delivery method for a project of this size and complexity is essential for controlling cost and schedule risks on a project of this scale. Consequences of denial would result in increased project costs and a significantly longer project duration at the risk of maintaining operations for the City's water distribution system in the event of a significant earthquake event or growing climate change.

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

No-N/A

D. Will the contract(s) be renewed?

No

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
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 skills and expertise required for this large, complex Project, which includes multiple building types and construction via the CM/GC alternative project delivery method, relate directly to the following: construction administration; construction inspection (building and general); construction contracts management (change/claims management), project controls (construction scheduling and cost estimation); trade package sequencing; special inspection (coating, welding, geotechnical, etc.); supplier quality surveillance; special laboratory testing; testing, startup, & commissioning assistance; surveying; and construction safety inspection. To the fullest extent possible, City staff will be utilized to provide CM services for the Project to gain experience in vertical building construction for future projects. However, additional staffing resources will be required on an as-needed basis to help accommodate peak workload demands during relatively short-term capital projects and to provide expertise for the anticipated construction work.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Construction management skills for this Project include construction administration, construction inspection, construction contracts management, and project controls with expertise in sustainable, vertical building construction projects, specifically projects that strive to balance critical architecture with function and the evolving expectation for more sustainable approaches to construction. These CM skills and expertise include contractor means and methods, safety regulations, compliance with the latest building codes, building systems' testing and start-up procedures, sustainability building performance requirements, claims expertise, etc. Since this large, complex Project with multiple building types is being constructed using the CM/GC delivery method, it requires a CM team with expertise in alternative project delivery, including experience in sequencing trade packages and direct and current experience in completing a project of this magnitude.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5241, Engineer; 6318, Construction Inspector; 6319, Senior Const Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No

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

The SFPUC has previously used, and is currently using, staffing resources from SFPW to support the construction of its projects located throughout San Francisco. For example, SFPW has partnered with the SFPUC to provide all CM staffing resources for its North Shore Pump Station Wet Weather Improvements Project, a project for which professional CM services were originally sought. Additionally, SFPW has provided CM staffing resources for the Westside Pump Station Improvement Project to reduce the need for additional, contracted out CM services. Furthermore, SFPW has provided Construction Managers to oversee the consulting CM team for the Southeast Community Center at 1550 Evans Project. The SFPUC established this arrangement with SFPW because SFPW staff have more experience in both vertical building construction as well as alternative project delivery methods. The SFPUC and SFPW will continue to partner by augmenting existing CM staffing resources to

meet the specialized needs and peak workload demands of SFPUC construction projects. For this Project, the SFPUC and SFPW have worked together to ascertain the CM staffing needs and levels of effort specific to building construction and will continue to do so throughout Project construction. SFPW will provide a Senior Construction Manager to oversee the overall construction of this Project and will provide a Resident Engineer to manage the day-to-day construction activities.

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

A. Explain why civil service classes are not applicable.

The level of CM staffing resources required for this Project is not a long-term need that would warrant the hiring of new SFPUC personnel; these CM staffing resources are needed in part due to peak workload staffing requirements resulting from the ongoing influx of capital improvement projects as well as other SFPUC construction projects. There is more CM work than can be performed by in-house SFPUC personnel. Additionally, the specialized CM experience and expertise with project controls services, such as construction scheduling and cost estimation, aren't readily available within the City workforce.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. The SFPUC continues to fill available vacancies to increase current staffing levels in addition to allowing for the promotion and retention of existing City staff; however, these ongoing efforts may fall short due to the increasing peak workload demands of the SFPUC's capital improvement projects. City staff are also assigned to other construction projects, which also impacts the SFPUC's ability to fully staff its construction projects. This request serves as a contingency measure to augment City staff to provide additional CM services when required and to avoid burnout of existing City staff in the interest of retention. The specialized CM needs for the Project are not consistent or long enough in duration to make it practical to adopt a new civil service class.

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. While no specific trainings will be provided, City staff will have different roles on the Project from which there will be opportunities to gain knowledge and experience.

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 02/23/2024, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42294 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/15/2024

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of shale@sfgwater.org
To: [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); junko.laxamana@sfgov.org; jnuti@ifpte21.org; sportillo@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 42294 - 23/24
Date: Friday, February 23, 2024 3:12:25 PM

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.

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

RECEIPT for Union Notification for PSC 42294 - 23/24 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 42294 - 23/24 for \$10,720,500 for Initial Request services for the period 10/01/2024 – 12/31/2028. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/22084> 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

Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE

Dept. Code: POL

Type of Request: Initial Modification of an existing PSC (PSC # 39913 - 23/24)

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

Type of Service: SFPD Background Investigations

Funding Source: General Fund

PSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 11/01/22 - 10/31/26 (4 years)

PSC Mod#1 Amount: \$425,000 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$500,000 PSC Mod#2 Duration: no duration added

PSC Cumulative Amount Proposed: \$1,025,000 PSC Cumulative Duration Proposed: 4 years

1. Description of Work

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

The contractor will provide background investigation services for civilian and command-level San Francisco Police Department (SFPD) employment applicant positions. The contractor's services will include, but not be limited to, interviewing applicants, investigating records from the criminal justice system, credit reporting agencies, and Department of Motor Vehicles, and contacting employers and references

Scope Change

The Contractor previously only conducted pre-employment background investigations for civilian positions. The scope of work is being modified to include pre-employment background investigations for sworn law enforcement positions. Polygraph exams are included as part of the background investigations process for sworn positions. The SFPD currently has a huge backlog of candidates waiting for background investigations to be completed.

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

This service is necessary to support the hiring process for the Police Department. This service will also be used for special background investigations that would not be appropriate for internal staff to conduct, such as investigations of command staff positions.

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.
48133-19/20

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

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

SFPD has experienced an increase in attrition over the last year and currently has 84 vacant positions. SFPD has a need to outsource this service to address the number of background packets to process during this short-term surge.

B. Reason for the request for modification:

Increase contract NTE amount and modify scope of work

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contract staff must have private investigator licenses and extensive background investigations experience to conduct interviews and research and verify records.

B. Which, if any, civil service class(es) normally perform(s) this work? Q002, Police Officer; Q050, Sergeant, (Police Department); Q060, Lieutenant (Police Department); 1251, Background Investigator;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Although the 1251 Background Investigator positions exists, SFPD has experienced an increase in attrition over the last year and currently has 84 vacant positions. SFPD has a need to outsource this service to address the number of background packets to process during this short-term surge.

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 1251 background investigator classification exists.

6. Additional Information

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

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

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.
Increasing current contract amount w/ JD Wesson and Associates

7. **Union Notification:** On 03/11/24, the Department notified the following employee organizations of this PSC/RFP request:
SFPOA - Q2-Q50; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

Name: Vincent Lee Phone: 4158377127 Email: vincent.lee@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 39913 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/15/2024

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of vincent.lee@sfgov.org
To: [@mlobre@sfpoa.org](mailto:Lee,Vincent(POL);mlobre@sfpoa.org); @sfpoa.org; [Tracy McCray](mailto:TracyMcCray); 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; [Kristen Schumacher](mailto:KristenSchumacher); kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; [Leung, Patrick \(SHF\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Leung,Patrick(SHF);DHR-PSCCoordinator,DHR(HRD))
Subject: Receipt of Modification Request to PSC # 39913 - 23/24 - MODIFICATIONS
Date: Monday, March 11, 2024 11:21:53 AM

PSC RECEIPT of Modification notification sent to Unions and DHR

The POLICE -- POL has submitted a modification request for a Personal Services Contract (PSC) for \$500,000 for services for the period October 1, 2023 – October 31, 2026. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/21262>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE

Dept. Code: POL

Type of Request: Initial Modification of an existing PSC (PSC # 39913 - 23/24)

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

Type of Service: SFPD Background Investigations

Funding Source: General Fund

PSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 11/01/22 - 10/31/26 (4 years)

PSC Mod#1 Amount: \$425,000 PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$525,000 PSC Cumulative Duration Proposed: 4 years

1. Description of Work

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

The contractor will provide background investigation services for civilian and command-level San Francisco Police Department (SFPD) employment applicant positions. The contractor's services will include, but not be limited to, interviewing applicants, investigating records from the criminal justice system, credit reporting agencies, and Department of Motor Vehicles, and contacting employers and references

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

This service is necessary to support the hiring process for the Police Department. This service will also be used for special background investigations that would not be appropriate for internal staff to conduct, such as investigations of command staff positions.

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.

48133-19/20

D. Will the contract(s) be renewed?

Unknown

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

SFPD has experienced an increase in attrition over the last year and currently has 84 vacant positions. SFPD has a need to outsource this service to address the number of background packets to process during this short-term surge.

B. Reason for the request for modification:

The Department experienced a lot of turnover on the civilian side during the past year. At its peak, civilian position vacancies were at 104 (out of 666 total FTEs) and this created a significant surge in volume of pre-employment background investigation services to be performed within a short period of time. While the Department has several retired sworn officers to work as Prop F background investigators, their

caseload is primarily for recruit and police service aides candidates. The Department has continued to experience a significant shortfall in sworn staffing and has needed to rely upon overtime to help address the shortage of policing services. Last fiscal year, the Department reported that it was expecting a deficit of \$20+ million for the six-month Controller's report due to overtime usage. Due to the projected deficit, the Department was placed on a hiring freeze that did not lift until after a budget supplemental was passed. These factors have further complicated the hiring process and has forced the Department to adopt an accelerated hiring schedule to fill vacancies.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contract staff must have private investigator licenses and extensive background investigations experience to conduct interviews and research and verify records.
- B. Which, if any, civil service class(es) normally perform(s) this work? Q002, Police Officer; Q050, Sergeant, (Police Department); Q060, Lieutenant (Police Department); 1251, Background Investigator;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Although the 1251 Background Investigator positions exists, SFPD has experienced an increase in attrition over the last year and currently has 84 vacant positions. SFPD has a need to outsource this service to address the number of background packets to process during this short-term surge.
- 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 1251 background investigator classification exists.

6. Additional Information

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

7. **Union Notification:** On 08/23/23, the Department notified the following employee organizations of this PSC/RFP request:
SFPOA - Q2-Q50; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

Name: Vincent Lee Phone: 4158377127 Email: vincent.lee@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 39913 - 23/24

DHR Analysis/Recommendation:

10/02/2023

Commission Approval Required

Approved by Civil Service Commission

10/02/2023 DHR Approved for 10/02/2023

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE

Dept. Code: POL

Type of Request: Initial Modification of an existing PSC (PSC # 48133 - 19/20)

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

Type of Service: Background Investigations

Funding Source: General Fund

PSC Original Approved Amount: \$62,500 PSC Original Approved Duration: 11/01/20 - 10/31/22 (1 year 52 weeks)

PSC Mod#1 Amount: \$125,000 PSC Mod#1 Duration: 11/01/22-10/31/26 (4 years 1 day)

PSC Cumulative Amount Proposed: \$187,500 PSC Cumulative Duration Proposed: 6 years

1. Description of Work

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

The contractor will provide background investigation services for civilian and command-level San Francisco Police Department (SFPD) employment applicant positions. The contractor's services will include, but not be limited to, interviewing applicants, investigating records from the criminal justice system, credit reporting agencies, and Department of Motor Vehicles, and contacting employers and references.

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

This service is necessary to support the hiring process for the Police Department. This service will also be used for special background investigations that would not be appropriate for internal staff to conduct, such as investigations of command staff positions.

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 48133 - 19/20

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:

SFPD continues to require as-needed background investigations for this modification.

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

Contract is needed for anticipated very limited hiring of civilians. This contract would also be used for command level positions, such as Police Chief, that require third party independent background investigations to remove potential perceived bias by internal staff conducting background investigations.

B. Reason for the request for modification:

Add amount and continue contracting

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contract staff must have private investigator licenses and extensive background investigations experience to conduct interviews and research and verify records.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1241, Personnel Analyst; Q002, Police Officer; Q050, Sergeant, (Police Department); Q060, Lieutenant (Police Department); 1241, Human Resources Analyst;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Although the 1251 classification is applicable, the need for this service is needed due to extremely limited anticipated hiring by SFPD.
- 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: Although the 1251 classification is applicable, the need for this service is needed due to extremely limited anticipated hiring by SFPD.

6. Additional Information

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

7. Union Notification: On 05/10/22, the Department notified the following employee organizations of this PSC/RFP request:
Bldg Mtl & Constr Teamsters, L 853;

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

Name: Vincent Lee Phone: 4158377127 Email: vincent.lee@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48133 - 19/20

DHR Analysis/Recommendation:
Commission Approval Required
06/06/2022 DHR Approved for 06/06/2022

06/06/2022
Approved by Civil Service Commission

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: SHERIFF

Dept. Code: SHE

Type of Request: Initial Modification of an existing PSC (PSC # 44812 - 20/21)

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

Type of Service: Pretrial Consulting Services

Funding Source: General Fund

PSC Original Approved Amount: \$19,830,206 PSC Original Approved Duration: 07/01/21 - 06/30/24 (3 years)

PSC Mod#1 Amount: \$14,905,123 PSC Mod#1 Duration: 07/01/24-06/30/26 (2 years)

PSC Cumulative Amount Proposed: \$34,735,329 PSC Cumulative Duration Proposed: 5 years

1. Description of Work

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

The San Francisco Sheriff’s Office has made it a top priority to reduce recidivism and improve the outcomes of the incarcerated population and offering alternatives to incarceration while maintaining public safety. A key component of this effort is to provide effective pretrial programming with a continuum of pretrial supervision options. SFSO is seeking to contract with a provider experienced in providing such a continuum that upholds the presumption of innocence as outlined in federal law, while reducing incarceration and helping to maintain public safety. Components of this continuum will include:

- Probable Cause review
- Pretrial Risk Assessment
- Alternatives to Pretrial Incarceration with Levels of Supervision Matched to Risk
- Pretrial Diversion for persons charged with misdemeanors
- Group Facilitation

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

This Pretrial Services contract provides critical information to the Court for their consideration when determining whether arrested persons remain in custody or are released while their charges are pending. In addition, this contract provides supervision for released persons and progress reports for the Court on compliance with release conditions.

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 44812 - 20/21

D. Will the contract(s) be renewed?

The contract shall have an original term of three years. In addition, the City shall have two options to extend the term for a period of one year each, which the City may exercise in its sole, absolute discretion.

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This Pretrial Services contract provides critical information to the Court for their consideration when determining whether arrested persons remain in custody or are released while their charges are pending. In addition, this contract provides supervision for released persons and progress reports for the Court on compliance with release conditions. Proposed services required subject matter expertise that is currently not available within the City. Services were provided via a Grant Contract with the Sheriff's Office.

B. Reason for the request for modification:

Amend the contract to increase CODB for FY24-25 and FY25-26.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: All proposers should have qualified staff with demonstrated competencies in their assigned duties. Case management staff should be knowledgeable about strategies for effectively engaging the client population including, cultural, language and gender-related competencies. Case managers should have a basic understanding of behavioral health disorders and understand how these illnesses could impact pretrial success. All program staff shall have training in recognizing and respecting all people's gender identity and successfully complete Prison Rape Elimination Act (PREA) training provided by the SFSO during the civilian orientation. The department is contracting units of service and expects that when a contractor's employee is absent from work, for whatever reason, a fully qualified employee (as identified previously) will replace them.

B. Which, if any, civil service class(es) normally perform(s) this work? 8530, Deputy Probation Officer SFERS;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Many jurisdictions have utilized sworn probation officers to conduct this work, but San Francisco has invested in a non-profit staff of criminal history specialists that prepare or work ups and risk assessments for the court and case managers who link clients to services and monitor court compliance.

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: San Francisco has successfully provided this service through a partnership with an independent non-profit for almost fifty years. This model is supported by criminal justice advocates. Any change to provide this work with a new civil service class would need to take this history into account.

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.

All program staff shall have training in recognizing and respecting all people's gender identity and successfully complete Prison Rape Elimination Act (PREA) training provided by the SFSO during the civilian orientation. No specified hours of training.

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

7. Union Notification: On 03/11/24, the Department notified the following employee organizations of this PSC/RFP request:
Probation Officers Association;

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

Name: Peggy Zee Phone: 4155547229 Email: peggy.zee@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44812 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/15/2024

Receipt of Union Notification(s)

Receipt of Modification Request to PSC # 44812 - 20/21 - MODIFICATIONS

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

on behalf of

peggy.zee@sfgov.org <peggy.zee@sfgov.org>

Mon 3/11/2024 11:58 AM

To:Zee, Peggy (SHF) <peggy.zee@sfgov.org>;sfdpoa@icloud.com <sfdpoa@icloud.com>;DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

PSC RECEIPT of Modification notification sent to Unions and DHR

The SHERIFF -- SHF has submitted a modification request for a Personal Services

Contract (PSC) for \$14,905,123 for services for the period July 1, 2024 – June

30, 2026. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/22154>

Email sent to the following addresses: sfdpoa@icloud.com

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: SHERIFF -- SHF

Dept. Code: SHF

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

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

Type of Service: Pretrial Consulting Services

Funding Source: General Fund

PSC Duration: 3 years

PSC Amount: \$19,830,206

1. Description of Work

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

The San Francisco Sheriff's Office has made it a top priority to reduce recidivism and improve the outcomes of the incarcerated population and offering alternatives to incarceration while maintaining public safety. A key component of this effort is to provide effective pretrial programming with a continuum of pretrial supervision options. SFSO is seeking to contract with a provider experienced in providing such a continuum that upholds the presumption of innocence as outlined in federal law, while reducing incarceration and helping to maintain public safety. Components of this continuum will include:

- Probable Cause review
- Pretrial Risk Assessment
- Alternatives to Pretrial Incarceration with Levels of Supervision Matched to Risk
- Pretrial Diversion for persons charged with misdemeanors
- Group Facilitation

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

This Pretrial Services contract provides critical information to the Court for their consideration when determining whether arrested persons remain in custody or are released while their charges are pending. In addition, this contract provides supervision for released persons and progress reports for the Court on compliance with release conditions.

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

The City and County of San Francisco was one of the first jurisdictions in the country to have an alternative to money bail and has contracted with non-profit providers to provide Own Recognition services for approximately 50 years.

D. Will the contract(s) be renewed?

The contract shall have an original term of three years. In addition, the City shall have two options to extend the term for a period of one year each, which the City may exercise in its sole, absolute discretion.

- 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:

This Pretrial Services contract provides critical information to the Court for their consideration when determining whether arrested persons remain in custody or are released while their charges are pending. In addition, this contract provides supervision for released persons and progress reports for the Court on compliance with release conditions. Proposed services required subject matter expertise that is currently not available within the City. Services were provided via a Grant Contract with the Sheriff's Office.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: All proposers should have qualified staff with demonstrated competencies in their assigned duties. Case management staff should be knowledgeable about strategies for effectively engaging the client population including, cultural, language and gender-related competencies. Case managers should have a basic understanding of behavioral health disorders and understand how these illnesses could impact pretrial success. All program staff shall have training in recognizing and respecting all people's gender identity and successfully complete Prison Rape Elimination Act (PREA) training provided by the SFSO during the civilian orientation. The department is contracting units of service and expects that when a contractor's employee is absent from work, for whatever reason, a fully qualified employee (as identified previously) will replace them.

B. Which, if any, civil service class(es) normally perform(s) this work? 8530, Deputy Probation Officer SFERS;

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

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

Proposed services required subject matter expertise that is currently not available within the City. Services were provided via a Grant Contract with the Sheriff's Office.

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

A. Explain why civil service classes are not applicable.

Many jurisdictions have utilized sworn probation officers to conduct this work, but San Francisco has invested in a non-profit staff of criminal history specialists that prepare or work ups and risk assessments for the court and case managers who link clients to services and monitor court compliance.

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. San Francisco has successfully provided this service through a partnership with an independent non-profit for almost fifty years. This model is supported by criminal justice advocates. Any change to provide this work with a new civil service class would need to take this history into account.

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. All program staff shall have training in recognizing and respecting all people's gender identity and successfully complete Prison Rape Elimination Act (PREA) training provided by the SFSO during the civilian orientation. No specified hours of training.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes. The current incumbent contractor for this service is permitted to submit in response to this solicitation.

7. **Union Notification:** On 09/21/2020, the Department notified the following employee organizations of this PSC/RFP request:
Probation Officers Association

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

Name: Lorena Marquez Phone: Email: Lorena.Marquez@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44812 - 20/21

DHR Analysis/Recommendation:

action date: 11/16/2020

Commission Approval Required

Approved by Civil Service Commission

11/16/2020 DHR Approved for 11/16/2020