

- 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.

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

- B. Explain the qualifying circumstances:

Availability and utilization studies require specialized technical skills to conduct which City staff do not possess. Furthermore, the program evaluation will have increased validity when conducted by an external evaluator rather than existing City employees performing an evaluation of their own work.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: • Understanding of the legal parameters related to administering and evaluating local business preference programs • Knowledge of mixed methods study designs and implementation • Expertise in conducting community engagement and participatory design • Ability to conduct rigorous data and statistical analysis • Knowledge of San Francisco’s local economic and business conditions

- B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II; 0922, Manager I; 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?

CMD contemplated whether this project could be completed through available resources within the City and determined that given the evaluative nature of this work, the time that has passed since the last formal assessment was completed, the highly specialized, technical knowledge required to conduct availability and utilization studies, and the need to maintain rigor and impartiality, CMD has determined that these services are best performed through an external evaluator.

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

- A. Explain why civil service classes are not applicable.

Given the evaluative nature of this work, as well as the highly specialized, technical knowledge required to conduct availability and utilization studies, CMD has determined that these services are best performed through external evaluators to maintain rigor and impartiality.

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

6. Additional Information

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No training will be provided. However, the contractor(s) will be expected to share their study design, methodology, and any data (both qualitative and quantitative) produced or analyzed through this project so that City staff could replicate this project to conduct any future internal assessments.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 02/01/2024, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Municipal Executive Association; SEIU Local 1021

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43039 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/06/2024

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
To: [RECEIPT for Union Notification for PSC 43039 - 23/24 more than \\$100k](mailto:Lubamersky,Joan(ADM);oumar.fall@seiu1021.org;cade.crowell@seiu1021.org;SF-DHR-Info@seiu1021.org;max.porter@seiu1021.org;Jason.Klumb;sarah.wilson@seiu1021.org;Thomas.Vitale;Ricardo.lopez@sfgov.org;Kbasconcillo@sfwater.org;Sandeep.lal@seiu1021.me;pcamarillo_seiu@sbcglobal.net;Wendy.Frigillana;pscreview@seiu1021.org;ted.zarzecki@seiu1021.net;leah.berlanga@seiu1021.org;davidmkersten@gmail.com;XiuMin.Li;Sin.Yee.Poon@sfgov.org;David.Canham;jtanner940@aol.com;andrea@sfmea.com;Laxamana,Junko(DBI);Criss@sfmea.com;christina@sfmea.com;staff@sfmea.com;jnuti@ifpte21.org;kdavis@ifpte21.org;jharding@ifpte21.org;mweirick@ifpte21.org;dho@ifpte21.org;ewallace@ifpte21.org;ecassidy@ifpte21.org;WendyWong26@yahoo.com;wendywong26@yahoo.com;tmathews@ifpte21.org;kschumacher@ifpte21.org;kpage@ifpte21.org;eerbach@ifpte21.org;l21pscreview@ifpte21.org;Lubamersky,Joan(ADM);DHR-PSCCoordinator,DHR(HRD)
Subject: Receipt of Notice for new PCS over $100K PSC # 43039 - 23/24
Date: Thursday, February 1, 2024 11:52:26 PM</p><hr/></div><div data-bbox=)

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 43039 - 23/24 for \$500,000 for Initial Request services for the period 05/13/2024 – 12/31/2027. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/21987> 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: Professional services

Funding Source: Work orders

PSC Duration: 3 years

PSC Amount: \$350,000

1. Description of Work

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

Vendors will provide as-needed and intermittent advice and assistance to Local Business Enterprises (LBEs) in the service areas of business development (including communications, contracting opportunities and marketing), business technical assistance (including business planning, organizational development and proposal writing) and capacity building (including access to capital, funds administration and regulatory compliance). The goal of the contract(s) will be to support LBEs in securing contracts with the City.

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

This service is necessary for the Contract Management Division (CMD) to provide LBEs with much needed technical services directly through approved vendors. Consequences of denial would be that LBEs would not receive much-needed advice and assistance and not be eligible for business opportunities. Failure to provide these critical services would make it more difficult for CMD and departments to meet legislative mandates.

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

These services have not been provided in the past.

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.

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).

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:

Vendors will have expertise and knowledge in the services required. Work will be as-needed, when there are LBEs identified that would best benefit from these services.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Extensive knowledge of San Francisco's LBE program, expertise in business development, marketing, proposal writing, cash flow projections, funds administration, organizational development and budgeting.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 0922, Manager I;

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

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

These resources are not available within the City.

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

A. Explain why civil service classes are not applicable.

This work is as-needed and intermittent. While some City employees such as 0922 Manager and 1823 Senior Administrative Analyst might have limited understanding of business development/technical assistance, City employees do not have direct entrepreneurial experience needed to perform this work.

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

6. Additional Information

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

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

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

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

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

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

7. Union Notification: On 03/01/2022, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Municipal Executive Association

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41375 - 21/22

DHR Analysis/Recommendation:

action date: 05/02/2022

Commission Approval Required

Approved by Civil Service Commission

05/02/2022 DHR Approved for 05/02/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD

Dept. Code: ECD

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

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

Type of Service: IT Services

Funding Source: General Fund

PSC Amount: \$1,503,423

PSC Est. Start Date: 06/05/2024

PSC Est. End Date 06/04/2027

1. Description of Work

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

Provide stakeholder engagement, facilitation and training services for community based organizations and service providers for crisis response and emergency preparedness programs.

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

Proper function and maintenance of the DEM phone system is essential for answering 911 and non-emergency calls within the city of San Francisco. The phone system provides the means for emergency dispatchers to answer voice and text calls from the public 24/7. A denial would mean potential failure of this system that would severely impact the ability to answer calls from the public and provide emergency 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 was provided in the past under a direct contract between the State of California and AT&T. That contract is expiring, which necessitates the need to create a direct contract with AT&T.

D. Will the contract(s) be renewed?

We do not anticipate renewal at this time as we will be moving to a new phone system sometime within the next three years that will be maintained under a state contract with the new vendor.

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

not applicable

2. Reason(s) for the Request

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

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

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

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

B. Explain the qualifying circumstances:

The Department of Emergency Management answers all 911 and non-emergency calls for Police, Fire, and Medical response within the City and County of San Francisco. AT&T is the sole vendor that has the capability and expertise to maintain our current Intrado Viper phone system. They are integral to its functionality.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Hardware and software engineering of this proprietary system.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No, this is a propriety system and will be maintained by the contractor.

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

The Intrado Viper system is a proprietary system that only certified AT&T technicians are capable of maintaining.

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 proprietary system that can only be maintained by AT&T.
- 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. This work is temporary in nature and it would not make sense operationalize this position moving forward.

6. Additional Information

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

7. Union Notification: On 01/09/2024, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Management & Superv Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Thomas Chen Phone: 4152696562 Email: Thomas.Chen@sfgov.org

Address: 1011 Turk Street San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40897 - 23/24

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/06/2024

Civil Service Commission Action:

Receipt of Union Notification(s)

Chen, Thomas (DEM)

From: dhr-psccordinator@sfgov.org on behalf of Thomas.Chen@sfgov.org
Sent: Tuesday, January 9, 2024 4:31 PM
To: Chen, Thomas (DEM); Laxamana, Junko (DBI); sportillo@ifpte21.org; agarza@ifpte21.org; amakayan@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; dho@ifpte21.org; ewallace@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Chen, Thomas (DEM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 40897 - 23/24

RECEIPT for Union Notification for PSC 40897 - 23/24 more than \$100k

The DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD has submitted a request for a Personal Services Contract (PSC) 40897 - 23/24 for \$1,503,423 for Initial Request services for the period 06/05/2024 – 06/04/2027. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrDrupal/node/21917> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN RESOURCES -- HRD

Dept. Code: HRD

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

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

Type of Service: Public Safety Test Design and Administration for Q050, Q060, Q080, H020, H030, H040, and H050

Funding Source: General Fund and Work Order

PSC Amount: \$1,200,000

PSC Est. Start Date: 06/01/2024

PSC Est. End Date 04/30/2029

1. Description of Work

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

Provide expert test development consultation for the Q050 Police Sergeant, Q060 Police Lieutenant, Q080 Police Captain, H020 Fire Lieutenant, H030 Fire Captain, H040 Battalion Chief, and H050 Assistant Chief, selection process and defense of selection process (if necessary), provide testimony, preparation, and consultation against legal challenges.

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

The services are necessary as the Police and Fire Department selection process are historically litigious. The value of the contractor and its ability to provide specialized statistical analysis and mitigate the risk of protests and litigation. The consultant will provide expert guidance and defend the City in the event of litigation. Denial of this PSC would impair the City's ability to defend against the selection process if the selection was legally challenged.

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

Similar services were provided in 2023, the prior PSC# 40405 - 22/23.

D. Will the contract(s) be renewed?

There are no plans to renew the contracts at this time.

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

not applicable

2. Reason(s) for the Request

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

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 services are necessary as the Police and Fire Department selection process are historically litigious. The value of the contractor and its ability to provide specialized statistical analysis and mitigate the risk of protests and litigation. The consultant will provide expert guidance and defend the City in the event of litigation.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractors must have extensive knowledge of psychometrics and statistical analysis, and experience providing depositions and testifying as an expert witness in State and

Federal courts.

B. Which, if any, civil service class(es) normally perform(s) this work? 1241, Personnel Analyst; 1244, Senior Personnel Analyst; 1246, Principal Personnel Analyst; 0931, Manager III; 1241, Human Resources Analyst; 1244, Senior Human Resources Analyst; 1246, Principal Human Resources Analyst;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: NA

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

DHR is unable to provide these services as the staff does not have the level of expertise required to perform the scope of services needed.

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

A. Explain why civil service classes are not applicable.

DHR is unable to provide these services as the staff does not have the level of expertise required to perform the scope of services needed.

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 is not practical to adopt a new civil service class because Human Resource Analysts due to the legal defensibility requirements and specialized knowledge required for the public safety exams identified.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. The contractor will not train employees. The expectation is that the raters will provide a transfer of knowledge so that relevant stakeholders can appoint qualified candidates.

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 03/12/2024, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Municipal Executive Association

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

Name: Mike Cotter Phone: 415-557-4912 Email: Mike.Cotter@sfgov.org

Address: 1 South Van Ness Ave., 4th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49801 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/06/2024

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of Mike.Cotter@sfgov.org
Sent: Tuesday, March 12, 2024 10:46 AM
To: Cotter, Mike (HRD); andrea@sfmea.com; Laxamana, Junko (DBI); Criss@sfmea.com; christina@sfmea.com; staff@sfmea.com; 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; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Rainaldi, Linda (HRD); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49801 - 23/24

RECEIPT for Union Notification for PSC 49801 - 23/24 more than \$100k

The HUMAN RESOURCES -- HRD has submitted a request for a Personal Services Contract (PSC) 49801 - 23/24 for \$1,200,000 for Initial Request services for the period 06/01/2024 – 04/30/2029. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/22144> 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 RESOURCES -- HRD

Dept. Code: HRD

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

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

Type of Service: Development and Administration for Q050, Q060, Q080, H020, H030, H040 and H050 Exam

Funding Source: General Fund and Work Order

PSC Amount: \$925,000

PSC Est. Start Date: 01/01/2023

PSC Est. End Date 12/31/2026

1. Description of Work

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

Provide expert test development consultation for the Q050 Police Sergeant, Q060 Police Lieutenant, Q080 Police Captain, H020 Fire Lieutenant, H030 Fire Captain, H040 Battalion Chief, and H050 Assistant Chief, selection process and defend that selection process, and if necessary, be available to provide testimony, preparation, and consultation against legal challenges.

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

This service is necessary because Police and Fire Department selection processes have historically been litigious. The value of the contractor is its ability to provide specialized statistical analysis and mitigate the risk of protests and litigation. The consultant will provide expert guidance and defend the City in the event of litigation. Denial of this PSC would impair the City's ability to defend the selection process in the event of litigation.

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

Similar services were approved in 2019.

D. Will the contract(s) be renewed?

At the moment, there is no plans to renew the contracts.

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

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 City lacks staff with the credentials required to provide expert testimony in court.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor must have extensive and current knowledge of psychometrics and statistical analysis, and experience providing depositions and testifying as an expert witness in State and Federal courts.

B. Which, if any, civil service class(es) normally perform(s) this work? 1241, Personnel Analyst; 1244, Senior Personnel Analyst; 1246, Principal Personnel Analyst; 0931, Manager III; 1241, Human Resources Analyst; 1244, Senior Human Resources Analyst; 1246, Principal 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?

DHR is unable to provide the services because staff do not have the level of expertise required.

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

A. Explain why civil service classes are not applicable.

Civil service classes are not applicable because staff do not have the credentials to provide expert testimony in court.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt a new civil service class because human resource analysts perform the majority of tasks related to development and administration of the selection process.

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 formalized training. However, there will be a transfer of knowledge by working with the consultant.

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 01/10/2023, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Management & Superv Local 21; Municipal Executive Association; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Professional & Tech Engrs, SFAPP

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

Name: Mike Cotter Phone: 415-557-4912 Email: Mike.Cotter@sfgov.org

Address: 1 South Van Ness Ave., 4th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40405 - 22/23

DHR Analysis/Recommendation:

action date: 03/06/2023

Commission Approval Required

Approved by Civil Service Commission

03/06/2023 DHR Approved for 03/06/2023

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 Annual Continuing (Omit Posting)

Type of Service: Child Welfare Training

Funding Source: county, state, federal

PSC Amount: \$3,178,516

PSC Est. Start Date: 07/01/2024

PSC Est. End Date 06/30/2029

1. Description of Work

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

Provides comprehensive, high-quality, culturally-responsible State-mandated training to Child Welfare workers, using Federal dollars, to increase Child Welfare workers knowledge and skills in the practice of public child welfare. These trainings increase the knowledge and skills of Child Welfare workers, thereby improving outcomes for children and families. Trainings cover complex case management and have both clinical and legal implications, providing Child Welfare workers updates on State laws, regulations and standards.

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

The California Department of Social Services mandates that Child Welfare workers receive on-going high-quality, comprehensive, and culturally relevant training to increase their knowledge and skill in the practice of public child welfare. They are mandated to receive a minimum of 40 hours every two years, as required by CA Dept. of Social Services. This service is necessary to enable Child Welfare workers to respond effectively to the needs of children in the foster care system and their families, which in turn, improves outcomes for San Francisco children and their families. Training to Child Welfare workers provides an opportunity for children in the public child welfare system to achieve safety, permanency and well-being by ensuring the staff interacting with them have the latest and most comprehensive skills and knowledge available to them. The consequences of denial could result in more children in the foster care system, for longer periods of time, and increasingly poor outcomes in regards to the safety, permanency and wellbeing of the child. It could potentially lead to legal action against the City, were the workers not current on State standards, laws and regulations. The county would also be out of compliance with the state training requirements.

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 consistently for the past 20 years by the Bay Area Academy. The Bay Area Academy serves the 12 counties in the Bay Area. The Bay Area Academies were established by the California Department of Social Services and are the coordinating system to provide training to Child Welfare workers in the State. To draw down Title IV-E Federal revenue, each academy is affiliated with a university. The Bay Area Training Academy has been affiliated with CSU/Fresno Foundation since 2011.

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):

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

B. Explain the qualifying circumstances:

40 hours of public child welfare training required every two years by legal mandate from the California Department of Social Services, Welfare and Institutions Code 16206 and the CDSS Staff Development and Training Manual, Section 14-610.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Masters-level Child Welfare protective services worker. Given the nature of the training, it is critical that trainers be experienced master level social workers or clinicians in order to effectively train in advanced practices and address complex case situations. In order to draw down the full potential federal revenue (Title IV-E), the agency providing the service must be part of a public institution of higher learning (university or college). The regional training academies are the state system for providing Child Welfare training to county staff across the state.

B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer;

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. Child Welfare workers (2940, 2941 and 2944) are required by California State Department of Social Services to receive 40 hours of training in public child welfare every 2 years from one of four training academies, established in California. In order to leverage Federal funding, the Bay Area Academy (BAA), affiliated with CSU/Fresno Foundation, is the designated academy for the 12 Bay Area Counties.

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

A. Explain why civil service classes are not applicable.

The 1232 is a Bachelors-level position and does not require child welfare expertise or experience. Child Welfare workers are Masters-level staff. The work involves complex case management and decision making, requires clinical knowledge, and involves court processes. The 1232 position does not have the experience and educational background to effectively provide this level of training. Masters level Child Welfare staff are generally trained at university Social Work programs and regional academies.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, this is a very specific training designated for child welfare and social workers. It would also be a significant increase in cost to the county as federal funding can only come through an agency affiliated with a university in order to draw down Federal Title IV-E dollars through use of university indirect as match.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Yes. Child Welfare workers (2940, 2941 and 2944) are required by California State Department of Social Services to receive 40 hours of training in public child welfare every 2 years from one of four training academies, established in California. In order to leverage Federal funding, the Bay Area Academy (BAA), affiliated with CSU/Fresno Foundation, is the designated academy for the 12 Bay Area Counties.

C. Are there legal mandates requiring the use of contractual services?
Yes. 40 hours of public child welfare training required every two years by legal mandate from the California Department of Social Services, Welfare and Institutions Code 16206 and the CDSS Staff Development and Training Manual, Section 14-610

- 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.

7. Union Notification: On 03/04/2024, 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

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

Name: Tara Alvarez Phone: Email: tara.alvarez@sfgov.org

Address: 1650 Mission Street, 5th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47230 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/06/2024

Receipt of Union Notification(s)

Alvarez, Tara (HSA)

From: dhr-psccordinator@sfgov.org on behalf of tara.alvarez@sfgov.org
Sent: Monday, March 4, 2024 9:12 AM
To: Alvarez, Tara (HSA); 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; Kristen Schumacher; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Grant, Jennifer (HSA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47230 - 23/24

RECEIPT for Union Notification for PSC 47230 - 23/24 more than \$100k

The HUMAN SERVICES -- DSS has submitted a request for a Personal Services Contract (PSC) 47230 - 23/24 for \$3,178,516 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/22118> 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)

State of California

WELFARE AND INSTITUTIONS CODE

Section 16206

16206. (a) The purpose of the program is to develop and implement statewide coordinated training programs designed specifically to meet the needs of county child protective services social workers assigned emergency response, family maintenance, family reunification, permanent placement, and adoption responsibilities. It is the intent of the Legislature that the program include training for other agencies under contract with county welfare departments to provide child welfare services. In addition, the program shall provide training programs for persons defined as a mandated reporter pursuant to the Child Abuse and Neglect Reporting Act (Article 2.5 (commencing with Section 11164) of Chapter 2 of Title 1 of Part 4 of the Penal Code). The program shall provide the services required in this section to the extent possible within the total allocation. If allocations are insufficient, the department, in consultation with the grantee or grantees and the Child Welfare Training Advisory Board, shall prioritize the efforts of the program, giving primary attention to the most urgently needed services. County child protective services social workers assigned emergency response responsibilities shall receive first priority for training pursuant to this section.

(b) The training program shall provide practice-relevant training for mandated child abuse reporters and all members of the child welfare delivery system that will address critical issues affecting the well-being of children, and shall develop curriculum materials and training resources for use in meeting staff development needs of mandated child abuse reporters and child welfare personnel in public and private agency settings.

(c) The training provided pursuant to this section shall include all of the following:

- (1) Crisis intervention.
- (2) Investigative techniques.
- (3) Rules of evidence.
- (4) Indicators of abuse and neglect.
- (5) Assessment criteria, including the application of guidelines for assessment of relatives for placement according to the criteria described in Section 361.3.
- (6) Intervention strategies.
- (7) Legal requirements of child protection, including requirements of child abuse reporting laws.
- (8) Case management.
- (9) Use of community resources.
- (10) Information regarding the dynamics and effects of domestic violence upon families and children, including indicators and dynamics of teen dating violence.

(11) Post-traumatic stress disorder and the causes, symptoms, and treatment of post-traumatic stress disorder in children and the types of and behavioral manifestation of trauma, loss, and grief.

(12) The importance of maintaining relationships with individuals who are important to a child in out-of-home placement, including methods to identify those individuals, consistent with the child's best interests, including, but not limited to, asking the child about individuals who are important, and ways to maintain and support those relationships.

(13) The legal duties of a child protective services social worker, in order to protect the legal rights and safety of children and families from the initial time of contact during investigation through treatment.

(14) The information described in subdivision (d) of Section 16501.4.

(15) The information described in subdivision (i) of Section 16521.5. The program may use the curriculum created pursuant to subdivision (h), and described in subdivision (i), of Section 16521.5.

(d) The training provided pursuant to this section may also include any or all of the following:

- (1) Child development and parenting.
- (2) Intake, interviewing, and initial assessment.
- (3) Casework and treatment.
- (4) Medical aspects of child abuse and neglect.

(e) The training program in each county shall assess the program's performance at least annually and forward it to the State Department of Social Services for an evaluation. The assessment shall include, at a minimum, all of the following:

- (1) Workforce data, including education, qualifications, and demographics.
- (2) The number of persons trained.
- (3) The type of training provided.

(4) The degree to which the training is perceived by participants as useful in practice.

(5) Any additional information or data deemed necessary by the department for reporting, oversight, and monitoring purposes.

(f) The training program shall provide practice-relevant training to county child protective services social workers who screen referrals for child abuse or neglect and for all workers assigned to provide emergency response, family maintenance, family reunification, and permanent placement services. The training shall be developed in consultation with the Child Welfare Training Advisory Board and domestic violence victims' advocates and other public and private agencies that provide programs for victims of domestic violence or programs of intervention for perpetrators.

(Amended (as amended by Stats. 2017, Ch. 24, Sec. 48) by Stats. 2017, Ch. 714, Sec. 3. (AB 1006) Effective January 1, 2018.)

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814

COPY

July 10, 1991

*File
AC 1/1*

COUNTY FISCAL LETTER NO. 91/92-01

TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY AUDITOR-CONTROLLERS
COUNTY STAFF DEVELOPMENT OFFICERS

ISOM

- BUSH
- BUTLER
- CABRAL
- COIN
- DM's (5)
- EVANS
- FITZGERALD
- HEARINGS (3)
- IRUSSI
- JUDKINS
- KENWORTHY
- KREIDER

MAGALLANES

- MILLER
- OLANDER
- PACHECO
- PHELPS
- PREECE
- REBURN
- ROTH
- SMITH
- STAFF DEV (2) Julie
- STEINHELPER
- STRAHL
- ASU



RECEIVED
AUG 7 1991

P S S A
FISCAL CRT

SUBJECT: TRAINING CONTRACTS WITH INSTITUTIONS OF HIGHER EDUCATION.

This letter provides revised instructions for contracts with public and private institutions of higher education (IHE) for the provision of training to County Welfare Department (CWD) staff and persons preparing for employment with the CWD. This CFL supersedes All-County Information Notice I-60-82 and All-County Letter No. 86-25. A CWD, or consortium of CWDs, contracting with an IHE for staff development services must adhere to the following program, fiscal, and contract requirements in order to obtain Federal and State reimbursement of the costs.

Program Requirements

1. Allowable training services which may be provided by the IHE include curriculum development, classroom instruction, field instruction, or a combination of these.
2. The contract objectives must describe how the training directly relates to the CWD's programs and how it meets the CWD's training needs. This information is included in the CWD's Annual Training Plan; refer to Manual of Policies and Procedures (MPP), Division 14, Chapter 14-400 Annual Training Plans.
3. The IHE must be accredited by an institutional accrediting agency recognized by the U.S. Commissioner of Education.
4. A joint evaluation of the training must be conducted by CWD and IHE staff no later than the end of the first year of the contract. The evaluation procedures are specified in MPP, Division 14, Chapter 14-820 Procedures. The evaluation must determine whether the objectives of the contract were met; if the objectives of the contract were not met, payment shall be terminated at the end of the first year of the contract. The CWD shall maintain the evaluation on file for audit purposes.

5. An informational copy of the contract must be provided to the State Department of Social Services Training Bureau at M.S. 7-473, 744 P. Street, Sacramento, CA 95814, Attention: IHE.

Fiscal Requirements.

1. The IHE is allowed to charge for the following training costs:
 - a. Instructor's salary, benefits, and travel;
 - b. Salary and benefits of administrative/clerical support;
 - c. Teaching materials and equipment;
 - d. Indirect costs, if the IHE has an approved indirect cost rate from the Federal Department of Health and Human Services, Division of Cost Allocation.

2. The CWD may negotiate with public IHEs to provide the CWD's share of costs. Billings from the IHE must identify the total costs for the quarter and separately identify the portion of the costs contributed by the IHE. The IHE may contribute no more than the CWD's share of costs; if the IHE provides less than the CWD's share of costs, the CWD is responsible for the difference. If the IHE provides more than the CWD's share of costs, the amount in excess of the County share will be applied to the State match. The remaining costs are reimbursed via the Federal and State ratios established for each program.

If a public IHE contributes any costs, the billing must contain a certification that the costs are eligible for reimbursement under 45 Code of Federal Regulations (CFR), Part 235.60 - 235.66 (attached).

3. A private IHE is not permitted to contribute the CWD's share of costs; any funds received from a private IHE are program income and must be deducted from the total allowable costs reported for reimbursement (see 45 CFR Part 235.66(b) for details).
4. The financial management systems of both public and private institutions must meet the requirement specified in Office of Management and Budget (OMB) Circular A-110, Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, Attachment F; all costs must be identified in accordance with OMB Circular A-21, Cost Principles For Educational Institutions. These circulars are available from the fiscal officer of the IHE.
5. All staff development costs are reimbursed through the CWD's existing Federal and State allocations.

Contract Requirements

1. The contract must comply with the provisions of MPP, Division 23, Chapter 23-600 Purchase of Service.
2. The contract must include the program and fiscal provisions listed above.

If there are questions concerning this letter, please contact the Fiscal Policy and Procedures Bureau, Administrative Policy Unit, at (916) 445-7046.

Sincerely,



ROBERT L. GARCIA
Deputy Director
Administration

Attachment

cc: CWDA

§ 235.60

(Secs. 2, 3, 402, 403, 1002, 1003, 1402, 1403, and 1602, Social Security Act, as amended; 74 Stat. 987 as amended, 45 Stat. 627 as amended, 49 Stat. 645 as amended, 49 Stat. 647 as amended, 64 Stat. 555 as amended, 76 Stat. 198 as amended; 42 U.S.C. 302, 602, 1202, 1302, 1352, and 1382 Note)

[45 FR 25398, Apr. 15, 1980]

§ 235.60 Federal financial participation (FFP) for State and local training.

Sections 235.61 through 235.66 contain (a) State plan requirements for training programs and (b) conditions for Federal financial participation (FFP) for training costs under the State plans. These sections apply to the State plans for the financial assistance programs in all jurisdictions under title I, IV-A, X, XIV, or XVI (AABD) of the Social Security Act.

(Secs. 2, 3, 402, 403, 1002, 1003, 1402, 1403, 1602, and 1603, Social Security Act as amended; 49 Stat. 620 as amended, 49 Stat. 621, as amended, 49 Stat. 627, as amended, 49 Stat. 628 as amended, 49 Stat. 645 as amended, 49 Stat. 646, as amended, 49 Stat. 647, as amended, 64 Stat. 555, as amended, 76 Stat. 198, as amended, 76 Stat. 200, as amended; 42 U.S.C. 302, 303, 602, 603, 1202, 1203, 1302, 1352, 1353, 1382, and 1383)

[45 FR 29833, May 6, 1980]

§ 235.61 Definition of terms.

For purposes of §§ 235.60-235.66:

"Act" means the Social Security Act, as amended.

"A grant to an educational institution" means payments to an educational institution for services rendered under a time limited agreement between the State agency and the eligible educational institution which provides for the training of State or local agency employees or persons preparing for employment with the State or local agency.

"A training program" is the method through which the State agency carries out a plan of educational and training activities to improve the operation of its programs.

(a) "Initial in-service training" means a period of intensive, task-oriented training to prepare new employees to assume job responsibilities.

(b) "Continuing training" means an on-going program of training planned to enable employees to: (1) Reinforce their basic knowledge and develop the

45 CFR Ch. II (10-15-89 Edition)

required skills for the performance of specific functions, and (2) acquire additional knowledge and skill to meet changes such as enactment of new legislation, development of new policies, or shifts in program emphasis.

(c) "Full-time training" means training that requires employees to be relieved of all responsibility for performance of current work to participate in a training program.

(d) "Part-time training" means training that allows employees to continue full time in their jobs or requires only partial reduction of work activities to participate in a training program outside of the State or local agency.

(e) "Long-term training" means training for eight consecutive work weeks or longer.

(f) "Short-term training" means training for less than eight consecutive work weeks.

"FFP or Federal financial participation" means the Federal government's share of expenditures made by a State or local agency under a training program.

"Fringe benefits" means the employer's share of premiums for industrial compensation, employee's retirement, unemployment compensation, health insurance, and similar expenses.

"Persons preparing for employment" means individuals who are not yet employed by the State or local agency, but who have received financial assistance from the State agency for training, and have made a legally binding commitment with the State or local agency for future employment under the conditions of these regulations.

"Stipend" means the basic living allowance paid to a student.

(Secs. 2, 3, 402, 403, 1002, 1003, 1402, 1403, 1602, and 1603, Social Security Act as amended; 49 Stat. 620 as amended, 49 Stat. 621, as amended, 49 Stat. 627, as amended, 49 Stat. 628 as amended, 49 Stat. 645 as amended, 49 Stat. 646, as amended, 49 Stat. 647, as amended, 64 Stat. 555, as amended, 76 Stat. 198, as amended, 76 Stat. 200, as amended; 42 U.S.C. 302, 303, 602, 603, 1202, 1203, 1302, 1352, 1353, 1382, and 1383)

[45 FR 29833, May 6, 1980]

§ 235.62 State plan requirements for training programs.

A State plan under title I, IV-A, X, XIV, or XVI (AABD) of the Act must provide for a training program for agency personnel. The training program must:

(a) Include initial in-service training for newly appointed staff, and continuing agency training opportunities to improve the operation of the program. The training program may also include short-term and long-term training at educational institutions through grants to institutions or by direct financial assistance to students enrolled in institutions who are agency employees or persons preparing for employment with the State or local agency;

(b) Be related to job duties performed or to be performed by the persons trained, and be consistent with the program objectives of the agency; and

(c) Be described in an annual training plan prepared prior to the beginning of the fiscal year. Copies of the training plan shall be made available upon request to the Regional Office of Family Assistance for review by the Federal staff.

(Secs. 2, 3, 402, 403, 1002, 1003, 1402, 1403, 1602, and 1603, Social Security Act as amended; 49 Stat. 620 as amended, 49 Stat. 621, as amended, 49 Stat. 627, as amended, 49 Stat. 628 as amended, 49 Stat. 645 as amended, 49 Stat. 646, as amended, 49 Stat. 647, as amended, 64 Stat. 555, as amended, 75 Stat. 198, as amended, 75 Stat. 200, as amended; 42 U.S.C. 302, 303, 602, 603, 1202, 1203-1302, 1352, 1353, 1382, and 1383)

[45 FR 29833, May 6, 1980, as amended at 46 FR 29264, June 1, 1981]

§ 235.63 Conditions for FFP.

(a) *Who may be trained.* FFP is available only for training provided personnel employed in all classes of positions, volunteers, and persons preparing for employment by the State or local agency administering the program.

(b) *When FFP is available.* FFP is available for personnel employed and persons preparing for employment by the State or local agency provided the following conditions are met, and with the following limitations:

(1) Employees in full-time, long-term training make a commitment to work in the agency for a period of time equal to the period for which financial assistance is granted. A State agency may exempt an employee from fulfilling this commitment only if failure to continue in employment is due to death, disability, employment in a financial assistance program in a public assistance agency in another State, or other emergent circumstances determined by the single State agency head to be valid for exemption;

(2) An employee retains his or her rights and benefits in the agency while on full-time, long-term training leave;

(3) Persons preparing for employment are selected by the State agency and accepted by the school;

(4) Persons preparing for employment are pursuing educational programs approved by the State agency;

(5) Persons preparing for employment are committed to work for State or local agency for a period of time at least equal to the period for which financial assistance is granted if employment is offered within 2 months after training is completed;

(6) The State or local agency offers the individual preparing for employment a job upon completion of training unless precluded by merit system requirements, legislative budget cuts, position freezes, or other circumstances beyond the agency's control; and if unable to offer employment, releases the individual from his or her commitment;

(7) The State agency keeps a record of the employment of persons trained. If the persons are not employed by the State or local agency, the record specifies the reason for non-employment;

(8) The State agency evaluates the training programs; and

(9) Any recoupment of funds by the State from trainees failing to fulfill their commitment under this section shall be treated as a refund and deducted from total training costs for the purpose of determining net costs for FFP.

(c) *Grants to educational institutions.* FFP is available in payments for services rendered under grants to edu-

educational institutions provided all of the following conditions are met:

(1) Grants are made for the purpose of developing, expanding, or improving training for personnel employed by the State or local agency or preparing for employment by the State or local agency administering the program. Grants are made for an educational program (curriculum development, classroom instruction, field instruction, or any combination of these) that is directly related to the agency's program. Grants are made for not more than 3 years, but may be renewed, subject to the conditions of this section:

(2) Grants are made to educational institutions and programs that are accredited by the appropriate institutional accrediting body recognized by the U.S. Commissioner of Education. When a specialized program within the institution for which there is a specialized accrediting body is used, that program must be accredited by or have pre-accreditation status from that body. (Part 149 of this title explains the requirements and procedures for obtaining recognition as an accrediting agency or association. Lists of currently recognized accrediting bodies are published in the *FEDERAL REGISTER* periodically. See also *Nationally Recognized Accrediting Agencies and Associations* published by the Office of Education);

(3) The State agency has written policies establishing conditions and procedures for such grants;

(4) Each grant describes objectives in terms of how the educational program is related to the financial assistance programs and how it is designed to meet the State or local agency's manpower needs; and

(5) An evaluation of the educational program funded by each grant is made no later than the close of the second year of the grant. The evaluation shall be conducted by representatives from the educational institution and the State agency to determine whether conditions and objectives described in the grant are being met. If the educational program does not meet these conditions and objectives, payment shall be terminated no later than the close of the second year of the grant.

(Secs. 2, 3, 402, 403, 1002, 1003, 1402, 1403, 1602, and 1603, Social Security Act as amended; 49 Stat. 620 as amended, 49 Stat. 621, as amended, 49 Stat. 627, as amended, 49 Stat. 628 as amended, 49 Stat. 645 as amended, 49 Stat. 646, as amended, 49 Stat. 647, as amended, 64 Stat. 555, as amended, 76 Stat. 198, as amended, 76 Stat. 200, as amended; 42 U.S.C. 302, 303, 602, 603, 1202, 1203, 1302, 1352, 1353, 1382, and 1383)

(45 FR 29834, May 6, 1980)

§ 235.64 FFP rates, and activities and costs matchable as training expenditures.

Under title I, X, XIV, or XVI (AABD) of the Act, FFP is available at the rate of 75 percent, and under title IV-A effective October 1, 1981, FFP is available at the rate of 50 percent for the following costs:

(a) Salaries, fringe benefits, travel and per diem for:

(1) Staff development personnel (including support staff) assigned full time to training functions and;

(2) Staff development personnel assigned part time to training functions to the extent time is spent performing such functions.

(b) For agency training sessions, FFP is available for:

(1) Salaries, fringe benefits, travel and per diem for employees in initial in-service training of at least one week;

(2) Travel and per diem for employees in agency training sessions away from the employee's work site, or in institutes, seminars or workshops related to the job and sponsored by professional organizations;

(3) Salaries, fringe benefits, travel and per diem for experts outside the agency engaged to develop or conduct special programs; and

(4) Costs of space, postage, teaching supplies, purchase or development of teaching material and equipment, and costs of maintaining and operating the agency library as an essential resource to the agency's training program.

(c) For training and education outside of the agency, FFP is available for:

(1) Salaries, fringe benefits, dependency allowance, travel, tuition, books, and educational supplies for employees in full-time, long-term training

P.S.S.A. CENTRAL OFFICE
VENTURA, CALIFORNIA

Office of Family Assistance, Fam. Sup. Admin., HHS

§ 235.70

programs (with no assigned agency duties):

(2) Salaries, fringe benefits, travel, tuition, books, and educational supplies for employees in full-time, short-term training programs of four or more consecutive work weeks;

(3) Travel, per diem, tuition, books and educational supplies for employees in short-term training programs of less than four consecutive work weeks, or part-time training programs; and

(4) Stipends, travel, tuition, books and educational supplies for persons preparing for employment with the State or local agency.

(d) FFP is available for payments to educational institutions, as described in § 235.63(c) for salaries, fringe benefits, and travel of instructors, clerical assistance, teaching materials and equipment.

(Secs. 2, 3, 402, 403, 1002, 1003, 1102, 1402, 1403, 1602, and 1603, Social Security Act as amended; 49 Stat. 620 as amended, 49 Stat. 621, as amended, 49 Stat. 627, as amended, 49 Stat. 628 as amended, 49 Stat. 645 as amended, 49 Stat. 646, as amended, 49 Stat. 647, as amended, 64 Stat. 555, as amended, 76 Stat. 198, as amended, 76 Stat. 200, as amended, 95 Stat. 843; 42 U.S.C. 302, 303, 602, 603, 1202, 1203, 1302 and Part XXXIII of Pub. L. 97-35, 1352, 1353, 1382, and 1383)

[45 FR 29834, May 6, 1980, as amended at 47 FR 5683, Feb. 5, 1982]

§ 235.65 Activities and costs not matchable as training expenditures.

FFP is not available for the following expenditures as training costs; however, the expenditures described in this section may be matched as administrative costs, if conditions for such matching are met:

(a) Salaries of supervisors (day-to-day supervision of staff is not a training activity); and

(b) Employment of students on a temporary basis, such as in the summertime.

(Secs. 2, 3, 402, 403, 1002, 1003, 1402, 1403, 1602, and 1603, Social Security Act as amended; 49 Stat. 620 as amended, 49 Stat. 621, as amended, 49 Stat. 627, as amended, 49 Stat. 628 as amended, 49 Stat. 645 as amended, 49 Stat. 646, as amended, 49 Stat. 647, as amended, 64 Stat. 555, as amended, 76 Stat. 198, as amended, 76 Stat. 200, as amended; 42 U.S.C. 302, 303, 602, 603, 1202, 1203, 1302, 1352, 1353, 1382, and 1383)

(45 FR 29835, May 6, 1980)

§ 235.66 Sources of State funds.

(a) *Public funds.* Public funds may be considered as the State's share in claiming Federal reimbursement where the funds:

(1) Are appropriated directly to the State or local agency, or transferred from another public agency (including Indian tribes) to the State or local agency and under its administrative control, or certified by the contributing public agency as representing expenditures eligible for FFP under §§ 235.60-235.66;

(2) Are not used to match other Federal funds; and

(3) Are not federal funds, or are Federal funds authorized by Federal law to be used to match other Federal funds.

(b) *Private funds.* Funds donated from private sources may be considered as the State's share in claiming Federal reimbursement only where the funds are:

(1) Transferred to the State or local agency and under its administrative control;

(2) Donated without any restriction which would require their use for the training of a particular individual or at particular facilities or institutions; and

(3) Do not revert to the donor's facility or use.

(Secs. 2, 3, 402, 403, 1002, 1003, 1402, 1403, 1602, and 1603, Social Security Act as amended; 49 Stat. 620 as amended, 49 Stat. 621, as amended, 49 Stat. 627, as amended, 49 Stat. 628 as amended, 49 Stat. 645 as amended, 49 Stat. 646, as amended, 49 Stat. 647, as amended, 64 Stat. 555, as amended, 76 Stat. 198, as amended, 76 Stat. 200, as amended; 42 U.S.C. 302, 303, 602, 603, 1202, 1203, 1302, 1352, 1353, 1382, and 1383)

[45 FR 29835, May 6, 1980]

§ 235.70 Prompt notice to child support agency.

(a) A State plan under title IV-A of the Social Security Act must provide for prompt notice to the State or local child support agency designated pursuant to section 454(3) of the Social Security Act whenever:

(1) Aid is furnished to a child who has been deserted or abandoned by a

Appendix A– Scope of Work
California State University, Fresno Foundation –Bay Area Academy (BAA)
San Francisco Training Project
July 1, 2019 to June 30, 2023

I. SERVICES TO BE PROVIDED

The California State University, Fresno Foundation, in collaboration with the Bay Area Academy (BAA) will enhance the City and County of San Francisco’s Human Services Agency’s (HSA) ability to deliver quality, culturally responsive services. A comprehensive training program will be offered that will increase Division of Family & Children’s Services (FCS) staff knowledge and skills in the practice of public child welfare. Key to this objective is training that promotes Safety, Permanency and Wellbeing. Working with the FCS Program Manager and management team to identify current training needs, BAA will identify potential trainers, purchase or develop classroom, field, and/or online learning curriculum available on BAA password protected page, coordinate pre-registration, develop and distribute training announcements, provide on-site support of classroom training, provide field-based training, provide technical assistance and implementation support and conduct evaluations. Provide tracking and report for all non-BAA training.

A. TRAINING: CLASSROOM, FIELD-BASED, eLEARNING

BAA will support the implementation, development and coordination of classroom, field-based, e-learning training designed to:

1. Support FCS program mandates and initiatives, including but not limited to California Practice Model, Safety Organized Practice, Child Family Teams, Continuum of Care Reform and Continuous Quality Improvement (CQI).
2. Meet the training needs, both classroom and field based, that are required to implement those initiatives.
3. Enhance the staff’s professional skills and knowledge through multiple training mediums, including e-learning, classroom and field-based training.
4. Support and provide learning opportunities, field-based training and evaluation of the agency’s internal coaching program.
5. Increase staff’s cultural awareness and responsiveness by delivering curriculum that is culturally appropriate.
6. Support current efforts to develop and sustain a trauma-informed infrastructure.
7. Increase staff knowledge on the application of new laws and regulations in child welfare.
8. Provide training that will assist child welfare staff in meeting the 40 hours training requirement every two years that is mandated by California Department of Social Services.
9. Emphasize Permanency, Safety and Wellbeing in all training related activities.

B. TECHNICAL ASSISTANCE AND EVALUATION

BAA will support and enhance HSA FCS’s program initiatives through technical assistance, including but not limited to:

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 Annual Continuing (Omit Posting)

Type of Service: Professional Services

Funding Source: county, state and federal

PSC Amount: \$3,500,000

PSC Est. Start Date: 07/01/2019

PSC Est. End Date 06/30/2023

1. Description of Work

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

Provides comprehensive, quality, culturally-responsible State-mandated training to Child welfare workers, using Federal dollars, to increase child welfare workers knowledge and skills in the practice of public child welfare. These trainings increase the knowledge and skills of child welfare workers, thereby improving outcomes for children and families. Trainings cover complex case management and have both clinical and legal implications; providing child welfare workers updates on State laws, regulations and standards.

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

The California Department of Social Services mandates that child welfare workers receive on-going quality, comprehensive and culturally relevant training to increase their knowledge and skill in the practice of public child welfare. They are mandated to receive a minimum of 40 hours every two years, as required by CA Dept. of Social Services. This service is necessary to enable child welfare workers to respond effectively to the needs of children in the foster care system and their families, which in turn, improves outcomes for San Francisco children and their families. Training to child welfare workers provides an opportunity for children in the public child welfare system to achieve safety, permanency and well-being by ensuring the staff interacting with them have the latest and most comprehensive skills and knowledge available to them. The consequences of denial could result in more children in the foster care system, for longer periods of time and increasingly poor outcomes in regards to the safety, permanency and well being of the child. It could potentially lead to legal action against the City, were the workers not current on State standards, laws and regulations. The county would also be out of compliance with the state training requirements.

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 services has been provided consistently for the past 20 years by the Bay Area Academy. The Bay Area Academy serves the 12 counties in the Bay Area. The Bay Area Academies were established by the CA. State Dept of Social Services and are the coordinating system to provide training to Child Welfare workers in the State. To draw down Title IV-E Federal revenue, each academy is affiliated with a university. The Bay Area Training Academy has been affiliated with CSU/Fresno Foundation since 2011.

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):

Other (be specific and attach any relevant supporting documents):

REASON FOR CHECKING OTHER:

City does not have masters level, child welfare experienced trainers at the level required nor the academic institutional support for those trainers.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Masters-level child welfare protective services worker. Given the nature of the training, it is critical that trainers be experienced master level social workers or clinicians in order to effectively train in advanced practices and address complex case situations. In order to draw down the full potential federal revenue (Title IV-E) the academy agency providing the service must be part of a public institution of higher learning (university or college). The regional training academies are the state system for providing child welfare training to county staff across the state.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer;
- 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 1232 is a BA-level position and does not require child welfare expertise or experience. Child protective service workers are masters level staff. The work involves complex case management and decision making, requires some clinical knowledge, and involves court processes. The 1232 position does not have the experience and educational background to effectively provide this level of training. Masters level child welfare staff are generally trained out of the university social work schools and regional academies.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, this is a very specific training designated for child protective services and social workers. It would also be a significant increase in cost to the county due the federal funding can only come through an agency affiliated with a University in order to draw down Federal IV-E dollars through use of university indirect as match.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Yes. Child Welfare workers (2940, 2941 and 2944) are required by California State Department of Social Services to receive 40 hours of training in public child welfare every 2 years from one of four training academies, established in California. The Bay Area Academy (BAA), affiliated with CSU/Fresno Foundation in order to leverage Federal funding, is the designed BAA for the 12 Bay Area Counties.
- C. Are there legal mandates requiring the use of contractual services?
Yes. 40 hours of public child welfare training required every two years by legal mandate from the California Department of Social Services, Welfare and Institutions Code 16206 and the CDSS Staff Development and Training Manual, Section 14-610

- 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 02/25/2019, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Management & Superv Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: John Tsutakawa Phone: 415-557-6299 Email: john.tsutakawa@sfgov.org

Address: 1650 Mission Street, Suite 300, SF CA 94103 San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49081 - 18/19

DHR Analysis/Recommendation:

action date: 06/03/2019

Commission Approval Required

Approved by Civil Service Commission

06/03/2019 DHR Approved for 06/03/2019