

Posting For June 17, 2024

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2024-06-17

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
43238 - 19/20 - MODIFICATIONS	June 17, 2024	PUBLIC HEALTH -- DPH	\$0	\$850,000	The contractor(s) will provide interpretation in various languages as needed for on-site interpreting, back-fill for civil service staff on extended leave, and other unanticipated absences. Services will be provided for both DPH staff and patients/clients. Interpreter(s) must be available Monday-Friday, 8:00 a.m.-5:00 p.m. and be willing and able to provide services at Zuckerberg San Francisco General Hospital and other Department facilities, on an as-needed basis. Contractor(s) must be able to provide services in the languages needed by specific patients/clients, and to provide simultaneous interpretation, as needed.	06/01/2024	12/31/2028	ADMINISTRATIVE APPROVAL
41495 - 22/23 - MODIFICATIONS	June 17, 2024	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$249,688	\$749,688	(See attached 'A. Concise Description of proposed Work' and A. Concise Description of proposed Work - Amended 07/18/23') A. General The San Francisco Municipal Transportation Agency (SFMTA or Agency) is requesting proposals from qualified firms (Proposers) to provide budget support, financial reconciliation, and procedure documentation consulting services (Services) to the Finance & Information Technology Division's Budget, Financial Projections, and Analysis Section (BFPA). The selected Contractor shall support BFPA operations by conducting analyses of operating budget sources and uses to propose budget realignments for each Agency Division, conduct financial reconciliation analysis and assist in clearing the backlog of financial analysis, and assist BFPA in developing, documenting, and refining BFPA related policies and procedures All Services are to be	10/23/2024	01/23/2025	ADMINISTRATIVE APPROVAL

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					<p>performed in alignment with goals and policies set by the BFPA Section. Proposers must be versed in City and County of San Francisco (City), federal and state statutes, regulations governing City, federal and state funding, grants, public benefits, and government programs. Given the nature of the Services, the Proposer's Project Team should have proven subject-matter and industry best-practices expertise in governmental accounting, budgeting, human resources, payroll, and purchasing. Knowledge and experience in budget analysis and realignment methodologies and the City's Oracle PeopleSoft Financials and procurement management system (FSP) is also required. B. Background The SFMTA is responsible for the management of ground transportation in the City. The SFMTA has oversight over the Municipal Railway (Muni), the City's public transit system, as well as paratransit, bicycling, parking, pedestrians, and regulation of taxis. The Agency is organized into 11 Divisions with Fiscal Year (FY) 22-23 operating and capital budgets in the amounts of \$1.364 billion and \$543.3 million. The SFMTA operating budget is partially funded by \$189.1 million in regional, state, and federal grants. In July 2017, the City implemented an Oracle PeopleSoft financials and procurement management system. The Agency's 11 Divisions are: Chief of Staff; Office of Racial Equity and Belonging; Chief Strategy Officer; Communications, Marketing and Outreach; Finance & Technology; Government Affairs; Human Resources; Streets; Safety; Taxis, Access, and Mobility Services (TAMS), and Transit. The BFPA is responsible for preparing the operating and capital budgets on a two-year cycle; managing the budget, including position control budget entries, and capital funding allocations; preparing financial analysis to support financial reporting and strategic decision making; tracking and analyzing the</p>			

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					<p>Agency's physical assets to achieve and maintain a state of good repair; identifying and acquiring grants through competitive processes; and administering grants, including collaborating with funding partners, monitoring spending patterns, and financial and administrative activities related to grant close-out. A realigned budget analysis would provide staff the knowledge needed to make strategic daily decisions and prepare for and complete the FY 24-25 and FY 25-26 budget cycle. A realigned budget would reduce the day-to-day workload of the BFPA team by reducing mid-cycle budget transfers. Additionally, staff shortages due to the challenges of hiring in a post-pandemic environment have created a backlog of financial analysis and grant administration tasks, such as grant close-outs. Finally, the Agency is seeking assistance in developing documentation of policies and procedures for actions such as position approval, budget adjustments, and contract approval. Documentation of such procedures is a short-term project that requires resources above existing staffing levels.</p> <p>Scope Change:</p> <p>The original scope does not need to be modified as all services continue to fall within initial categories outlined; however, there are additional sub-categories of service that will need to be provided. This includes: Within the required service area A3. "Categorization of expenditure types to actuals," the following more detailed analysis has been required:</p> <ul style="list-style-type: none"> • Analysis of historical and current special class labor expenditures such as attrition. • Analysis and reconciliation of budget entries and reports to expected amounts. Within the required service area A8. <p>"Preparation of reports and materials that will facilitate knowledge transfer to BFPA and Division staff," the BFPA Manager noticed that with the number of new budget staff hired</p>			

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					<p>into the SFMTA, the envisioned level of documentation was not sufficient to support their learning and growth. As a result, EQ has and continues to need to provide additional personalized assistance to new BFPA staff to ensure they are learning the new budget systems and processes. The following more detailed support has been and continues to be required:</p> <ul style="list-style-type: none"> • Preparation and delivery of budget development process training materials facilitating budget knowledge transfer to new budget staff. • Provision of ad-hoc knowledge transfer regarding budget processes and reports to new budget staff. <p>Additionally, as contractor time more deeply focuses on staff training and support as well as process and procedure documentation, there are elements of the original scope that have been and will continue to be deprioritized. These include: A4 "Analysis of continuing funds to identify active projects and projects that are appropriate to close-out", A5 "Analysis of manual carry-forward to identify active projects and projects that are appropriate to close-out" B1 "Analysis of purchase orders to identify purchase orders that can be closed," and B4 "Reconciliation of payroll data to budget to identify corrective action to align labor charges with budgeted positions." These are tasks that have since been identified as possible to be completed by staff outside of the BFPA and/or may be completed by BFPA staff following training and support by the contractor.</p>			

TOTAL AMOUNT \$249,688