

POSTING FOR

August 5, 2024

PROPOSED PERSONAL SERVICES CONTRACTS – NEW

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Duration	Duration or Continued
PSC0004105 v0.01	Airport Commission	\$750,000	Contractor shall provide veterinary care services for working canines of the San Francisco Police Department Airport Bureau K-9 Unit at San Francisco International Airport (Airport). Services include examinations, disease prevention programs, diet and weight management services, medications, and treatments as necessary to various conditions and illnesses. 24/7 emergency and specialty care include oncology treatment, cardiology, ophthalmology, and neurology services may also be required.	60 months	Duration
PSC0004104 v0.01	Airport Commission	\$3,000,000	Contractor shall provide as-needed recruitment services for senior and executive level (e.g. Airport Director, Deputies/Chiefs) and specialized positions (e.g. management positions in airport safety and security, airport cybersecurity, and airport environmental and sustainability) for the San Francisco International Airport (SFO). Work includes conducting the end-to-end recruitment process including working with SFO to develop the candidate's profile, advertising the job opportunity on various sites to attract applicants, searching for candidates through its industry network and database, screening candidates and conducting first interviews, shortlisting and facilitating candidates to interview with SFO including coordinating candidate travel arrangements, conducting detailed reference and background checks, and assisting with negotiations.	60 months	Duration

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PSC0004106 v0.01	Emergency Management	\$4,000,000	<p>Contractor will create and build on existing effective capabilities relating to the emergency preparedness/resilience, response, and recovery within San Francisco and its communities in the event of a disaster, natural or man-made. Grant funding for this type of work specifies different priorities and areas of expertise each year from a list of 32 different FEMA Core Capabilities. These may include, but are not limited to, Public Information and Warning, Mass Care Services, Cybersecurity, Operational Communications, Intelligence and Information Sharing, Access Control and Identify Verification, Community Resilience, Threat and Hazard Identification, Environmental Response/Health and Safety, Critical Transportation, Terrorism and Domestic/Targeted Violence Prevention, etc. The type of work to be performed by the Contractor as required by the grants will include, creating planning documents, community-focused/accessible information, toolkits, templates, providing technical expertise and solutions, and developing trainings, exercises, and other evaluation activities needed to strengthen and improve San Francisco's emergency planning, community preparedness, and recovery planning capabilities.</p>	48 months	Duration
PSC0001012 v0.01	Public Health	\$231,000	<p>Switchgear Maintenance involves regular inspection, testing and servicing of electrical equipment such as circuit breakers, switches, and relays to ensure proper unction, prevent breakdowns, and maximize operation efficiency.</p> <ol style="list-style-type: none"> 1. Visual Inspection – Regular visual checks to identify wear, corrosion, or damage on switchgear components 2. Function Testing – Testing functionality of circuit breakers, switches, relays, and protective devices 	36 months	Duration

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PSC0004112 v0.01	Police	\$300,000	<p>3. Cleaning – Removal of dust, dirt, and debris from switchgear to prevent insulation breakdown</p> <p>4. Tightening Connections – Ensuring all electrical connections are properly tightened to prevent overheating</p> <p>5. Insulation testing – Conducting insulation resistance tests to detect deterioration of insulation material</p> <p>6. Lubrication – Applying lubricants to moving parts and mechanics</p> <p>7. Documentation and Record Keeping – Maintain detailed record of maintenance activities, test results, and equipment condition</p>	36 months	Duration
			<p>The San Francisco Police Department (SFPD) is looking to procure the services of a neutral facilitator as required by SF Admin Code 96I. 1(a) that was approved by voters on March 5, 2024. A neutral facilitator must hold at least one community feedback session at each district station (10 stations total) within 90 days of the Police Commission posting a notice relating to a policy or procedure going before them, and when they do not receive a waiver from the Chief of Police (Sf Admin Code 96I.1(b)).</p>		
			<p>The Neutral Facilitator will work with the SFPD Community Engagement Division (CED) to schedule meetings at district stations during the 90-day period. The meetings are held to solicit community feedback on the policy or procedure listed in the Police Commission notice. The Facilitator chairs the meetings, encourages dialogue between the community members and the Department and Commission representatives. Further, the Facilitator solicits feedback on implementation and impacts of existing policies and procedures in order to identify possible changes. The Facilitator posts a written summary</p>		

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			online before any commission meeting regarding the policy or procedure listed in the Police Commission notice can occur. That written summary must be shared with the Policy Development Division, the Police Commission office and the CED, once available.		
PSC0004117 v0.01	Public Utilities Commission	\$19,200,000	SFPUC intends to award up to four (4) agreements, at \$4.8 million each to perform specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff . Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.	60 months	Duration
PSC0004123 v0.01	Public Utilities Commission	\$8,000,000	This PSC will be made up of two (2) contracts, each at a value of \$4 million. Work will consist of specialized and technical as-needed services for water resources management and conservation planning and program support. Specialized and technical services will provide support in the following categories: water conservation services, onsite non-potable water services, recycled water services, groundwater services, water supply planning services, and public outreach services.	66 months	Duration
PSC0004121 v0.01	Public Utilities Commission	\$9,000,000	The work will require architectural, civil, structural, electrical, mechanical, process and other specialized engineering services in the planning, design, and engineering support during construction, for new conveyance and groundwater treatment facilities. The purpose of the project is to improve the performance and reliability of wells and facilities constructed under the Regional Groundwater Storage and Recovery Project in order to optimize the use of the groundwater supply in the South Westside Basin during dry years. The project will identify, design, and construct long-term improvements which may include a combination of retrofits or additions to the existing decentralized well pumping and treatment facilities and/or the construction of new centralized treatment and	101 months	Duration

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PSC0004130 v0.01	Technology	\$2,500,000	<p>distribution facilities. An optional task is included to provide engineering support for projects related to the other Westside Groundwater Basin facilities, including South Sunset Well, West Sunset Well, and Golden Gate Central Well.</p> <p>PSC # 44299-22/23 was previously approved by CSC on July 3, 2023. There were unexpected delays in executing this contract with the one-year approval period, so we are returning to CSC with the same request.</p> <p>The selected contractors will report to the RPA Manager. Under general direction, the contractors will oversee the more difficult and complex aspects of the systems development cycle for Microsoft Power Apps, including needs analysis, structured systems analysis and design, feasibility analysis, technology and software assessment, project planning and management, installation, implementation and testing, conversion to production status, technical and procedural documentation.</p> <p>The selected contractor will provide support for project-based works. This includes but is not limited to:</p> <ul style="list-style-type: none"> •LBE Subcontracting App for OCA •Human Rights Commission (HRC) wants to develop a Power App application for expense tracking and approvals which would save them significant dollars and optimize their current manual workflow process. •San Francisco LIB wants to develop an application for furniture/equipment/printers and computers, fax machines, and other devices that need inventory management. This will replace their outdated legacy Microsoft Access files application. 	60 months	Duration

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			<ul style="list-style-type: none"> <li data-bbox="770 204 1524 345">•The Sherriff Department would like workflows around developing arrest forms and documents that go to the government agencies to automate manual workflows using Power Apps. <li data-bbox="770 391 1577 602">•PO and requisition tracking application: This application would enable OCA to track staff workload for standalone POs and requisitions, which are a major component of their workload. With this tracking application in place, OCA will be able to be more strategic in assigning work, hiring staff, and ensuring that citywide procurement needs are met. <li data-bbox="770 647 1562 927">•New LBE goal intake application: Currently, CMD staff receive requests for LBE goals via email. This process lacks transparency and does not allow for CMD staff, CMD management, or requesting departments to have visibility into each request, its status, and the results. This new application will centralize and systematize this process so that all LBE goals are reviewed and set in a transparent and standardized manner.. <li data-bbox="770 976 1572 1187">•RFQ tracking application: The City does not have a way to track pools of contracts created through a Request for Qualifications (RFQ), which limits City departments' ability to work collaboratively to meet their operational needs. This new application would create a central list of pools that all City departments could utilize. <li data-bbox="770 1235 1577 1406">•Equipment disposal request application: OCA currently receives requests for equipment disposal from departments in a nonstandard manner. This new application will centralize and systematize this process so that all requests are reviewed and set in a transparent and standardized manner. <li data-bbox="770 1455 1549 1520">•New delegated department solicitation waiver application: While solicitation waivers that go through OCA are centrally 		

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PSC0004131 v0.01	Technology	\$20,000,000	<p>received through the ServiceNow OCA Waiver application, solicitation waivers that departments have the authority to approve themselves are not centrally tracked or documented. This new application would provide tracking for these department-level waivers so that waiver justifications are properly documented per City law.</p> <ul style="list-style-type: none"> •New integrations between applications: As new applications are launched, there may be a need to integrate data between applications to reduce data entry and ensure data quality. •New Personal Services Contract (PSC) application: The current PSC application is built in Drupal and is no longer supported. Our goal is to bring this functionality into Microsoft Power Apps and integrate it with other contracting-related applications. •DT Finance: Position Control – This process would download people & pay data every Monday & Reconcile data in Peoplesoft. •DT Finance: Billing to Client departments – This project would download a report to see which City department has not approved it. Send a reminder email to them. Every Quarter. The report is in PeopleSoft and can be downloaded/Pending GL. <p>PLEASE SEE ATTACHED RFP FOR THE FULL SCOPE OF WORK.</p>	102 months	Duration
			<p>The selected contractor will provide support for project-based work. This includes but not limited to:</p> <ul style="list-style-type: none"> • Personal Services Contract (PSC) application (tech marketplace transactions): This application will be a spin-off of PSC Application(which is in progress) and will be tailored to 		

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			<p>PSCs related to technology marketplace requisitions only, which Local 21 reviews through a unique business process.</p> <ul style="list-style-type: none"> • Enhancements to existing applications: Based on feedback received from users or issues reported, OCA/Gov Ops may propose updates to the system to improve data quality, usability, etc. • Updates to existing applications in response to changes in law or policy: When departments change business processes that impact contracting, OCA/Gov Ops determines whether changes to any ServiceNow applications are needed to implement the new process. • New PO and requisition tracking application: This application would enable OCA to track staff workload for standalone POs and requisitions, which are a major component of their workload. With this tracking application in place, OCA will be able to be more strategic in assigning work, hiring staff, and ensuring that citywide procurement needs are met. • Office of Contract Administration (OCA) business process automation (i.e., ServiceNow suite of OCA Waivers Custom Applications) • City Administrator Office (ADM) ICS 214 Application • Department of Human Resources (HRD) ServiceNow Human Resources Service Delivery Configuration/Implementation • Enhancements to the existing suite of ServiceNow Employee Performance Management Custom Applications 		

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			<ul style="list-style-type: none"> • Enhancements to the existing ServiceNow Procurement Custom Application- Existing Project Enhancements • Enhancements to the existing ServiceNow Catalog items- Existing Project Enhancements • ServiceNow Platform upgrade <p>The ServiceNow contractor will:</p> <ul style="list-style-type: none"> • Work on and be responsible for complex software applications research, development, conversion, and installation of ServiceNow Core (Out of the Box) and Custom applications (Digitizing business processes & Task automation) • Work with business stakeholders to troubleshoot application and integration issues • Develop solutions for new ideas/demands and to non-recurring problems by analyzing, interpreting, and evaluating various precedents and data and conduct "walkthroughs" for proposed solutions to systems problems • Develop related activities/phases of multiple complex projects/initiatives in parallel to successfully delivering ITSM/IT Business Management (ITBM) and custom solutions to achieve organizational goals and improve efficiencies • Lead technical development of additional module implementations within ServiceNow, including POC design, process modeling and gap analysis and mitigation • Provide programming/scripting and/or reverse engineering of the following: 		

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			<ul style="list-style-type: none"> o Angular JS/HTML/CSS/AJAX o Client Side and Server-Side Scripting o Business Rules, Script Includes, Client Scripts, UI Actions, Scheduled Jobs, ACLs, UI Scripts 		
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TOTAL AMOUNT \$66,981,000