

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DPH

Submitted By: Reanna Albert

Department Coordinator: Reanna Albert,
reanna.albert@sfdph.org

Project Manager: Reanna Albert

ServiceNow Number: DHRPSC0004523

Version: 0.01

Version Type: New

Brief description of proposed work: 45924 - 23/24 Vaccination and Test Kit Distribution

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$2,400,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 48

Funding

Funding Source: City Funds, Federal Funds, State Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Contractor will provide services designed to address temporary surge(s) in needs for vaccination and over the counter (OTC) test kit distribution at San Francisco community locations not typically served by the Department of Public Health (DPH). These surges may occur during periods of outbreaks, epidemics, significant human exposures to communicable diseases, or otherwise increased communicable disease activity. These services are a supplement to, not a replacement for, routine vaccination services provided by DPH. Contractor will provide end-to-end pop-up vaccination events to be held at locations and times determined by DPH, including daytimes, evenings, and weekends. The contractor will also hand out OTC test kits upon request at specified events.

Why are these services required and what are the consequences of denial?: The services are necessary because regular DPH staff would not be sufficiently available to prevent communicable disease and protect the public health during temporary surge(s) in needs for vaccination and test kit distribution, at San Francisco (SF) community locations not typically served by DPH, during periods of outbreaks, epidemics, significant human exposures to communicable diseases, or otherwise increased communicable disease activity. The consequences of denial are that communicable diseases such as COVID and measles would be more likely to spread, causing harm to the SF population, including and especially amongst the most medically and economically vulnerable persons in SF.

Has your department contracted out these services in the last three years?: No

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: No

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:

No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: No

Q5 - Are the services required on a temporary basis or on a long-term basis?: Long-term Basis

Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: Yes

Q5a1) Why are the services required on an as-needed, intermittent and periodic basis?: As a County Health Department, our mission is to respond to immediate needs brought on by emergency communicable diseases or emergency response. While current employees are assigned to their normal work, the selected contractor(s) will be used to supplement current staff and will not be used to do the job of current employees. The selected contractor(s) will be required to have a "turn-key" solution inclusive of mobilizing all personnel and equipment needed urgently to provide the services.

Q5b) Do the services require specialized expertise, knowledge experience?: No

Q5c) Does City have classifications with the required specialized skills or expertise?: Yes

Q5c1) Identify the classifications: 1842 - Management Assistant, 1823 - Senior Administrative Analyst, 2587 - Health Worker 3, 1052 - IS Business Analyst, 2320 - Registered Nurse, 2586 - Health Worker 2, 2830 - Public Health Nurse, 1051 - IS Business Analyst-Assistant, 1844 - Senior Management Assistant, 2585 - Health Worker 1, P103 - Special Nurse

Q5c2) Does the Department have employees in these classifications?: Yes

Q5c3) Why are they not able to perform the services?: Civil service classes are not applicable

because the services are short term and as needed in response to urgent/surge needs and therefore it's not feasible to use civil service classes.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: No

Q5e1) Explain why training of City employees is not required: There is no formal training component. Civil service staff can have the opportunity to witness the provision of mobile emergent medical services performed by firms which specialize in the field.

Q5f) Is there a plan to transition this work back to the City?: No

Q5f1) Explain why the work will not be transitioned back to the City: Transitioning the work back to the City would not be practical because the services are short-term and as-needed in response to urgent/surge needs. The Department's approach ensures we can rapidly respond to emerging situations that require an expedited response time to counter potential public health impacts brought on by communicable disease.

Additional information to support your request (Optional): Required skills and expertise needed includes mobilization on short notice to meet transitional or emergency communicable disease needs. Logistics include setting up and breaking down pop-up vaccination event equipment (tents, tables, chairs) and providing security. IT (Information Technology) includes providing mobile internet connection, computers, electronic medical record software. Nursing includes assessing patient medical eligibility and administering vaccinations. Admin includes registering patients, managing queues, and assisting with temp-controlled vaccine transport.

DPH continues to provide the full spectrum of vaccination services through our Health Network. The proposed contracts will supplement such services and allow DPH to respond to emerging situations that required an expedited response time to counter any possible public health impacts brought on by communicable disease.

Union Notifications

Job Class(es): 1842 - Management Assistant, 1823 - Senior Administrative Analyst, 2587 - Health Worker 3, 1052 - IS Business Analyst, 2320 - Registered Nurse, 2586 - Health Worker 2, 2830 - Public Health Nurse, 1051 - IS Business Analyst-Assistant, 1844 - Senior Management Assistant, 2585 - Health Worker 1, P103 - Special Nurse

Labor Unions: 021 - Prof & Tech Eng, Local 21, 791 - SEIU 1021 Staff & Per Diem RNs, 790 - SEIU, Local 1021, Misc

Labor Union Email Addresses: L21pscreview@ifpte21.org, SF-DHR-Info@seiu1021.org, epeterson@cirseiu.org, abush@cirseiu.org, snaranjo@cirseiu.org, emathurin@cirseiu.org, SF-DHR-Info@seiu1021.org

Union Review Sent On: 6/20/2024

Union Review End Date: 8/19/2024

Union Review Duration Met On: 8/21/2024

From: dhr-psccordinator@sfgov.org on behalf of reanna.albert@sfdph.org
To: Albert, Reanna (DPH); snaranjo@cirseiu.org; jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; kcartermartinez@cirseiu.org; ablood@cirseiu.org; Yes@sfgov.org; kristin.hardy@seiu1021.org; oumar.fall@seiu1021.org; cade.crowell@seiu1021.org; max.porter@seiu1021.org; sarah.wilson@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; carey.dall@seiu1021.org; Chanel.Brown@seiu1021.org; jegy.sering@seiu1021.org; matthew.torres@seiu1021.org; SF-DHR-Info@seiu1021.org; Najuawanda Daniels; jason.klumb@seiu1021.org; Frigault, Noah (HRC); Julie.Meyers@sfgov.org; Thomas Vitale; Ricardo.lopez@sfgov.org; Kbasconillo@sfgwater.org; pcamarillo_seiu@sbcglobal.net; Wendy Frigillana; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; XiuMin Li; Sin.Yee.Poon@sfgov.org; David Canham; jtanner940@aol.com; Laxamana, Junko (DBI); jnuti@ifpte21.org; sportillo@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; ewidthallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Albert, Reanna (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45924 - 23/24
Date: Thursday, June 20, 2024 3:48:36 PM

RECEIPT for Union Notification for PSC 45924 - 23/24 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 45924 - 23/24 for \$2,400,000 for Initial Request services for the period 10/01/2024 – 09/30/2028. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/22478> 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



City and County of San Francisco
London N. Breed, Mayor

San Francisco Department of Public Health

Grant Colfax, MD
Director of Health

DATE: August 23, 2024
TO: Suzanne Choi, Citywide PSC Coordinator, DHR
FROM: Reanna Albert, PSC Coordinator, Department of Public Health
RE: Request for Calendaring for September 16, 2024 Civil Service Commission Meeting:
1. PSC 45924-23/24 Vaccination and Test Kit Distribution

This is to respectfully request that the above PSC be included in the agenda for the Civil Service Commission meeting on 9/16/24. Below is summary of the Department’s ongoing communications with the union regarding this PSC. Due to the urgency of the requested services, we would like to request the PSC be calendared at the upcoming CSC meeting.

<u>PSC</u>	<u>Union Notification End Date</u>	<u>Summary</u>
45924-23/24 Vaccination and Test Kit Distribution	8/21/24	The union objected to the PSC on 6/25/24. An initial meeting was scheduled for 7/25/24, during which the Department addressed the union’s concerns. A second meeting was scheduled for 8/23/24. The union did not show up to the meeting.

We appreciate your time and consideration. Please let us know if you need further information. I can be reached at reanna.albert@sfdph.org.

cc: Kelly Hiramoto, Interim Director of Contracts, SFDPH
Lucinda Huang, Supervisor – Pre-Award Unit, Office of Contract Management and Compliance, SFDPH

Attachments:

- PSC 45924-23/24
- Meeting Notes from 7/25/24

From: Carey Dall
To: Albert, Reanna (DPH); snaranjo@cirseiu.org; jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; kcartermartinez@cirseiu.org; ablood@cirseiu.org; Yes@sfgov.org; Kristin Hardy; oumar.fall@seiu1021.org; Cade Crowell; max.porter@seiu1021.org; Sarah Wilson; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Chanel Brown; Jegy Sering; matthew.torres@seiu1021.org; DHR Info; Najuwanda Daniels; jason.klumb@seiu1021.org; Frigault, Noah (HRC); Julie Meyers; Thomas Vitale; Ricardo.lopez@sfgov.org; kbasconcillo@sfgwater.org; pcamarillo_seiu@sbcglobal.net; Wendy Frigillana; PSCreview; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; XiuMin Li; Sin.Yee.Poon@sfgov.org; David Canham; jtanner940@aol.com; Laxamana, Junko (DBI); jnuti@ifpte21.org; sportillo@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 45924 - 23/24
Date: Tuesday, June 25, 2024 3:10:32 PM

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Dear Reanna,

SEIU 1021 objects to this PSC and requests Meet & Confer. Please let us know the dates you are available.

Thanks!

Carey Dall (he/him)
SEIU Local 1021
Cell (415) 717-9604

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of reanna.albert@sfdph.org
Sent: Thursday, June 20, 2024 3:47 PM
To: reanna.albert@sfdph.org; snaranjo@cirseiu.org; jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; kcartermartinez@cirseiu.org; ablood@cirseiu.org; Yes@sfgov.org; Kristin Hardy <Kristin.Hardy@seiu1021.org>; oumar.fall@seiu1021.org; Cade Crowell <Cade.Crowell@seiu1021.org>; max.porter@seiu1021.org; Sarah Wilson <Sarah.Wilson@seiu1021.org>; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Carey Dall <Carey.Dall@seiu1021.org>; Chanel Brown <Chanel.Brown@seiu1021.org>; Jegy Sering <jegy.sering@seiu1021.org>; matthew.torres@seiu1021.org; DHR Info <SF-DHR-Info@seiu1021.org>; Najuwanda Daniels <Najuawanda.Daniels@seiu1021.org>; jason.klumb@seiu1021.org; noah.frigault@sfgov.org; Julie Meyers <julie.meyers@sfgov.org>; Thomas Vitale <Thomas.Vitale@seiu1021.org>; Ricardo.lopez@sfgov.org; kbasconcillo@sfgwater.org; pcamarillo_seiu@sbcglobal.net; Wendy Frigillana <wendy.frigillana@seiu1021.org>; PSCreview <PSCreview@seiu1021.org>; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; XiuMin Li <XiuMin.Li@seiu1021.org>; Sin.Yee.Poon@sfgov.org; David Canham <david.canham@seiu1021.org>; jtanner940@aol.com; junko.laxamana@sfgov.org; jnuti@ifpte21.org; sportillo@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; reanna.albert@sfdph.org; dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 45924 - 23/24

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<http://apps.sfgov.org/dhrdrupal/node/22478> 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

SEIU/ DPH Meeting

PSC 45924-23/24

Vaccination and Test Kit Distribution

July 25, 2024, 2:00pm – 3:00pm

NAME: Claude Joseph	
POSITION TITLE: SEIU 1021 Representative	
ORGANIZATION: SEIU 1021	PHONE NO.:
	EMAIL: claud.joseph@seiu1021.org
NAME: Kristin Hardy	
POSITION TITLE: SEIU 1021 Representative	PHONE NO.:
ORGANIZATION: SEIU 1021	EMAIL: krisin.hardy@seiu1021.org
NAME: Daniel Becker	
POSITION TITLE: SEIU 1021 Representative	PHONE NO.:
ORGANIZATION: SEIU 1021	EMAIL: daniel.becker@sfdph.org
NAME: Carey Dall	
POSITION TITLE: SEIU 1021 Representative	PHONE NO.:
ORGANIZATION: SEIU 1021	EMAIL: carey.dall@sfdph.org
NAME: Dr. George Han	
POSITION TITLE: Director, Communicable Disease Section	PHONE NO.:
ORGANIZATION: Disease Prevention and Control Branch, Population Health Division, DPH	EMAIL: george.han@sfdph.org
NAME: Kacy Diouf	
POSITION TITLE:	PHONE NO.:
ORGANIZATION: DPH	EMAIL: kacy.diouf@sfdph.org
NAME: Reanna Albert	
POSITION TITLE: PSC Coordinator	PHONE NO.:
ORGANIZATION: DPH Business Office	EMAIL: reanna.albert@sfdph.org

NAME: Lucinda Huang	
POSITION TITLE: Pre-Award Unit Supervisor	PHONE NO.:
ORGANIZATION: DPH Business Office	EMAIL. lucinda.huang@sfdph.org

NOTES:

Q: Why can't people just come into the clinics?

A: These services are for outbreak situations (e.g. Mpox, COVID, avian flu, Hepatitis A). Vendor would be able to quickly set up a vaccination operation, meeting people where they are, and providing rapid response to prevent situations from worsening. Flexibility is needed versus using traditional clinic settings.

Q: Are there specific locations in mind?

A: Yes, specific locations such as Treasure Island, homeless shelters, or encampments are considered, rather than general neighborhoods.

Q: Why contract out when we already have Disaster Service Workers (DSWs)?

A: Need to distinguish difference between declared emergencies (activating DSWs) and smaller scale incidents (e.g., vaccinating 50 people in a homeless encampment). This PSC is for smaller outbreaks, not large-scale events like COVID which involved thousands and thousands of individuals. At the beginning of an outbreak, you don't know if it will be small, medium, or large. This PSC is just for small ones. Contracting out ensures quick response, and current employees cannot be easily moved or redirected without impacting their regular work.

Q: What happens if no outbreak? What happens to the money?

A: DPH will follow up and relay information back to SEIU.

Q: How many people you intend to hire?

A: Estimated that the vendor may hire more than 5 but less than 20.

Q: How long does it take to vaccinate during an outbreak?

A: The vaccination setup (including tables, tents, data collection, and training) can be completed within a day. In addition, a small team will manage logistics such as setting up tables, tents, perimeter, security, data collection, laptops, supplies, written materials, training vaccinators on registration, education about vaccine, language and cultural access, etc. These logistics and preparation require more time.

Claude Joseph: Raises concerns about waste of funds and suggests creating a program for existing health workers to deliver these services, providing more opportunities for SEIU members. Says we already have the professionals and resources and education to deliver the service. States SEIU cannot agree to an insurance policy.

Dr. George Han: Emphasizes the need for intermittent service and rapid response, which makes it impractical to create a dedicated program, as workers won't have consistent work. The timing of these needs is unpredictable, and redirecting regular staff would impact their usual duties. There is a large logistical process which requires services to start within 72 hours. Quick, nimble response is crucial to contain and prevent disease, but these responses do not happen everyday. This would leave civil service staff with no work in between these intermittent needs.

Q: Why type of specific preparedness is being considered?

A: For example:

Hepatitis A

Measles

Avian flu

Mpox (DPH previously had a campaign for this). There's a new Mpox outbreak in the Democratic Republic of the Congo; if it reaches here, it could affect our community. The current Mpox strain is affecting more children than prior strains.

We need maximum flexibility and a quick response, which is why it makes sense to have a contractor do this.

There is a difference between routine vaccines and vaccines need during an outbreak. During an outbreak, individuals at direct risk may then decide to get vaccinated.

COVID and flu vaccines will be given this fall. This service has been contracted out in the past.

Follow up steps:

- SEIU requests another meeting (8/5/24) to discuss alternative process to address this work.
- DPH to follow up re: what happens if there is no outbreak and relay information back to SEIU.
- SEIU requests continuous discussion about alternative process to address how members can do this work.

As noted by:

Reanna Albert
PSC Coordinator

RE: Receipt of Notice for new PCS over \$100K PSC # 45924 - 23/24

Carey Dall <Carey.Dall@seiu1021.org>

Thu 8/1/2024 2:35 PM

To: Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Daniel Becker <Daniel.Becker@seiu1021.org>

Cc: Claude Joseph <Claude.Joseph@seiu1021.org>; Oumar Fall <oumar.fall@seiu1021.org>; Kristin Hardy <Kristin.Hardy@seiu1021.org>

August 23 at either time works for me.

CD

From: Albert, Reanna (DPH) <reanna.albert@sfdph.org>

Sent: Thursday, August 1, 2024 2:16 PM

To: Daniel Becker <Daniel.Becker@seiu1021.org>

Cc: Claude Joseph <Claude.Joseph@seiu1021.org>; Oumar Fall <Oumar.Fall@SEIU1021.ORG>; Kristin Hardy <Kristin.Hardy@seiu1021.org>; Carey Dall <Carey.Dall@seiu1021.org>

Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 45924 - 23/24

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi all,

Thank you for meeting with us regarding the PSC for Vaccination and Test Kit Distribution. Please find attached meeting notes.

We tentatively scheduled a 2nd meeting for 8/5, unfortunately that date will not work for DPH staff. Below are additional dates/times DPH staff are available. Please let me know what works best for SEIU.

8/20 – 3pm

8/23 – 1pm or 2pm

8/26 – 3pm

Thanks,
Reanna

From: Daniel Becker <Daniel.Becker@seiu1021.org>

Sent: Thursday, July 11, 2024 3:27 PM

To: Albert, Reanna (DPH) <reanna.albert@sfdph.org>

Cc: Claude Joseph <Claude.Joseph@seiu1021.org>; Oumar Fall <oumar.fall@seiu1021.org>; Kristin Hardy <Kristin.Hardy@seiu1021.org>; Carey Dall <Carey.Dall@seiu1021.org>

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 45924 - 23/24

All of these dates work for me except for 7/26.

From: Albert, Reanna (DPH) <reanna.albert@sfdph.org>

Sent: Wednesday, July 10, 2024 4:43 PM

To: Daniel Becker <Daniel.Becker@seiu1021.org>

Cc: Claude Joseph <Claude.Joseph@seiu1021.org>; Oumar Fall <Oumar.Fall@SEIU1021.ORG>; Kristin Hardy <Kristin.Hardy@seiu1021.org>; Carey Dall <Carey.Dall@seiu1021.org>

Subject: Fw: Receipt of Notice for new PCS over \$100K PSC # 45924 - 23/24

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Daniel,

Below is DPH staff availability for a meeting regarding PSC 45924-23/24. Please let me know what works best for SEIU.

7/22 at 3pm
7/25 at 2pm
7/26 at 2pm
8/1 at 2pm or 3pm

Thanks,
Reanna

From: Albert, Reanna (DPH) <reanna.albert@sfdph.org>
Sent: Tuesday, June 25, 2024 2:43 PM
To: Daniel Becker <Daniel.Becker@seiu1021.org>; Kim, Luenna (DPH) <luenna.kim@sfdph.org>; Williams, Ramon (DPH) <ramon.williams@sfdph.org>
Cc: Claude Joseph <Claude.Joseph@seiu1021.org>; Oumar Fall <oumar.fall@seiu1021.org>; Kristin Hardy <Kristin.Hardy@seiu1021.org>
Subject: Re: Receipt of Notice for new PCS over \$100K PSC # 45924 - 23/24

Hi Daniel,

Thanks for letting us know. We will get back to you with DPH staff availability as soon as possible.

Thanks,
Reanna

From: Daniel Becker <Daniel.Becker@seiu1021.org>
Sent: Friday, June 21, 2024 12:47 PM
To: Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Kim, Luenna (DPH) <luenna.kim@sfdph.org>; Williams, Ramon (DPH) <ramon.williams@sfdph.org>
Cc: Claude Joseph <Claude.Joseph@seiu1021.org>; Oumar Fall <oumar.fall@seiu1021.org>; Kristin Hardy <Kristin.Hardy@seiu1021.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 45924 - 23/24

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Hi Luenna, Reanna, and Ramon,

We are requesting to meet and confer over PSC # 45924 - 23/24. Please let us know when you are available to meet with us.

Thank you,

Daniel