

# How to Use this Personal Service Contracts (PSC) Reporting Dashboard

As of July 1, 2024, the City and County of San Francisco is using a new reporting system for Personal Service Contracts (PSCs). A list of all PSC requests that have been submitted for review and approval may be accessed via the [2024 Personal Service Contract Requests dashboard](#) on the Personal Service Contract Requests page of SF.gov. This document serves as guidance to the general public about how to view and receive information about PSC requests using an interactive dashboard.

- The dashboard is interactive and enables you to filter by the following data: Record ID, Approval Type, PSC Type, Union Notice Sent, Union Notice Expire Date, Department, Labor Union, Estimated Total Amount.
- Key features of the dashboard are highlighted below.

The screenshot shows a dashboard with several filter sections at the top and a table of PSC requests below. Callouts 1-7 point to specific features:

- 1**: Points to the Record ID column in the table.
- 2**: Points to the 'Full Scope of Work' section below the table.
- 3**: Points to the Estimated Total Amount slider.
- 4**: Points to the Department dropdown menu.
- 5**: Points to the Union dropdown menu.
- 6**: Points to the RESET VIEW button.
- 7**: Points to the zoom control at the bottom right.

Record ID	Labor Union	Approval Type	Department Requesting	Summary of Work	PSC Type	Requested Amount	Estimated Total Amount	Estimated Duration	Estimated Total Duration	Union Notice Sent	Union Notice Expire Date
DHRPSC0001012 v 0.01	No Union Selected -Courtesy to All Unions	CSC needed	DPH	Switchgear Equipment Maintenance	new	\$231,000	\$231,000	36 months	36 months	7/1/2024	7/8/2024
DHRPSC0001009 v 0.01	No Union Selected -Courtesy to All Unions	DHR only	HSA	Provide short-term Emergency In-Home Care Services to older adult and dependent adult victims of abuse, including self-neglect	new	\$198,000	\$198,000	36 months	36 months	7/1/2024	7/8/2024

**Full Scope of Work**

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.

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
3. Cleaning – Removal of dust, dirt, and debris from switchgear to prevent insulation breakdown
4. Tightening Connections – Ensuring all electrical connections are properly tightened to prevent overheating
5. Insulation testing – Conducting insulation resistance tests to detect deterioration of insulation material
6. Lubrication – Applying lubricants to moving parts and mechanics
7. Documentation and Record Keeping – Maintain detailed record of maintenance activities, test results, and equipment condition

**[1-2]** Click the Record ID to view the full scope of work.

**[3]** Filter by Estimated Total Amount using the sliders

**[4]** Filter by Department using the drop-down menu.

**[5]** Filter by Labor Union name using the drop-down menu.

**[6]** Reset any applied filters by clicking the RESET VIEW button.

**[7]** Click the box and arrow icon to enlarge the size of the dashboard. The dashboard will open in a new window.