

CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

AGENDA Regular Meeting December 2, 2013

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

PUBLIC NOTICE:

The Commission will hold its holiday luncheon on Monday, December 16, 2013 at 11:30 a.m. at O3 Bistro (located at 524 Van Ness Ave). No Commission business will be discussed or actions taken. Members of the public may attend solely to hear and observe the luncheon.

For more information, please contact the Commission's Executive Officer.



Order of Business

CALL TO ORDER & ROLL CALL

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S
AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

CLOSED SESSION AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

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Regular Meeting of December 2, 2013

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civil_service/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Andrea Ausberry, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
December 2, 2013
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Scott R. Heldfond
Vice President E. Dennis Normandy
Commissioner Douglas S. Chan
Commissioner Kate Favetti
Commissioner Gina Roccanova

(2) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA**

(3) **APPROVAL OF MINUTES** - Action Item

Regular Meeting of November 18, 2013

Recommendation: Adopt the minutes.

(4) **ANNOUNCEMENTS**

Announcement of changes to the agenda.

Other announcements.

(5) **HUMAN RESOURCES DIRECTOR'S REPORT**

Updates on ongoing business.

Other reports.

(6) **EXECUTIVE OFFICER'S REPORT**

Updates on ongoing business.

Other reports.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(7) **Review of Request for Approval of Proposed Personal Services Contracts.**
(File No. 0313-13-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4053-13/14	Municipal Transportation Agency	\$24,700,000	The consultant will provide proprietary software and hardware for the Advanced Train Control System (ATCS) to automatically control the movements of the trains within Central Subway. This system is similar to the existing ATCS currently used in the Muni Metro Subway. The consultant will configure, program, upgrade, and expand the system so that the new train control systems computerize the automatic movement of the trains within the Central Subway to work with the existing Muni Metro system. The contract duration is a result of working within the scope of service of the larger construction contract. The development portion of the work is within the first two years with the implementation and testing phase to be done in the last 18 months prior to start of revenue services.	Regular	12/31/2018
44422-13/14	Airport Commission	\$3,000,000.00	Contractor will provide architectural and engineering support services for facilities improvements at San Francisco International Airport (SFO), including but not limited to maintenance tasks in the schematic, design, development, and construction support phases. Contractor will be required to work on time sensitive tasks initiated through the Design, Construction and Technology Division's Help Requests as approved by the Airport Deputy Director. A Contractor with airport expertise is needed to ensure proper and timely development and implementation of tasks.	Regular	1/31/2019
43208-13/14	Airport Commission	\$16,000,000.00	Project Management Support Services (PMSS) teams with experience at airports to manage the design and construction of the Terminal 1 Redevelopment Program (T1 Program) Enabling Projects. Work will include project planning, controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management and constructability review for the following enabling projects: 1) Temporary Boarding Area B and Passenger Security Screening Checkpoint; 2) South Field demolition and hazardous material abatement; 3) Utility infrastructure upgrades and relocations; 4) Security and Special Systems improvements; 5) Various airport, airline, and agency related tenant relocations; and 6) South Field facility relocations, including the vehicle screening checkpoint, emergency response facility, aircraft taxi lanes, Ground Transportation Unit, Airport Commission car wash, gas station, and radio shop.	Regular	12/1/2018
49930-13/14	Airport Commission	\$8,000,000.00	Contractor will provide program management support services for the San Francisco International Airport's (SFO) multi-year phased Consolidated Administration Campus (CAC) Program, including but not limited to: program planning (development of a design guideline, master plan redevelopment, market analysis, reporting, scheduling/phasing and budgeting); design management; document control (including contracts management); and constructability review.	Regular	12/31/2021

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4125-11/12	Sheriff	Current Approved Amount \$1,150,000 Increase Amount Requested \$0 New Total Amount Requested \$1,150,000	Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to incarceration. Services include adjunct case management to monitor inmate's outpatient participation in substance abuse or mental health programs and urinalysis to monitor sobriety.	Modification	3/31/2014
4026-06/07	Controller	Current Approved Amount \$1,035,000 Increase Amount Requested \$500,000 New Total Amount Requested \$1,535,000	In 2006, the City selected JobAps through a Request for Proposals (RFP) process to provide the City a website and web-based vendor-hosted job application system. The City currently uses JobAps to post, accept and process job applications, including examinations, as an integral component of the City's hiring/referral process. The JobAps applications is integral to Project eMerge's ability to implement a full-service Human Capital Management system that satisfies the City's civil service employee appointment business requirements. Additionally, the application furthers the cloud computing direction of the City. The JobAps contract requires an annual hosting fee. On an as-needed basis, JobAps must configure the proprietary system to meet the City's changing business requirements.	Modification	01/31/2016
3071-12/13	Economic and Workforce Development	Current Approved Amount \$49,900 Increase Amount Requested \$103,100 New Total Amount Requested \$153,000	The Office of Economic and Workforce Development (OEWD) is working with the Golden State Warriors to build a multi-purpose venue on Piers 30-32 and on Seawall Lot 330. A16-member Citizen Advisory Committee (CAC) has been established to solicit public feedback and provide recommendations around various topics pertaining to the proposal. To this end, OEWD requires consultation assistance in facilitating, gathering, and synthesizing information from multiple CAC meetings; requiring coordination, interviews, and consistent communication with members and the City, technical support, developing a toolkit and templates to guide the committee and subcommittees, and in developing summaries of feedback and recommendations based on public/member input.	Modification	06/30/2015
3092-12/13	Economic and Workforce Development	Current Approved Amount \$49,900 Increase Amount Requested \$250,100 New Total Amount Requested \$300,000	The Office of Economic and Workforce Development (OEWD) is working with the Golden State Warriors to build a multi-purpose venue on Piers 30-32 and on Seawall Lot 330. To this end, OEWD requires assistance in evaluating and analyzing the project's impact on a qualitative basis. The in-depth real estate economic analysis is required to determine whether the proposed benefits and impacts are commensurate with the negotiation process with the developer.	Modification	06/30/2015

Recommendation: Adopt the report. Approve the request for proposed personal services contracts; notify the Office of the Controller and the Office of Contract Administration.

(8) Review of Request for Approval of Proposed Personal Services Contract Number 4025-13/14. (File No. 0314-13-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4025-13/14	Public Utilities Commission	\$5,000,000	The proposed work includes inspection and observation of testing of equipment, machinery and products to be furnished for Water and Wastewater Treatment Plants, water distribution and wastewater collection projects. Services include inspection, surveillance, sampling and testing of structural steel, fabricated steel pipe, mechanical and electrical equipment and large-diameter valves conducted at various procurement facilities, both national and international.	Regular	12/1/2018

November 18, 2013: PSC #4025-13/14 was postponed to the meeting of December 2, 2013 at the request of the Public Utilities Commission.

Recommendation: Adopt the report; Approve the request for PSC #4025-13/14. Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

- (9) **Annual Report on Anticipated and Actual Numbers and Classifications of “Promotive Only” Examinations at the San Francisco Municipal Transportation Agency (SFMTA). (File No. 0315-13-1) – Action Item**

Recommendation: Accept the report.

- (10) **Department of Human Resources’ Future Employment Restrictions Report – January through June 2013. (File 0316-13-1) – Action Item**

Recommendation: Accept the report.

CLOSED SESSION AGENDA

- (11) **Public comment on all matters pertaining to Items #12 through #16.**

- (12) **Vote on whether to hold Item #14 in Closed Session—Action Item.**

Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))

- (13) **Vote on whether to hold Item #15 in Closed Session—Action Item.**

Basis for Closed Session: Personnel Exception (Gov. Code § 54957(b)(1), Admin Code § 67.10(b); Peace Officer Confidentiality Statutes (Penal Code §§ 832.5, 832.7, 832.8))

- (14) **Closed Session – Appeal by Frank Lee of the Human Resources Director’s Determination of Insufficient Evidence to Sustain His Claim of Discrimination Based on Race, Ethnicity and Retaliation. (File No. 0334-10-6) – Action Item**

April 1, 2013: The Commission voted to go into closed session. (Vote of 4 to 0)
The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0)

- (15) **Closed Session – Appeal by Frank Lee of the Human Resources Director’s Determination of Insufficient Evidence to Sustain His Claim of Discrimination Based on Race and Retaliation. (File No. 0355-10-6) - Action Item**

April 1, 2013: The Commission voted to go into closed session. (Vote of 4 to 0)
The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0)

- (16) **Reconvene in Open Session.**

- a) **Vote to elect whether to disclose any or all discussions held on Item #14 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item**
- b) **Vote to elect whether to disclose any or all discussions held on Item #15 in Closed Session (San Francisco Administrative Code Section 67.12 (a)) – Action Item**

- (17) **COMMISSIONERS’ ANNOUNCEMENTS/REQUESTS**

- (18) **ADJOURNMENT**

CALL TO ORDER
&
ROLL CALL

**REQUESTS TO SPEAK
ON ITEMS WITHIN THE JURISDICTION
OF THE CIVIL SERVICE COMMISSION
BUT NOT ON TODAY'S AGENDA**



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MINUTES
Regular Meeting
November 18, 2013

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

CALL TO ORDER

2:01 p.m.

ROLL CALL

President Scott R. Heldfond	Present
Vice President E. Dennis Normandy	Present
Commissioner Douglas S. Chan	Present
Commissioner Kate Favetti	Present
Commissioner Gina Roccanova	Present

President Scott R. Heldfond presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

Although the Civil Service Commission granted her request to postpone her appeal hearing to a future meeting date, Sonia Knudsen wanted the Commission to know that she did not feel that she had received a copy of the department's staff report or notice of the meeting on her appeal in time to review the materials and prepare a response for the meeting.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of November 4, 2013.

Action: Adopted the minutes. (Vote of 5 to 0)

ANNOUNCEMENTS (Item No. 4)

Jennifer Johnston, Executive Officer, announced two changes under Agenda Item #7, Review of Request for Approval of Proposed Personal Services Contracts: first, review of Personal Service Contract #4025-13/14 was postponed to the Commission meeting of December 2, 2013 at the request of Public Utilities Commission; and second,

THIS DOCUMENT SUPPORTS
CALENDAR ITEM 3

Department of the Environment withdrew its request for approval of Personal Service Contract #4044-13/14.

Ms. Johnston also announced that the Viewing Binder was temporary unavailable but that Commission staff could make it available upon request; and she reminded the public that all meeting materials are available on the Civil Service Commission’s website in advance of, and for at least two weeks after, each Commission meeting.

HUMAN RESOURCES DIRECTOR’S REPORT (Item No. 5)

Micki Callahan, Human Resources Director, announced that all supervisors and managers are required to take the City’s mandatory sexual harassment training by the end of December and that five hundred individuals have already taken it. Ms. Callahan also noted that the training has been expanded to include illegal harassment and transgender issues.

EXECUTIVE OFFICER’S REPORT (Item No. 6)

Jennifer Johnston, Executive Officer, announced the Commission staff has brand new computer monitors thanks to the City’s PC Refresh Program, which is coordinated through the Controller’s Office, the Department of Technology and Mayor’s office. Ms. Johnston also announced that two other items will be provided to the Commission at its second meeting of December: the five-year resetting of salaries for the members of the Board of Supervisors pursuant to the Charter; and a report on the upcoming budget instructions from the Mayor’s Office.

**0283-13-8 Review of Request for Approval of Proposed Personal Services Contracts.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4025-13/14	Public Utilities Commission	\$5,000,000	The proposed work includes inspection and observation of testing of equipment, machinery and products to be furnished for Water and Wastewater Treatment Plants, water distribution and wastewater collection projects. Services include inspection, surveillance, sampling and testing of structural steel, fabricated steel pipe, mechanical and electrical equipment and large-diameter valves conducted at various procurement facilities, both national and international.	Regular	12/1/2018
4043-13/14	Assessor	\$3,000,000	The Office of the Assessor Recorder (ASR) seeks a comprehensive commercial off the shelf recorder system that is a fully integrated, turnkey software solution. The system must be able to capture and streamline the recording business process that enables the Recorder Division to record an average of 260,000 documents per year. Functions will include document intake, examination, payment, scan and digitization, indexing, publication, and management of documents for the public, title companies, and government agencies on a walk-in, mail-in, and electronic basis. Services will include software solution licenses, hardware and peripherals procurement, system design, configuration, testing, installation, and implementation, along with data migration and conversion, change management assistance and staff training, and system documentation, maintenance, support, and troubleshooting.	Regular	3/31/2019

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4044-13/14	Environment	\$35,000,000	Provide implementation support for major elements of an on-going energy efficiency partnership program with PG&E and for other grant funded projects. Provide the Department of the Environment with as-needed professional support for energy efficiency, renewables, and climate change activities, to include engineering, technical analysis, research, testing, certification, and policy development.	Regular	6/30/2020
4045-13/14	Public Utilities Commission	\$175,000	SFPUC's three (3) new local water treatment facilities were installed under construction contracts ending last quarter of fiscal year 2012-2013. Due to number of changes of plant configuration during construction the controls for these facilities require modifications to meet the California Department of Public Health (CaDPH) treatment and reporting requirements. The work will consist of modifying, upgrading, and reconfiguration of control, instrumentation, and reporting elements of Programmable Logic Controllers (PLC) programs and Human Machine Interfaces (HMI) displays.	Regular	10/31/2015
4046-13/14	Recreation & Park Commission	\$1,200,000	Provide full Architectural and Engineering services for the Balboa Pool Renovation. This includes all services necessary for schematic design phase, design development, participation in presentations to members of the public, Parks and Recreation Open Space Committee, and Recreation and Parks Department Commission. In addition, complete construction documents for permitting, all services required for the construction administration phase and project closeout. Architectural and Engineering firm shall also provide cost estimating services during the course of the project.	Regular	10/20/2018
4047-13/14	Municipal Transportation Agency	\$200,000	The consultant will provide strategic communications advice, and develop and produce an umbrella campaign that conveys a comprehensive story about the San Francisco Municipal Transportation Agency (SFMTA), its services and the value it provides to San Francisco's transportation systems. The consultant will produce a comprehensive marketing campaign that includes dynamic and creative digital, print and video ads within a short timeframe.	Regular	11/30/2015
4048-13/14	Municipal Transportation Agency	\$500,000	The Contractor will work collaboratively with the San Francisco Municipal Transportation Agency's (SFMTA) office staff, front-line employees, and the public to provide analytical support for evaluations that require surveying. Projects may include, but are not limited to, the following: 1) assessing the impact of All-Door Boarding on fare compliance rates; 2) evaluating the impacts of the Free Muni for Youth Pilot Program; 3) refining customer and employee satisfaction survey methodology; and 4) general public surveying as needed.	Regular	12/1/2018
4049-13/14	Municipal Transportation Agency	\$7,200,000	The contractor will provide dental, vision and possibly disability benefits to qualifying San Francisco taxi drivers. The contractor will also administer the benefits program and ensure timely claim, accounting and reporting services. The contractor will provide oversight on the plan and providers to establish and maintain benefit plans for qualified participants. The contractor will provide these benefits at a group rate that the taxi drivers are unable to obtain from their associated taxi companies.	Regular	1/31/2023
4050-13/14	General Services Agency	\$150,000	Advising City management through highly specialized equipment surveys, analysis, cost estimates, and expert consultant reports for planned elevator and escalator repairs, modernization, upgrades, and equipment maintenance planning of existing vertical transportation equipment at City-owned and/or operated facilities.	Regular	11/30/2016
4051-13/14	Dept. of Technology	\$250,000	The City is purchasing mainframe equipment to replicate the information on the City's current mainframe equipment currently installed at 200 Paul, so that in the event of a disaster, natural or otherwise, the information from the mainframe is accessible and current. The City is seeking a vendor to install mainframe equipment, for the City's Disaster Recovery/Business Continuity project that are proprietary to the manufacturer and if installed by any other vendor would void the warranty of the equipment.	Regular	11/18/2014

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4052-13/14	Dept. of Technology	\$500,000	The Department of Technology is seeking a vendor to duplicate a highly reliable phone system for the new Public Safety Building at Mission Bay. The primary processor will be installed at the new Public Safety Building and the secondary processor at a site to be determined. The new system will support staff at the Public Safety Building and be networked to the existing San Francisco Police Department Avaya Private Branch Exchanges to provide 5 digit dialing and a common voice mail (full message waiting indicator functionality required).	Regular	11/18/2014
4078-09/10	Public Utilities Commission	Current Approved Amount \$1,000,000 Increase Amount Requested \$0 New Total Amount Requested \$1,000,000	The main purpose of this contract is to provide as-needed professional services for microbiological based analytical testing encompassing: 1) specialized methods that the Water Quality Division Laboratories (WQDL) are not capable of performing internally, 2) backup testing services for the procedures that the WQDL performs in house, 3) emergency response support, and 4) laboratory and consulting services for test method development and validation.	Modification	6/30/2016

Speakers: Allison Magee, Office of the Assessor-Recorder, spoke on PSC #4043-13/14.
Samantha Roberts, Municipal Transportation Agency, spoke on PSC #4049-13/14.

Notes: PSC #4025-13/14 was postponed to the meeting of December 2, 2013 at the request of the Public Utilities Commission. The Department of the Environment withdrew its request for approval of PSC #4043-13/14.

Action:

- 1) Approved PSC #4049-13/14, but for a period of five years only, and with the following conditions: that the Municipal Transportation Agency report back to the Commission before the contract is signed; and that the Municipal Transportation Agency provide a follow-up status report in two years. (Vote of 5 to 0)
- 2) Adopted the report. Approved the request for all remaining proposed personal services contracts (PSC #4043-13/14, PSC numbers 4045-13/14 through 4048-13/14, PSC numbers 4050-13/14 through 4052-13/14, and PSC #4078-09/10); notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0291-13-1 Annual Review of Exempt and Non-Exempt Classifications at the San Francisco Municipal Transportation Agency (SFMTA). (Item No. 8)

Speakers: None.

Action: Adopted the report. (Vote of 5 to 0)

0297-13-1 Civil Service Commission’s Annual Planning Calendar of Required Reports. (Item No. 9)

Speakers: Jennifer Johnston, Executive Officer

Action: Adopted the Executive Officer's report. Approved the Civil Service Commission's Annual Planning Calendar of Required Reports.
(Vote of 5 to 0)

**0278-13-5 Proposed Amendments to Civil Service Rule Series 004 – Administration.
(Item No. 10)**

October 21, 2013: Adopted the Executive Officer's report; Directed the Executive Officer to post the proposed Rule revisions for adoption.

Speakers: Jennifer Johnston, Executive Officer

Action: Adopted the Executive Officer's report. Adopted the changes to Civil Service Rules Series 004 – Administration. (Vote of 5 to 0)

0233-13-5 Proposed Amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Fire Department, Volume III Rule 311.5.2 – Examination without Charge. (Item No. 11)

August 19, 2013: The Department of Human Resources will report back to the Commission with a staff report to respond to the Commission's questions and requests to further explain the reasons that led to the Rule Proposal and the department's recommendation on having National Testing Network administer the entry-level fire exams.

October 7, 2013: Accepted the report. Directed the Executive Officer to post the proposed rule change as specified by Commissioner Favetti for meet and confer with the Commissioners' comments used for guidance in negotiating the contract and implementing the program.

Speakers: Jennifer Johnston, Executive Officer
Kim Carter, Local 21

Action: Adopted the Executive Officer's report. Adopted the changes to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Fire Department, Volume III 311.5.2 – Examination without Charge, as recommended by the Executive Officer. (Vote of 5 to 0)

0298-13-5 Proposal to Amend the Civil Service Commission Rules Applicable to the Uniformed Ranks of the Police Department, Volume II Rule 211, Examinations. (Item No. 12)

Speakers: Jennifer Johnston, Executive Officer

Action: Adopted the Executive Officer's report. Directed the Executive Officer to post the proposed revisions to Civil Service Rule 211– Examinations in accordance with the Charter and Civil Service Rules. (Vote of 4 to 1; Commissioner Roccanova dissented.)

0050-13-7 Appeal by Amma Donkor of her Future Employment Restrictions with the City and County of San Francisco. (Item No. 13)

Speakers: Willie Rameriz, Department of Public Health
Madonna Valencia, Department of Public Health
Amma Donkor, Appellant
Edmond Larry Juicy, Tenants' Advocate
George Donkor, Appellant's Spouse

Action: Adopted the report. Denied the appeal by Amma Donkor of her Future Employment with the City and County of San Francisco.
(Vote of 5 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 14)

Commissioner Favetti requested information on how the Department of Human Resources posts and distributes exam announcements and eligible lists, and how it recruits to increase diversity. Commissioner Favetti also requested an electronic copy of, or a link to, all examination announcements.

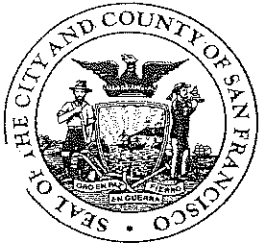
ADJOURNMENT (Item No. 15)

3:20 p.m.

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

November 21, 2013

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS NUMBERS 4053-13/14; 44422-13/14; 43208-13/14; 49930-13/14; 4125-11/12; 4026-06/07; 3071-12/13 AND 3092-12/13.

The above matter will be considered by the Civil Service Commission at a meeting to be held on **December 2, 2013** at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the Ratification Agenda. Please refer to the attached Notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

All non-privileged materials being considered by the Civil Service Commission for this item are available for public inspection and copying at the Civil Service Commission office Monday through Friday from 8:00 a.m. to 5:00 p.m.

CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON
Executive Officer

Attachment

Cc: Cynthia Avakian, Airport Commission
Parveen Boparai, Municipal Transportation Agency
Micki Callahan, Department of Human Resources
Lily Conover, Controller's Office
Bree Mawhorter, San Francisco Sheriff's Department
Merrick Pascual, Economic & Workforce Environment
Commission File
Commissioners' Binder
Chron

THIS DOCUMENT SUPPORTS
CALENDAR ITEM 7

City and County of San Francisco



Department of Human Resources

Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: December 02, 2013
To: The Honorable Civil Service Commission
Through: Micki Callahan
Human Resources Director *MC*
From: Parveen Boparai, MTA
Cynthia Avakian, AIR
Bree Mawhorter, SHF
Lily Conover, CON
Merrick Pascual, ECN

Subject: Personal Services Contracts Approval Request

This report contains eight (8) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on July 1, 1996.

The services proposed by these contracts have been reviewed by Department of Human Resources (DHR) staff to evaluate whether the requesting departments have complied with City policy and procedures regarding PSCs. The proposed PSCs have been posted on the DHR website for seven (7) calendar days. CSC procedures for processing PSCs require that any appeal of these contracts be filed in the office of the CSC, Executive Officer during the posting period.

No timely appeals have been filed regarding the PSCs contained in this report. These proposed PSCs are being submitted to the CSC for ratification/approval.

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources to date:

Total of this Report	YTD Expedited Approvals FY 2013-2014	Total for FY 2013-2014
\$52,553,200	\$2,021,853	\$255,227,241

THIS DOCUMENT SUPPORTS
CALENDAR ITEM 7

POSTING FOK

12/02/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4053-13/14	68	Municipal Transportation Agency	Regular	\$24,700,000	The consultant will provide proprietary software and hardware for the Advanced Train Control System (ATCS) to automatically control the movements of the trains within Central Subway. This system is similar to the existing ATCS currently used in the Muni Metro Subway. The consultant will configure, program, upgrade, and expand the system so that the new train control systems computerize the automatic movement of the trains within the Central Subway to work with the existing Muni Metro system. The contract duration is a result of working within the scope of service of the larger construction contract. The development portion of the work is within the first two years with the implementation and testing phase to be done in the last 18 months prior to start of revenue services.	11/18/2013 - 12/31/2018

Total Amount - Regular: \$24,700,000

DHR Posting for September 02, 2013

Proposed Personal Services Contracts - Regular

PSC No	Dept Description	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
44422 - 13/14	AIRPORT COMMISSION	\$3,000,000.00	Contractor will provide architectural and engineering support services for facilities improvements at San Francisco International Airport (SFO), including but not limited to maintenance tasks in the schematic, design, development, and construction support phases. Contractor will be required to work on time sensitive tasks initiated through the Design, Construction and Technology Division's Help Requests as approved by the Airport Deputy Director. A Contractor with airport expertise is needed to ensure proper and timely development and implementation of tasks.	1/1/2014	1/31/2019
43208 - 13/14	AIRPORT COMMISSION	\$16,000,000.00	Project Management Support Services (PMSS) teams with experience at airports to manage the design and construction of the Terminal 1 Redevelopment Program (T1 Program) Enabling Projects. Work will include project planning, controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management and constructability review for the following enabling projects: 1) Temporary Boarding Area B and Passenger Security Screening Checkpoint; 2) South Field demolition and hazardous material abatement; 3) Utility infrastructure upgrades and relocations; 4) Security and Special Systems improvements; 5) Various airport, airline, and agency related tenant relocations; and 6) South Field facility relocations, including the vehicle screening checkpoint, emergency response facility, aircraft taxi lanes, Ground Transportation Unit, Airport Commission car wash, gas station, and radio shop.	12/2/2013	12/1/2018
49930 - 13/14	AIRPORT COMMISSION	\$8,000,000.00	Contractor will provide program management support services for the San Francisco International Airport's (SFO) multi-year phased Consolidated Administration Campus (CAC) Program, including but not limited to: program planning (development of a design guideline, master plan redevelopment, market analysis, reporting, scheduling/phasing and budgeting); design management; document control (including contracts management); and constructability review.	1/1/2014	12/31/2021

Total Amount: \$27,000,000.00

POSTING FO
12/02/2013

**PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION**

PSC No	DeptNo	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date	End Date
4125-11/12	06	Sheriff	Regular	\$0	\$1,150,000	Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to incarceration. Services include adjunct case management to monitor inmate's outpatient participation in substance abuse or mental health programs and urinalysis to monitor sobriety.	7/1/2010	3/31/2014
4026-06/07	09	Controller	Regular	\$500,000	\$1,535,000	In 2006, the City selected JobAps through a Request for Proposals (RFP) process to provide the City a website and web-based vendor-hosted job application system. The City currently uses JobAps to post, accept and process job applications, including examinations, as an integral component of the City's hiring/referral process. The JobAps applications is integral to Project eMerge's ability to implement a full-service Human Capital Management system that satisfies the City's civil service employee appointment business requirements. Additionally, the application furthers the cloud computing direction of the City. The JobAps contract requires an annual hosting fee. On an as-needed basis, JobAps must configure the proprietary system to meet the City's changing business requirements.	9/1/2006	1/31/2016
3071-12/13	21	Business, Economic Development	Regular	\$103,100	\$153,000	The Office of Economic and Workforce Development (OEWD) is working with the Golden State Warriors to build a multi-purpose venue on Piers 30-32 and on Seawall Lot 330. A 16-member Citizen Advisory Committee (CAC) has been established to solicit public feedback and provide recommendations around various topics pertaining to the proposal. To this end, OEWD requires consultation assistance in facilitating, gathering, and synthesizing information from multiple CAC meetings; requiring coordination, interviews, and consistent communication with members and the City, technical support, developing a toolkit and templates to guide the committee and subcommittees, and in developing summaries of feedback and recommendations based on public/member input.	3/5/2013	6/30/2015
3092-12/13	21	Business, Economic Development	Regular	\$250,100	\$300,000	The Office of Economic and Workforce Development (OEWD) is working with the Golden State Warriors to build a multi-purpose venue on Piers 30-32 and on Seawall Lot 330. To this end, OEWD requires assistance in evaluating and analyzing the project's impact on a qualitative basis. The in-depth real estate economic analysis is required to determine whether the proposed benefits and impacts are commensurate with the negotiation process with the developer.	4/15/2013	6/30/2015

Sum of Modified Amounts: \$853,200

Parveen Boparai
Municipal Transportation Agency
1 South Van Ness, 6th Flr
San Francisco, CA 94103
(415) 701-5377

Cynthia Avakian
Airport Commission
Contracts Administration Unit
PO Box 8097
San Francisco, CA 94128
(650) 821-2014

Bree Mawhorter
San Francisco Sheriff's Department
One Carlton B. Goodlett Place, Rm. 450
San Francisco, CA 94102
(415) 554-4316

Lily Conover
Controller's Office
1 Dr. Carlton B. Goodlett Pl., Rm. 306
San Francisco, CA 94102
(415) 554-7525

Merrick Pascual
Economic & Workforce Development
1 South Van Ness, 5th Floor
San Francisco, CA 94102
(415) 701-4811

Table of Contents
PSC Submissions

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 7, 2013

DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER 68

TYPE OF APPROVAL: () EXPEDITED (X) REGULAR (OMIT POSTING____)
() CONTINUING () ANNUAL

TYPE OF REQUEST: (X) INITIAL REQUEST () MODIFICATION (PSC#_____)

TYPE OF SERVICE: Advanced Train Control Systems for Central Subway

FUNDING SOURCE: Federal Funds

PSC AMOUNT: \$24,700,000.00 PSC DURATION: November 18, 2013 to December 31, 2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The consultant will provide proprietary software and hardware for the Advanced Train Control System (ATCS) to automatically control the movements of the trains within Central Subway. This system is similar to the existing ATCS currently used in the Muni Metro Subway. The consultant will configure, program, upgrade, and expand the system so that the new train control systems computerize the automatic movement of the trains within the Central Subway to work with the existing Muni Metro system. The contract duration is a result of working within the scope of service of the larger construction contract. The development portion of the work is within the first two years with the implementation and testing phase to be done in the last 18 months prior to start of revenue services.

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

The Federal Transportation Administration (FTA) and California Public Utilities Commission (CPUC) require an automatic train control system in order to operate within the subway for the safety of the employees and the public. If this service is denied, the San Francisco Municipal Transportation Agency will not be able to operate the trains within the Central Subway.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

The ATCS exists within the current Muni Metro Subway and has been in place since the 1990's. The Muni Metro system has been maintained and upgraded on an as-needed basis to improve the various software and hardware using PSC #4029-06/07.

D. Will the contract(s) be renewed:

No.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

<u>IFPTE Local 21</u>	<u>[Signature]</u>	<u>10/7/13</u>
Union Name	Signature of person mailing / faxing form	Date
_____	_____	_____
Union Name	Signature of person mailing / faxing form	Date

RFP sent to _____, on _____, _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE SFMTA Approved

PSC# 4053-13/14

Approved MW 11/15/2013 10-7-13

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The consultant must have expertise in the development and manufacturing of specialized electronic boards including electrical circuit design. Must possess proprietary software knowledge in order to program logic and electronic boards that will operate all automatic train movements within the subway to maintain safe conditions.

B. Which, if any, civil service class normally performs this work?

None.

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

Yes. The contractor will provide a Thales System Management Computer and peripherals for train control operation.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classes do not possess the knowledge of the proprietary Thales software and electrical circuitry needed to customize the automatic train control system.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. This service is project driven using the experience of a very limited pool of experts.

5. ADDITIONAL INFORMATION (if "yes", attach explanation)

Yes No

A. Will the contractor directly supervise City and County employees? () (x)

B. Will the contractor train City and County employees? () (x)

- Describe training and indicate approximate number of hours.
 - Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

C. Are there legal mandates requiring the use of contractual services? () (x)

D. Are there federal or state grant requirements regarding the use of contractual services? () (x)

E. Has a board or commission determined that contracting is the most effective way to provide this service? () (x)

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? (x) ()

Thales Transport and Security acquired Alcatel Rail Signaling Solutions Division

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
 Print or Type Name

415.701.5377
 Telephone Number

San Francisco Municipal Transportation Agency

One South Van Ness Avenue, 6th Floor, San Francisco, CA 94103
 Address

Union Notification(s)
◆ Local 21

Dang, Leorah

From: Boparai, Parveen <Parveen.Boparai@sfmta.com>
Sent: Monday, October 07, 2013 1:52 PM
To: DHR-PSCCoordinator, DHR; L21PSC Review
Cc: Hoe, Albert; Farhangi, Shahnam; Patel, Ashish; Hamada, Cynthia; Boparai, Parveen
Subject: RE: PSC - Advanced Train Control Systems for Central Subway
Attachments: Scanned from OSV6-KS-X.PDF

DHR-PSC Coordinator - Attached please find PSC Summary for your review and processing.

IFPTE L21 - For your information.

If you have any questions, please contact Cynthia Hamada at 701-5381. Thx.

Parveen Boparai
SFMTA, Employee & Labor Relations
415.701.5377

Prior Notice of CSC Action – Initial – Similar
Prior PSC Form 1– Initial – Similar

PSC #4029-06/07

4039-06/07



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

September 7, 2006

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4027-06/07 THROUGH 4033-06/07.

THOMAS T. NG
VICE PRESIDENT

At its meeting of September 5, 2006 the Civil Service Commission had for its consideration the above matter.

ALICIA D. BECERRIL
COMMISSIONER

It was the decision of the Commission to adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

DONALD A. CASPER
COMMISSIONER

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

MORGAN R. GORRANO
COMMISSIONER

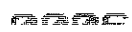
KATE FAVETTI
EXECUTIVE OFFICER

CIVIL SERVICE COMMISSION

KATE FAVETTI
Executive Officer

Attachment

- c: Parveen Boparai, Municipal Transportation Agency
- Connie Chang, Public Utilities Commission
- Gordon Choy, Department of Public Works
- Philip Ginsburg, Human Resources Director
- Ed Harrington, Controller
- Elizabeth Jacobi, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- Donna Marion, San Francisco Public Library
- Jonathan Nelly, Department of Human Resources
- Commission File
- Chron



POSTED FOR
September 5, 2006

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
4027-06/07	40	Public Utilities Commission	Regular	\$9,500,000.00	Will provide specialized engineering and construction support services in the design, rehabilitation, and construction of the San Joaquin Pipeline System for both San Joaquin Pipeline and Rehabilitation of Existing San Joaquin Pipelines projects.	01-Dec-15
4028-06/07	41	Public Library	Regular	\$750,000.00	Will develop a program to interpret and coordinate data, design form format, and issue notices and forms for the Library in multiple languages.	30-Jun-12
4029-06/07	35	Municipal Transportation Agency	Regular	\$5,000,000.00	Will provide professional services, technical support, replace and upgrade equipment to maintain the Advanced Train Control System (ATCS) for MTA's subway rail vehicles.	31-Aug-16
4030-06/07	35	Municipal Transportation Agency	Regular	\$13,500,000.00	Will provide separate professional parking garage management services at various garages throughout San Francisco, which include but are not limited to: providing parking personnel for cashiering, security, janitorial services and valet parking.	31-Aug-09
4031-06/07	35	Municipal Transportation Agency	Regular	\$175,905.00	Will provide parts, labor, and software system to install 110 Automatic Passenger Counter devices on to select MTA Revenue Vehicles.	31-Dec-06
4032-06/07	35	Municipal Transportation Agency	Regular	\$100,000.00	Will provide federally mandated urine analysis for safety-sensitive employees with the Municipal Transportation Agency (MTA).	31-Oct-09
4033-06/07	90	Public Works	Regular	\$1,000,000.00	Will perform highly specialized geotechnical engineering tasks that include geotechnical investigations, reports, presentations, field inspection, and consultation for the San Francisco General Hospital (SFGH) Rebuild Program.	30-Sep-16

4029-06/07
9/7/06

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 11, 2006

DEPARTMENT NAME: Municipal Transportation Agency DEPARTMENT NUMBER 35

TYPE OF APPROVAL: () EXPEDITED (X) REGULAR (OMIT POSTING)

() CONTINUING () ANNUAL

TYPE OF REQUEST: (X) INITIAL REQUEST () MODIFICATION (PSC#)

TYPE OF SERVICE: Professional Services, Technical Support, and Equipment for ATCS

FUNDING SOURCE: Federal, State, and Local Funds

PSC AMOUNT: \$5,000,000.00 PSC DURATION: 9/01/06-8/31/16

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor shall provide professional services, technical support, replace and upgrade equipment to maintain the Advanced Train Control System (ATCS) for MTA's subway rail vehicles. The ATCS is a proprietary technology of Alcatel Transport Automation (U.S.).

The MTA has negotiated with Alcatel for a framework master agreement to set the general terms and conditions of service and equipment procurements necessary to support the operation and maintenance of the ATCS.

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

The ATCS controls train speed, braking, train-routing, and headways (the time between trains). The ATCS also transmits train arrival information to platform level information systems. Most replacement parts and all ATCS software upgrades must be purchased from Alcatel Transport Automation (U.S.), there is no other supplier. Our MTA subway cannot operate without the ATCS.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

All services were previously provided by Alcatel under the original contract for procurement of the system. The original Contract No. MR-1034R with Alcatel to procure and install the ATCS is currently in the close-out phase. Similar services were approved by CSC: PSC # 033R-94/95, approved 5/18/95; PSC # 4076-97/98, approved 1/6/98.

D. Will the contract(s) be renewed: No

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures): N/A

Union Name Signature of person mailing / faxing form Date

Union Name Signature of person mailing / faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#

MTA Approved
8/16/06
PB

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specific technical knowledge of the proprietary features and design of the Advanced Train Control System.

B. Which, if any, civil service class normally performs this work?

None.

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

Replacement of hardware only.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There are no civil service classes with the specific trade-secret knowledge of the proprietary technologies supplied by Alcatel in the ATCS.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. The technical expertise required is trade secret information proprietary to Alcatel.

5. ADDITIONAL INFORMATION (if "yes", attach explanation)

Yes No

- A. Will the contractor directly supervise City and County employees? () (x)
- B. Will the contractor train City and County employees? () (x)
- C. Are there legal mandates requiring the use of contractual services? () (x)
- D. Are there federal or state grant requirements regarding the use of contractual services? () (x)
- E. Has a board or commission determined that contracting is the most effective way to provide this service? MTA Board will consider contracting at its meeting of August 15, 2006. (X) ()
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? () (x)

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Parveen Boparai, Sr. Personnel Analyst

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

(415) 554-4160
Telephone Number

Municipal Transportation Agency

401 Van Ness Ave., Room 320 San Francisco, CA 94103
Address

Pa

MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS
CITY AND COUNTY OF SAN FRANCISCO
RESOLUTION No. 06-104

WHEREAS, The MTA wishes to obtain software, hardware, and related services for ongoing support of the MTA's existing Advanced Train Control System ("ATCS"); and,

WHEREAS, The ATCS is a proprietary system supplied to the MTA by Alcatel Transport Automation (U.S.) Inc. and Alcatel Canada, Inc. ("the Contractor") under Contract No. MR-1034R; and,

WHEREAS, MTA seeks to procure additional software, hardware, and related services from the Contractor, under general terms and conditions set forth in a framework master agreement and under any supplemental purchase orders agreed between the parties from time to time in respect to a specific work package, hardware supply or service to be performed by the Contractor; and,

WHEREAS, Contract No. 1221, Advanced Train Control System Software, Hardware and Associated Services, is a framework master agreement for the provision of incremental works in respect of the operation and maintenance of the ATCS and shall not be applicable to procurement of extensions of the ATCS to new rail lines or to new systems as a whole, or to any other design and/or development activities; and,

WHEREAS, Each purchase order against Contract No. 1221 will document sole-source approval from the MTA Executive Director/CEO before negotiation with the Contractor; and,

WHEREAS, A funding plan will be developed specific to each purchase order; and,

WHEREAS, MTA's Contract Compliance Office will review each purchase order to determine whether there are any subcontracting opportunities therein; and,

WHEREAS, Contract No. 1221 is contingent upon approval by the Civil Service Commission; now, therefore, be it

RESOLVED, That the MTA Board of Directors approves the framework master agreement and authorizes the Executive Director/CEO to execute Contract No. 1221, Advanced Train Control System Software, Hardware and Associated Services, with Alcatel Transport Automation (U.S.) for an amount not to exceed \$5,000,000 and an initial term of two years with options to extend annually for an additional eight years.

I certify that the foregoing resolution was adopted by the Municipal Transportation Agency Board of Directors at its meeting of August 15, 2006.


Secretary, Municipal Transportation Agency Board

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR Dept. Code: AIR

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

Type of Approval: [] Expedited [X] Regular ([] Omit Posting)

Type of Service: As-Needed Architectural and Engineering Support Services

Funding Source: Airport Operating Funds PSC Duration: 5 years 4 weeks
PSC Amount: \$3,000,000 PSC Est. Start Date: 01/01/2014 PSC Est. End Date: 01/31/2019

1. Description of Work

A. Scope of Work:

Contractor will provide architectural and engineering support services for facilities improvements at San Francisco International Airport (SFO), including but not limited to maintenance tasks in the schematic, design, development, and construction support phases. Contractor will be required to work on time sensitive tasks initiated through the Design, Construction and Technology Division's Help Requests as approved by the Airport Deputy Director. A Contractor with airport expertise is needed to ensure proper and timely development and implementation of tasks.

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

Along with the aging infrastructure, SFO continues to experience strong passenger growth, both of which require the Airport to upgrade its facilities to improve operational efficiency, safety, and meet forecast demand. Facilities improvement and maintenance tasks are required to maintain terminal and office building interiors, industrial waste and drainage pump stations, fire and police stations, power distribution, underground infrastructure, heat ventilation and air-conditioning systems. Denial will cause projects delays, which will affect customer service, and result in lost revenues.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC. This is a new request.

D. Will the contract(s) be renewed? Yes, if there is a continued need for such services at SFO.

2. Union Notification: On 10/07/2013, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44422 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/02/2013

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise:
Architectural and engineering firms with specialized experience in airport projects including, but not limited to specific expertise in airport development, design and remodel, utilities engineering, drainage and industrial waste pump stations, related structural engineering, security access and monitoring, fire protection, fire alarm, telecommunications, and system integration.
- B. Which, if any, civil service class(es) normally perform(s) this work?
5201,5203,5207,5211,5218,5241,5260,5261,5265,5266,5268,5364,
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
To be determined based on the nature of the task.

4. Why Classified Civil Service Cannot Perform

- A. Explain why civil service classes are not applicable:
The existing classifications do not have the required expertise and specialized skills related to the field of airport facilities improvements. Contracted work will be supervised by City project managers with the appropriate expertise in managing Airport asset development and construction including unique special systems commissioned at the Airport.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, these as-needed projects do not justify permanent staffing.

5. Additional Information (if "yes", attach explanation)

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 11/06/2013 BY:

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfso.com

Address: P.O. Box 8097 San Francisco, CA 94128

Additional Attachment(s)

**Airport Commission
City and County of San Francisco
Resolution No.: 13-0205**

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 13_0205

**AUTHORIZATION TO ISSUE A RFP FOR CONTRACT NO. 9005, AS-NEEDED
ARCHITECTURAL AND ENGINEERING SUPPORT SERVICES**

- WHEREAS, the DC&T Division introduced DCHelp, a small project support system for all Airport divisions to use when requesting assistance and support for various types of architectural and/or engineering construction tasks; and
- WHEREAS, requests in general have included minor repairs, evaluations, system studies, modifications, remodel and safety improvements; and
- WHEREAS, implementation of these important and immediate tasks can disrupt ongoing Capital and Facilities Maintenance design projects assigned to in-house Architectural and Engineering staff; and
- WHEREAS, Staff proposes to issue a RFP for as-needed design services to supplement Airport staff in order to be able to manage the increased workload, minimize disruptions to in-progress design efforts, and meet the needs of client divisions in a timely manner; and
- WHEREAS, Staff proposes to award two contracts to the two highest ranked proposers, with an annual budget of \$400,000 per contract and a total budget of \$1,200,000 per contract, with a contract duration of five years; now, therefore, be it
- RESOLVED, that the Commission hereby authorizes the Director to issue a RFP for professional services for Contract No. 9005, As-Needed Architectural and Engineering Support Services, and to negotiate with the two highest ranked proposers for two separate as-needed contracts, and failing successful negotiation with either of the two highest ranked proposers, the Commission authorizes the Director to negotiate with the next successively ranked proposers in order until negotiations are successful with the two qualified firms; and, further be it
- RESOLVED, that following successful negotiations, Staff will present for Commission approval a recommendation to award two separate contracts for As-Needed Architectural and Engineering Services.

I hereby certify that the foregoing resolution was adopted by the Airport Commission

at its meeting of _____

SEP 17 2013


Secretary

Union Notification(s)

◆ Local 21

Dang, Leorah

From: dhr-psccordinator@sfgov.org
Sent: Monday, October 14, 2013 7:59 PM
To: L21PSCReview@ifpte21.org; christina.chiong@flysfo.com; DHR-PSCCoordinator, DHR; Isen, Richard
Subject: 7 day posting period ended for Expedited PSC # 44422 - 13/14

Requesting Department: AIRPORT COMMISSION -- AIR

Type of Request: REGULAR - Initial

Type of Service: Initial Request

PSC Amount: \$3,000,000

PSC Duration: 01/01/2014 – 01/31/2019

The 7 day posting period has now ended. Any further questions about the services should be directed to the Department directly.

<http://apps.sfgov.org/dhrdrupal/node/616>

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR Dept. Code: AIR

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

Type of Approval: [] Expedited [X] Regular ([] Omit Posting)

Type of Service: Professional Services- Project Management Support Services:Terminal 1 Enabling Projects

Funding Source: Airport Capital Funds PSC Duration: 5 years
PSC Amount: \$16,000,000 PSC Est. Start Date: 12/02/2013 PSC Est. End Date: 12/01/2018

1. Description of Work

A. Scope of Work:

Project Management Support Services (PMSS) teams with experience at airports to manage the design and construction of the Terminal 1 Redevelopment Program (T1 Program) Enabling Projects. Work will include project planning, controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management and constructability review for the following enabling projects: 1) Temporary Boarding Area B and Passenger Security Screening Checkpoint; 2) South Field demolition and hazardous material abatement; 3) Utility infrastructure upgrades and relocations; 4) Security and Special Systems improvements; 5) Various airport, airline, and agency related tenant relocations; and 6) South Field facility relocations, including the vehicle screening checkpoint, emergency response facility, aircraft taxi lanes, Ground Transportation Unit, Airport Commission car wash, gas station, and radio shop.

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

San Francisco International Airport (SFO) must replace the existing Terminal 1 and Boarding Area B due to significant infrastructure and gate capacity deficiencies. The enabling projects must be completed to allow for construction of the new facilities. If the PMSS teams for the enabling projects are denied, the T1 Program cannot proceed and existing facilities may need to close due to unsafe facilities and airlines may cease operation at SFO.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC. This is a new service.

D. Will the contract(s) be renewed? Yes, if there continues a need for such services at SFO.

2. Union Notification: On 10/07/2013, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43208 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 12/02/2013

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Project design and construction management skills with direct and current experience related to airport terminals and associated facilities; demolition and hazardous material abatement; utility infrastructure upgrades; security and special systems; redevelopment of interior spaces; airfield and landside site work including taxi lanes, roadways, parking lots, and checkpoints; emergency response facilities; gas stations and car washes; and industrial buildings.

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

1044, 1070, 5201, 5211, 5502, 5508, 6318, 6319, 5203, 5207, 5209, 5504, 5506,

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

No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The existing staff does not have the required expertise and specialized skills related to services listed above. The Airport will use experienced project and construction management staff integrated with the consultant staff to provide the required services. Depending on the projects, current Airport staff will perform the following duties: project and construction management, and IT/engineering/architectural design.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

As stated above, classifications exist but not with the specialized knowledge of airport requirements. Major construction and terminal projects do not occur frequently enough to justify permanent staffing.

5. Additional Information (if "yes", attach explanation)

YES NO

- A. Will the contractor directly supervise City and County employee?
- B. Will the contractor train City and County employee?
- C. Are there legal mandates requiring the use of contractual services?
- D. Are there federal or state grant requirements regarding the use of contractual services?
- E. Has a board or commission determined that contracting is the most effective way to provide this service?
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD

ON 11/06/2013 BY:

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: P.O. Box 8097 San Francisco, CA 94128

Notice of Intent

Request for Qualifications and Proposals (RFQ/RFP)

- **Project Management Support Services for the Terminal 1
Redevelopment Enabling Projects at San Francisco International
Airport**

NOTICE OF INTENT

DATE: September 26, 2013

TO: Public Utilities Commission, Department of Public Works, Port of San Francisco,
San Francisco Municipal Transportation Agency

SUBJECT: **NOTICE OF INTENT FOR: Request for Proposals (RFP) for Project Management Support Services for the Terminal 1 Redevelopment Enabling Projects at San Francisco International Airport**

REQUESTED RESPONSE DATE IS CLOSE OF BUSINESS DAY: **October 4, 2013**

The San Francisco International Airport Design, Construction & Technology Division is seeking professional services for: **Project Management Support Services for the Terminal 1 Redevelopment Enabling Projects at San Francisco International Airport** as listed below. If your Department is interested please fill out one of the boxes below, sign, date and send back this form via email. If the Airport has not received a response from your organization by **October 4, 2013** it shall be assumed that your staff is not available to perform these services and the Airport will execute a contract service order for completion of these services.

Estimated duration of PMSS contracts: January 2014 – October 2018

Summary of Scope of Work:

The Airport must replace existing Terminal 1 and Boarding Area B due to significant infrastructure and gate capacity deficiencies. The enabling projects must be completed to allow for construction of the new terminal and boarding area facilities.

The Airport requires Project Management Support Services (PMSS) teams with design, design-build, construction management at risk, and design-bid-build experience at airports to manage the design and construction of the Terminal 1 Redevelopment Program (T1 Program) Enabling Projects. Work will include project planning, controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management and constructability review for the following enabling projects:

- Temporary Boarding Area B and Passenger Security Screening Checkpoint with all required Airport security and operational systems.
- South Field demolition and hazardous material abatement.
- Utility infrastructure upgrades and relocations.
- Security and Special Systems improvements.
- Various airport, airline and agency related tenant relocations.
- South Field facility relocations, including the vehicle screening checkpoint, emergency response facility, aircraft taxi lanes, Ground Transportation Unit, Airport Commission car wash, gas station, and radio shop.

Multiple Request for Proposals will be sent for the enabling projects listed above.

**SFO, DESIGN, CONSTRUCTION, & TECHNOLOGY DIVISION
NOTICE OF INTENT**

RFPs, Project Management Support Services for the Terminal 1 Redevelopment Enabling Projects at San Francisco International Airport

Please provide the information check one of the boxes below, sign, date and email back by due date.

Our Department is interested.

If your department is interested in providing these services, the Project Managers for these RFPs will contact you for further discussions.

Our Department is not interested or available to perform these services.

NAME: _____

DEPARTMENT: _____

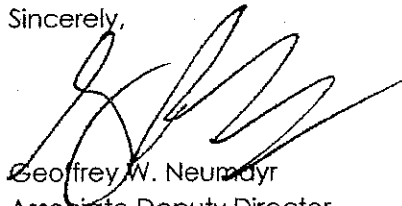
SIGNATURE: _____

Date: _____

Questions regarding this request should be sent via email to:
Geoff Neumayr at Geoff.Neumayr@flysfo.com or Kristin Allen at Kristin.Allen@flysfo.com

Thank you in advance for your consideration.

Sincerely,



Geoffrey W. Neumayr
Associate Deputy Director
Design, Construction, & Technology Division
San Francisco International Airport

cc: Cynthia Avakian

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Union Notification(s)

◆ **Local 21**

Dang, Leorah

From: dhr-psccordinator@sfgov.org
Sent: Monday, October 14, 2013 6:59 PM
To: L21PSCReview@ifpte21.org; Theresa.Lopez@flysfo.com; DHR-PSCCoordinator, DHR; Isen, Richard
Subject: 7 day posting period ended for Expedited PSC # 43208 - 13/14

Requesting Department: AIRPORT COMMISSION -- AIR

Type of Request: REGULAR - Initial

Type of Service: Initial Request

PSC Amount: \$16,000,000

PSC Duration: 12/02/2013 – 12/01/2018

The 7 day posting period has now ended. Any further questions about the services should be directed to the Department directly.

<http://apps.sfgov.org/dhrdrupal/node/604>

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR Dept. Code: AIR

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

Type of Approval: [] Expedited [X] Regular ([] Omit Posting)

Type of Service: Professional Program Management Support Services

Funding Source: Airport Capital Funds PSC Duration: 8 years 1 day
PSC Amount: \$8,000,000 PSC Est. Start Date: 01/01/2014 PSC Est. End Date: 12/31/2021

1. Description of Work

A. Scope of Work:

Contractor will provide program management support services for the San Francisco International Airport's (SFO) multi-year phased Consolidated Administration Campus (CAC) Program, including but not limited to: program planning (development of a design guideline, master plan redevelopment, market analysis, reporting, scheduling/phasing and budgeting); design management; document control (including contracts management); and constructability review.

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

SFO's CAC Program will develop a centralized staff campus by consolidating administrative and technical departments into a new stand-alone administration campus. Renovations and reorganization of existing structures were determined unfeasible and existing terminal office locations can be re-programmed to optimally meet terminal-related needs. If denied, administrative functions will continue to be decentralized throughout various SFO buildings, inefficiently utilizing terminal space, resulting in lost revenues.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC. This is a new service.

D. Will the contract(s) be renewed? Yes, if there is a continued need for such services at SFO.

2. Union Notification: On 10/07/2013, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49930 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/02/2013

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:
 Urban planning, program management and market analysis skills with expertise in campus/central plant development, and construction, including special knowledge of lease space development within an airport environment.

B. Which, if any, civil service class(es) normally perform(s) this work?
 550X,

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

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The existing architectural, engineering and construction related classifications do not have the required expertise and specialized skills related to large campus and central plant development.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

As stated above, existing classifications do not possess specialized knowledge of airport campus requirements. Major airport campus development programs are infrequent and do not justify permanent staffing, with the exception of project management staff.

5. Additional Information (if "yes", attach explanation)

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD

ON 11/06/2013 BY:

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: P.O. Box 8097 San Francisco, CA 94128

Additional Attachment(s)

**Airport Commission
City and County of San Francisco
Resolution No.: 13-0173**

AIRPORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
RESOLUTION NO. 13-0173

**AUTHORIZATION TO ISSUE A REQUEST FOR QUALIFICATIONS/PROPOSALS
FOR PROFESSIONAL SERVICES FOR CONTRACT NO. 8872.9, CONSOLIDATED
ADMINISTRATION CAMPUS PROGRAM SUPPORT SERVICES**

- WHEREAS, Airport Staff has evaluated the need for staff consolidation to provide a better workplace to reflect our core values, maximize operational and cost efficiencies, improve interdepartmental effectiveness, reduce congestion and create new leasing opportunities in existing terminals, realize energy efficiencies and environmental benefits through innovative building technologies and sustainable design, and provide a single and recognizable Airport Commission staff destination (civic center); and
- WHEREAS, the existing Jason Yuen Architecture & Engineering Building cannot be renovated to accommodate all Design, Construction & Technology Staff, but it is a good location for a combined campus site, including other administrative staff; and
- WHEREAS, further study is needed to develop and define a Consolidated Campus Program that could be implemented in a multi-year phased approach; and
- WHEREAS, the Airport Staff seeks to hire a program support consultant (Consultant) that has proven ability to work in a highly collaborative environment with the appropriate expertise in campus development programs; and
- WHEREAS, the Consultant will assist Airport staff in developing a strategy to deliver the Program in a well-coordinated and methodical process, and support the Airport Staff with specific areas of expertise including: campus planning and phasing, program design guidelines, market feasibility and analysis of staff spaces, program-level cost/schedule controls, solicitations and contracts preparation, alternative project delivery processes, program management/construction management coordination, cost estimating, industry outreach/workshops, document control, program management systems, sustainability management, partnering, and other administrative support functions and operations; and
- WHEREAS, the Consultant may also be required to assist in the development of scoping documents for RFQ's and RFPs for design consultants, construction management consultants, and design/build contractors; and
- WHEREAS, the estimated duration for these services is 6 years at an estimated total cost of \$6 million, with an initial contract term of 1 year with 5 subsequent yearly renewals as needed; and
- WHEREAS, the Airport will be encouraging all proposers to develop prime-level joint ventures and joint associations with small, local and LBE firms, and will work with the (CMD) to develop an LBE sub-consultant participation program; now, therefore be it

AIRPORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
RESOLUTION NO. 13-0173

RESOLVED, that the Commission approves this resolution authorizing the Director to issue a Request for Qualifications/Proposals for Contract No. 8872.9, Consolidated Administration Campus Program Support Services, and to negotiate with the highest ranked proposer; and

RESOLVED, that, failing successful negotiation with the highest ranked proposer, the Commission authorizes the Director to negotiate with the next ranked proposers in order until negotiations are successful with the selected firms.

Page 2 of 2

*I hereby certify that the foregoing resolution was adopted by the Airport Commission
at its meeting of*

AUG 12 2013


Secretary

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Union Notification(s)

◆ Local 21

Dang, Leorah

From: dhr-psccordinator@sfgov.org
Sent: Monday, October 14, 2013 7:59 PM
To: L21PSCReview@ifpte21.org; christina.chiong@flysfo.com; DHR-PSCCoordinator, DHR; Isen, Richard
Subject: 7 day posting period ended for Expedited PSC # 49930 - 13/14

Requesting Department: AIRPORT COMMISSION -- AIR

Type of Request: REGULAR - Initial

Type of Service: Initial Request

PSC Amount: \$8,000,000

PSC Duration: 01/01/2014 – 12/31/2021

The 7 day posting period has now ended. Any further questions about the services should be directed to the Department directly.

<http://apps.sfgov.org/dhrdrupal/node/619>

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 10/18/2013

DEPARTMENT NAME: SHERIFF

DEPARTMENT NUMBER: 06

TYPE OF APPROVAL: [] EXPEDITED [X] REGULAR (OMIT POSTING []) [] CONTINUING [] ANNUAL

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC # 4125-11/12)

TYPE OF SERVICE: Electronic Home Detention and Monitoring Services

FUNDING SOURCE: General Funds

Table with 4 columns: Amount, Duration, PSC#, and Modified. Rows include Original, Mod#1, Mod#2, Mod#3, and Total Amount as Modified.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to incarceration.

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

This service is necessary so participants can return to their community with the opportunity for the Department to track their compliance with sentencing requirements.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

This service is currently performed under PSC #4125-11/12 and PSC #1002-09/10.

D. Will the contract(s) be renewed? The department issued RFP #2014-01 on October 16, 2013

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedure):

[X] MSA DSA SEIU 1021 IFPTE Local 21 Union Name

[Signature] Signature of person mailing/faxing form

11/15/13 Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4125-11/12 STAFF ANALYSIS/RECOMMENDATION: Approved M 11/15/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor's staff must be trained and experienced in monitoring participants with proprietary electronic bracelets, alcohol testing and urinalysis. In addition, staff must be able to track participants on real-time digital maps, via proprietary specialized communication systems. Contractor's staff notifies sworn staff when participants violate the terms of their monitoring.

B. Which, if any, civil service class normally performs this work?

There is currently no civil service classification that combines the following duties: monitoring persons who are sentenced to home detention via a specialized system that communicates with electronic bracelets, case management and alcohol testing services.

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

Yes, the Contractor must possess a facility to house communications systems and provide electronic bracelets and alcohol testing devices.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

No civil service class provides all the duties enumerated in 3B above. Further, the Sheriff's Department cannot accurately predict on a month-to-month basis how many jail inmates will qualify for electronic monitoring.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No, given the duties associated with the services, it would not be practical to adopt a civil service classification to combine electronic bracelet monitoring via specialized communication systems, with case management and alcohol testing services.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

Yes No

A. Will the contractor directly supervise City and County employees?

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate numbers to be trained.


C. Are there legal mandates requiring the use of contractual services?

D. Are there federal or state grant requirements regarding the use of contractual services?

E. Has a board or commission determined that contracting is the most effective way to provide this service?

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? We are currently under contract with Sentinel Offender Services, LLC.

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:



 Signature of Departmental Personal Services Contract Coordinator
 Bree Mawhorter 554 4316

 Print or Type Name Telephone Number

Department's Explanation Memo

- **PSC # 1002-09/10 and PSC # 4125-11/12**

City and County of San Francisco

OFFICE OF THE SHERIFF




Ross Mirkarimi
SHERIFF

(415) 554-7225

November 6, 2013
Reference #2013-020

MEMORANDUM

To: Civil Service Commission Members

From: Bree Mawhorter, CFO 

Subject: Request for Amendment to PSC# 4125-11/12

In FY09-10, the Civil Service Commission (CSC) approved the San Francisco Sheriff's Department's (SFSD) request for a Professional Services Contract for Electronic Monitoring services through December 31, 2011, as requested via PSC Form 1 #1002- 09/10. CSC approval of the PSC was transmitted via the Notice of Civil Service Commission Action (NOA) from the Commission Meeting held April 5, 2010. This Notice of Civil Service Commission Action referenced PSC #1002-09/10.

In FY11/12 the CSC approved SFSD's request to increase PSC #1002-09/10 by \$400,000. PSC #1002-09/10 expired on December 31, 2011. In order to continue providing professional services related to Electronic Monitoring, SFSD submitted a new PSC Summary Form 1 on March 13, 2012, which resulted in a new PSC number, PSC# 4125-11/12. On May 21, 2012 the CSC reviewed PSC# 4125-11/12 and determined that the scope of work was the same as PSC #1002-09/10. Based on this determination, the CSC directed the Department of Human Resources (DHR) to modify PSC #1002- 09/10 rather than create a new PSC as requested by the Department. During processing, PSC# 4125-11/12 was used inadvertently. As a result, the May 21, 2012 Personal Services Contracts Approval Request memo from the Civil Service Commission noted the PSC number as PSC# 4125-11/12.

SFSD is now requesting an extension of PSC# 4125-11/12 to March 31, 2014 to allow the Department sufficient time to competitively bid a new Electronic Monitoring Contract. Civil Service Commission staff advise that, should this request for an extension be granted, the extension should be recorded as modification #3 combining modifying PSC #1002- 09/10 with PSC# 4125-11/12 for a continuous flow and record purposes.

Please call Bree Mawhorter at (415) 554-4316 with any questions you may have regarding this request.

Union Notification(s)

- ◆ MSA
- ◆ DSA
- ◆ Local 1021
- ◆ Local 21

Dang, Leorah

From: Mawhorter, Bree
Sent: Friday, October 18, 2013 11:07 AM
To: L21PSCReview@ifpte21.org; pattie.tamura@seiu1021.org;
brook.demmerle@seiu1021.org; Tonette.Garcia@seiu1021.org;
david.canham@seiu1021.org; Kirsten.Clemons@SEIU1021.org; sharizinn@yahoo.com;
roxanne.sanchez@seiu1021.org; dwilson1877@yahoo.com; Lisette Adams (leadams1@yahoo.com)
Cc: Long, Marybeth; DHR-PSCCoordinator, DHR
Subject: Notification of Modification to PSC#4125 11-12
Attachments: Extension to PSC4125 11-12.pdf

Please see attached Notification of Modification to PSC#4125 11-12
Bree Mawhorter
San Francisco Sheriff's Department
Deputy Director / CFO
415.554.4316

1 Dr. Carlton B Goodlett Place, 456
San Francisco, CA 94102

Prior Notice of Civil Service Commission Action – Initial – Current
Prior DHR Approved PSC Form 1– Initial – Current

PSC #4125-11/12

Prior Notice of Civil Service Commission Action – Initial – Expired
Prior DHR Approved PSC Form 1– Initial – Expired
Prior DHR Administrative Approval Request – Mod1 - Expired

PSC #1002-09/10



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

4125-11/12
Original

May 23, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

E. DENNIS NORMANDY
PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4122-11/12 THROUGH 4125-11/12; 4040-09/10; 4085-07/08; 4155-05/06; AND 3035-11/12.

KATE FAVETTI
VICE PRESIDENT

At its meeting of May 21, 2012 the Civil Service Commission had for its consideration the above matter.

SCOTT R. HELDFOND
COMMISSIONER

PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

MARY Y. JUNG
COMMISSIONER

The Commission:

ANITA SANCHEZ
EXECUTIVE OFFICER



- (1) Postponed PSC #4085-07/08 to the meeting of June 4, 2012 at the request of the Public Utilities Commission.
- (2) Adopted the report; Approved the request for PSC #4125-11/12 as a modification. Notified the Office of the Controller and the Office of Contract Administration.
- (3) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION


ANITA SANCHEZ For
Executive Officer

Attachment

- c:
- Cynthia Avakian, Airport Commission
 - Parveen Boparai, Municipal Transportation Agency
 - Micki Callahan, Human Resources Director
 - Aleric Degrafinried, Public Utilities Commission
 - Maureen Gannon, Office of the Sheriff
 - Marie de Vera, Department of Human Resources
 - Jaci Fong, Office of Contract Administration
 - Jacque Hale, Department of Public Health
 - Shamica Jackson, Public Utilities Commission
 - LaWan Jones, Public Utilities Commission
 - Brent Lewis, Department of Human Resources
 - Joan Lubamersky, General Services Agency
 - Ben Rosenfield, Controller
 - Maria Ryan, Department of Human Resources
 - Commission File
 - Chron

POSTING FOR

5/21/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4122-11/12	27	Airport Commission	Regular	\$1,000,000	Services include implementation of a Job-Order-Contract (JOC) program. The JOC contract is a unique, variable-quantity type of contract that will enable Airport Design and Construction to accomplish a number of smaller repairs, maintenance and critical construction projects under a single contract, decreasing overall project duration and cost. Services will include: 1) Prepare and update a unit price book containing at least 60,000 to 100,000 unit prices covering material, equipment and labor costs for various units of construction; 2) Provide procurement support, execution procedures and Windows compatible software to manage the contracts for construction; 3) Conduct outreach to maximize contractor participation in bidding; 4) Conduct/attend orientation meetings, program review conferences, and program briefings as needed.	6/1/2012 - 6/1/2017
4123-11/12	70	General Services Agency	Regular	\$800,000	Specialized toxicology analyses performed by an accredited laboratory.	6/1/2012 - 5/31/2017
4124-11/12	33	Human Resources	Regular	\$1,250,000	Contractor will provide services for software upgrades, ongoing software maintenance and support services and software hosting of the Workers' Compensation Division's ("WCD") claims management web-based platform.	9/1/2012 - 8/30/2017
4125-11/12	06	Sheriff	Regular	\$400,000	Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to jail incarceration. Program participants wear electronic bracelets that communicate via radio frequency to land line telephones, or via cellular transmission, to a centralized system that monitors the participants. Services include adjunct case management to monitor inmates' attendance in outpatient substance abuse and/or mental health programs, and urinalysis test to monitor sobriety.	1/1/2012 - 8/31/2013

Total Amount - Regular: \$3,450,000

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 13, 2012

DEPARTMENT NAME: Sheriff DEPARTMENT NUMBER 06

TYPE OF APPROVAL: [] EXPEDITED [X] REGULAR (OMIT POSTING []) [] CONTINUING [] ANNUAL

TYPE OF REQUEST: [X] INITIAL REQUEST [] MODIFICATION (PSC# [])

TYPE OF SERVICE: Electronic Home Detention and Monitoring Services

FUNDING SOURCE: General Funds

Original Amount: \$400,000 PSC Duration: January 1, 2012 - August 31, 2013
Modification Amount PSC Duration:
Total Amount \$400,000 Total PSC Duration: January 1, 2012 - August 31, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to jail incarceration. Program participants wear electronic bracelets that communicate via radio frequency to land line telephone, or via cellular transmission, to a centralized system that monitors the participants. Services include adjunct case management to monitor inmates' attendance in outpatient substance abuse and/or mental health programs, and urinalysis tests to monitor sobriety.

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

These services are needed to help maintain the jail population (to reduce possible overcrowding). By placing participants on electronic monitoring, along with case management, the participant can return to their community sooner, with the opportunity for the department to track their compliance with sentencing requirements.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

These services have been provided through personal services contracts with an electronic monitoring home detention and case management program. PSC #1002-09/10

D. Will the contract(s) be renewed: No, the Sheriff's Department will issue an RFP in early 2013 and a new contract will be issued upon completion.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Table with 3 columns: Union Name, Signature of person emailing form, Date. Rows include DSA, MSA, SEIU 1021, and IFPTE Local 21.

Table with 3 columns: DSA, Union Name, Date, Signature.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4125-11/12
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

Final Submission Received 4/13/12
MK

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:
 Contractor's staff must be trained and experienced in monitoring participants with electronic bracelets, alcohol testing and urinalysis. In addition, contractor must be able to track participants on real-time digital maps, via a specialized communication system. Contractor's staff notify sworn staff when participants violate inclusion zones, disconnect tracking devices or failed drug or alcohol testing

B. Which, if any, civil service class normally performs this work?
 There is currently no civil service classification that combines the following duties: monitoring persons who are sentenced to home detention via a specialized system that communicates with electronic bracelets, case management, and urinalysis services.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
 Yes, the Contractor must possess a facility to house its communications system, provide case management, electronic bracelets, and urinalysis services.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM


A. Explain why civil service classes are not applicable:
 Explain why civil service classes are not applicable: No civil service classification provides all the duties enumerated in 3B above. The Sheriff's Dept cannot accurately predict, on a month-to-month basis, how many jail inmates will qualify for these services as an alternative to incarceration.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
 No. Given the duties associated with the services, it would not be practical to adopt a specialized civil service classification to combine electronic bracelet monitoring via specialized communications system, with case management and urinalysis duties.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

	Yes	No
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Describe the training and indicate approximate number of hours.		
• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.		
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes, G4S Justice Services LLC.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:



 Signature of Departmental Personal Services Contract Coordinator

Maureen Gannon, CFO 415 554-4316

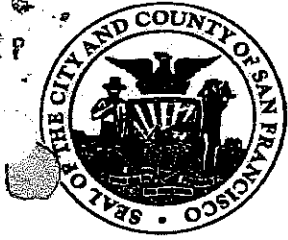
 Print or Type Name Telephone Number

City Hall, Room 456

 San Francisco, CA 94102

 Address

1002-09/10
original



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

April 8, 2010

NOTICE OF CIVIL SERVICE COMMISSION ACTION

MORGAN R. GORRONO
PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 1001-09/10 THROUGH 1003-09/10; 4108-09/10 THROUGH 4120-09/10; 4135-05/06; 4096-07/08; 4019-07/08; 4161-08/09 AND 4120-05/06.

E. DENNIS NORMANDY
VICE PRESIDENT

At its meeting of April 5, 2010 the Civil Service Commission had for its consideration the above matter.

DONALD A. CASPER
COMMISSIONER

PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

MARY Y. JUNG
COMMISSIONER

It was the decision of the Commission to:

ANITA SANCHEZ
EXECUTIVE OFFICER

- (1) Postpone PSC #s4114-09/10, 4019-07/08 and 4161-08/09 to the meeting of April 19, 2010 at the request of the Public Utilities Commission.
- (2) Postpone PSC #4113-09/10 to the meeting of April 19, 2010 at the request of IFPTE Local 21.
- (3) Approve request for PSC #4108-09/10 on the condition that the Art Commission meet with representatives of SEIU Local 1021 to discuss its concerns regarding SEIU work to be performed at the San Francisco International Airport. Notify the offices of the Controller and the Office of Contract Administration.
- (4) Approve request for PSC #4109-09/10 on the condition that the Airport Commission and IFPTE Local 21 meet to discuss issues of concern to IFPTE Local 21. Notify the offices of the Controller and the Office of Contract Administration.
- (5) Approve request for all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION


ANITA SANCHEZ
Executive Officer

Attachment

- c:
- Sheila Arcelona, District Attorney
 - Cynthia Avakian, Airport Commission
 - Parveen Boparai, Municipal Transportation Agency
 - Micki Callahan, Human Resources Director
 - Gordon Choy, Department of Public Works
 - Maureen Gannon, Sheriff's Department
 - Kendall Gary, Department of Technology
 - Jacque Hale, Department of Public Health
 - Lavona Holmes-Williams, Port Commission
 - Kan Htun, Arts Commission
 - Shamica Jackson, Public Utilities Commission
 - Naomi Kelly, Office of Contract Administration
 - Florence Kyaun, Public Utilities Commission
 - Sean McFadden, Recreation and Parks Department
 - Mary Ng, Department of Human Resources
 - Ben Rosenfield, Controller
 - Commission File
 - Chron

POSTING FOR
4/5/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Annual

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
1001-09/10	27	Airport Commission	Annual	\$170,000	This is an agreement to partially fund SamTrans owl bus service between SFO and San Francisco to the north and Palo Alto to the south. SamTrans is the bus operator that uses its own buses and facilities to operate in San Mateo County. This is a late night service that operates 7 days per week between the hours of 12:45 a.m. and 6:00 a.m.	6/30/2011
1002-09/10	06	Sheriff	Annual	\$750,000	Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to jail incarceration. Program participants wear electronic bracelets that communicate via radio frequency to land line telephone, or via cellular transmission, to a centralized system that monitors the participants. Services include adjunct case management to monitor inmates' attendance in outpatient substance abuse and/or mental health programs, and urinalysis tests to monitor sobriety.	6/30/2011
1003-09/10	06	Sheriff	Annual	\$100,000	The contractor will provide timely transportation of prisoners throughout California and the United States, pursuant to court orders or lawful arrest warrants. Transportation could possibly include required overnight lodging of the prisoners.	6/30/2011

1002-09/10
Original

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 9, 2010

DEPARTMENT NAME San Francisco Sheriff's Department

DEPARTMENT NUMBER 06

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)
 CONTINUING ANNUAL

TYPE OF REQUEST:

INITIAL REQUEST MODIFICATION (PSC# _____)

TYPE OF SERVICE: Electronic Home Detention and Monitoring Services

FUNDING SOURCE: General Fund

PSC AMOUNT: \$750,000

PSC DURATION: 07/01/2010-06/30/2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to jail incarceration. Program participants wear electronic bracelets that communicate via radio frequency to land line telephone, or via cellular transmission, to a centralized system that monitors the participants. Services include adjunct case management to monitor inmates' attendance in outpatient substance abuse and/or mental health programs, and urinalysis tests to monitor sobriety.

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

These services are needed to reduce jail overcrowding and allow inmates who pose no danger to society to complete their sentences in an electronic home detention/monitoring programs.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

These services have been provided through personal services contracts with an electronic monitoring home detention and case management program. (Previous PSC #1020-08/09).

D. Will the contract(s) be renewed: Yes the contract will be renewed, providing the Department determines that there is a need to continue to provide these services, and funding is available.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

X IFPTE Local 21
Union Name

Marybeth Long
Signature of person mailing / faxing form

03/09/10
Date

X SEIU 1021
Union Name

Marybeth Long
Signature of person mailing / faxing form

03/09/10
Date

RFP sent to _____, on _____

Union Name

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

SC# 1002-09/10
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Contractor's staff must be trained and experienced in monitoring electronic bracelets via a specialized communications system, administering urinalysis tests, and providing case management services to arrested persons who meet the criteria for home detention as an alternative to jail incarceration.

B. Which, if any, civil service class normally performs this work? There is currently no civil service classification that combines the following duties: monitoring persons who are sentenced to home detention via a specialized system that communicates with electronic bracelets, case management, and urinalysis services.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes, the Contractor must possess a facility to house its communications system, provide case management, electronic bracelets, and urinalysis services.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: No civil service classification provides all the duties enumerated in 3B above. Furthermore, these services are provided to qualifying inmates on an as needed, intermittent basis. The Sheriff's Dept cannot accurately predict, on a month-to-month basis, how many jail inmates will qualify for these services as an alternative to incarceration.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. Given the ~~intermittent/as-needed~~^{ed} basis of the duties association with these services, it would not be practical to adopt a specialized civil service classification to combine electronic bracelet monitoring via specialized communications system with case management and urinalysis duties.

5. ADDITIONAL INFORMATION (if "yes", attach explanation)

Yes No

A. Will the contractor directly supervise City and County employees?

B. Will the contractor train City and County employees?

- Describe training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained.

C. Are there legal mandates requiring the use of contractual services?

D. Are there federal or state grant requirements regarding the use of contractual services?

E. Has a board or commission determined that contracting is the most effective way to provide this service?

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes, G4S Justice Services, LLC.

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Maureen Gannon

Signature of Departmental Personal Services Contract Coordinator

Maureen Gannon, CFO
Print or Type Name

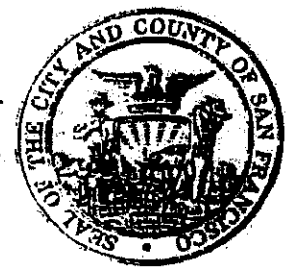
415-554-4316
Telephone Number

City Hall, Room 456
San Francisco, CA 94102

1002-09/10
Mod #1

City and County of San Francisco

OFFICE OF THE SHERIFF



Michael Hennessey
SHERIFF

(415) 554-7225

Date: July 22, 2011
To: Maria Ryan, DHR-PSC Coordinator
From: Maureen Gannon, CFO *mej*
Re: Request for Administrative Approval of PSC Modification (less than 50%)

PSC NO: 1002-9/10 Approval Date: 04-05-2010

Description Of Service(s):
Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to jail incarceration. Program participants wear electronic bracelets that communicate via radio frequency to land line telephone, or via cellular transmission, to a centralized system that monitors the participants. Services include adjunct case management to monitor inmates' attendance in outpatient substance abuse and/or mental health programs, and urinalysis test to monitor sobriety.

Original Approved Amount:	\$750,000	Original Approved Duration:	06-01-2010 to 06-30-2011
Modification One Amount:	50	Modification of Duration:	07-01-2011 to 12-31-2011
Total Amount as Modified:	\$750,000	Total Duration as Modified:	06-01-2010 to 12-31-2011

Reason for the modification:

To extend the contracting authority and services as the Sheriff's Department assesses the increased need for the state realignment of prisoners.

Attachments: Copy of PSC Summary sent to DHR

FOR DEPARTMENT OF HUMAN RESOURCES USE

HR APPROVAL: *[Signature]* Approved

Approval Date: 7 / 22 / 11

[Signature]
Maureen Gannon, Human Resources Director

PERSONAL SERVICES CONTRACT SUMMARY

ATE: October 7, 2013

DEPARTMENT NAME: Office of the Controller DEPARTMENT NUMBER 09

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)
 CONTINUING ANNUAL

TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION (PSC# 4026-06/07)

TYPE OF SERVICE: Configuration of proprietary software, hosting of proprietary software

FUNDING SOURCE: Office of the Controller (CON)

Original Amount: \$250,000	PSC Duration: 09/01/2006 - 08/31/2009
1 st Mod Amount: \$50,000	PSC Duration: 02/09/2009 - 1/31/2010
2 nd Mod Amount: \$185,000	PSC Duration: 11/01/2009 - 1/31/2012
3 rd Mod Amount: \$250,000	PSC Duration: 1/30/2012 - 1/31/2015
4 th Mod Amount \$300,000	PSC Duration: No increase
5 th Mod Amount \$500,000	<u>PSC Duration: 1/31/2015 - 1/31/2016</u>
TOTAL Amount: \$1,535,000	TOTAL PSC Duration: 09/01/2006 - 1/31/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

In 2006, the City selected JobAps through a Request for Proposals (RFP) process to provide the City a website and web-based vendor-hosted job application system. The City currently uses JobAps, Inc. to post, accept and process job applications, including examinations, as an integral component of the City's hiring/referral process. The JobAps application is integral to project eMerge's ability to implement a full-service Human Capital Management system that satisfies the City's civil service employee appointment business requirements. Additionally, the application furthers the cloud computing direction of the City. The JobAps contract requires an annual hosting fee. On an as-needed basis, JobAps must configure the proprietary system to meet the City's changing business requirements.

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

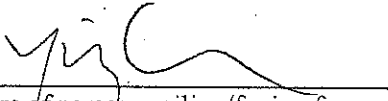
If the City is unable to enter to into an agreement with JobAps, the City will no longer have access to a job-application system. Without JobAps, the City will not have the ability to deploy the full functionality of the Project eMerge solution as promised.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

The City was able to enter into an agreement with JobAps through PSC#4026-06/07.

D. Will the contract(s) be renewed: No.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

<u>Local 21</u> Union Name	 Signature of person mailing/faxing form	<u>10/7/13</u> Date
-------------------------------	---	------------------------

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4026-06/07
STAFF ANALYSIS/RECOMMENDATION: Approved MW 11/15/2013

VIL SERVICE.COMMISSION ACTION:

DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

You must be a JobAps employee to perform this work.

B. Which, if any, civil service class normally performs this work?

City employees are not able to perform this work.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

This is proprietary/hosted software. Only JobAps employees are able to configure and/or support the system.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. This is proprietary/hosted software. City employees will never be able to perform this work.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

Yes No

A. Will the contractor directly supervise City and County employees?

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

C. Are there legal mandates requiring the use of contractual services?

D. Are there federal or state grant requirements regarding the use of contractual services?

E. Has a board or commission determined that contracting is the most effective way to provide this service?

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Signature of Departmental Personal Services Contract Coordinator

Lily Conover

415-554-7525

Print or Type Name

Telephone Number

1 Dr Carlton B. Goodlett Pl, Rm 306
San Francisco, CA 94102

Address

Union Notification(s)

◆ **Local 21**

Dang, Leorah

From: Conover, Lily
Sent: Monday, October 07, 2013 5:18 PM
To: DHR-PSCCoordinator, DHR
Cc: L21PSCReview@ifpte21.org
Subject: PSC #4026-06/07 Mod5 Request: Configuration and Hosting of Proprietary Software (CON-9)
Attachments: PSC 4026.06.07 - Modification 5.PDF; 4026-06 07 Mod 4 - Admin Approval.pdf; CSC Approval.pdf

DHR PSC Coordinator,

Attached for your review and submittal to the Civil Service Commission is a modification request for PSC #4026-06/07. Copies of the most recent Administrative and CSC Approvals are attached. This email also serves as the Union notification for this request.

Please let me know if you have questions or require additional information.

Best Regards,

Lily Conover
Contracts Manager
Office of the Controller
City and County of San Francisco
(415) 554-7525
lily.conover@sfgov.org

Dang, Leorah

From: Conover, Lily
Sent: Tuesday, October 08, 2013 5:00 PM
To: DHR-PSCCoordinator, DHR
Cc: L21PSCReview@ifpte21.org
Subject: PSC #4026-06/07 Mod5 Request: Configuration and Hosting of Proprietary Software (CON-9)
Attachments: PSC 4026.06.07 - Modification 5 - REVISED.PDF

DHR PSC Coordinator,

There was an error on the form I submitted yesterday. Here is the revised submittal.

Please let me know if you have any questions.

Best Regards,

Lily Conover
Contracts Manager
Office of the Controller
City and County of San Francisco
(415) 554-7525
lily.conover@sfgov.org

Dang, Leorah

From: Conover, Lily
Sent: Wednesday, October 16, 2013 5:12 PM
To: DHR-PSCCoordinator, DHR
Cc: L21PSCReview@ifpte21.org
Subject: FW: PSC #4026-06/07 Mod5 Request: Configuration and Hosting of Proprietary Software (CON-9)
Attachments: PSC 4026.06.07 - Modification 5 - REVISED v2.PDF

DHR PSC Coordinator,

Here is the second revised submission of this PSC request.

Please let me know if you have any questions.

Best Regards,

Lily Conover
Contracts Manager
Office of the Controller
City and County of San Francisco
(415) 554-7525
lily.conover@sfgov.org

Prior Notice of CSC Minutes – Mod3 – Current
Prior DHR Approved PSC Form 1– Mod3 – Current
Prior DHR Administrative Approval Request – Mod4 - Current

PSC #4026-06/07

4026-06/07
Mod #3



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

AMENDED

MINUTES
Regular Meeting
December 19, 2011

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

CALL TO ORDER

2:15 p.m.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Kate Favetti	Present
Commissioner Mary Jung	Present

President E. Dennis Normandy presided.

**REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING
ON TODAY'S AGENDA**

Steve Zeltzer, United Public Workers for Action spoke again to the need to have the meetings of the Civil Service Commission televised for public view.

He also requested that the Minutes for the December 5, 2011 meeting be amended to reflect what he actually stated regarding the Municipal Transportation Agency.

Kevin Hughes, IBEW Local 6 spoke regarding PSC #4058-11/12 in which the Municipal Transportation Agency (MTA) sought a \$300,000 contract related to some video equipment. His understanding at the meeting of December 5, 2011, was that MTA stated they were understaffed in the classification that performs the work outlined in the contract and as a result did not have the personnel to the work. Vice President Kate Favetti inquired if the MTA planned to ask for more people in this classification and the MTA responded that they did. After pointing out several points regarding staffing, he concluded that he felt it was important for the Commissioners to have the information in order to get a better understanding of how the Department works.



APPROVAL OF MINUTES

Regular Meeting of December 5, 2011

Action: Continue to the meeting of January 9, 2012. (Vote of 3 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT

0331-11-6 Report by the Department of Human Resources Department of Age Discrimination Complaints in the City and County of San Francisco. (File No. 5)

Speakers: Linda Simon, Department of Human Resources
Lois Scott, Former Planning Commission employee
Steve Zeltzer, United Public Workers for Action
Steve Pitocchi, SEIU Local 1021

Action: Accepted the report. (Vote of 3 to 0)

EXECUTIVE OFFICER'S REPORT

0332-11-1 Fiscal Years 2012-13 and 2013-14 Mayor's Budget Instructions and Department Budget Preparation Schedule. (Item No. 6)

Speakers: Sandra Eng, Civil Service Commission

Action: Directed Commission staff to prepare Fiscal Years 2012-13 and 2013-14 Budget Request at current service and staff levels; continue to negotiate amounts; present Budget Request at the Commission Meeting of January 9, 2012; incorporate changes by the Commission up to the budget request submission deadline; and approve to submit the Fiscal Years 2012-13 and 2013-14 Budget Request to the Controller and the Office of the Mayor by February 21, 2012. (Vote of 3 to 0)

0333-11-8 Review of request for approval of proposed personal services contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4065-11/12	Airport Commission	\$500,000	As-needed executive search firms with specialized recruitment expertise (e.g., industry nation- and worldwide contacts, specialized backgrounds and security experience) are needed will to assist the Airport in meeting its hiring needs for senior managers and other employees with specialized knowledge of Airport facilities, operations, safety and security, or financial and aviation planning backgrounds.	Regular	12/31/16

Civil Service Commission Meeting Minutes

Regular Meeting of December 19, 2011

4066-11/12	Airport Commission	\$8,000,000	The SMPOE Data Center project includes the development (both design and construction) of a new "Greenfield-built" Data Center Facility; that will include data processing equipment room, mechanical systems room, battery storage room, office, restroom and utility room. SFO requires construction management support with design-build experience in Data Centers design and construction experience to manage the programming, design and construction of this project. This project also includes the coordination of the construction of new fiber cable communications connections to be brought within the building envelope (by others) and all additional utilities/services necessary to service the building in its functional intent. The DB team will be responsible for providing the specialized expertise to complete the design and construct this project using a fast-track approach.	Regular	02/28/13
4067-11/12	Controller	\$500,000	Augment City staff in the scoping of the City's Financial Accounting and Management Information System (FAMIS) replacement project by 1) analyzing and documenting high level department accounting operations and financial system requirements; 2) assessing and analyzing requirements through stakehold workshops, meetings and interviews to develop a replacement system concept design; and 3) managing vendor solicitation and selection.	Regular	02/28/14
4068-11/12	Emergency Management	\$200,000	Under the direction of the General Services Agency and the Department of Emergency Management, the Citywide Post-Disaster Resilience and Recovery Initiative requires highly specialized consulting services to support long-term recovery and reconstruction projects. Consultant will develop a policy paper and strategy to guide the City's efforts over the next several years.	Regular	10/31/13
4026-06/07	Controller	Increase Amount \$250,000 New Amount \$735,000	In 2006, the City selected JobAps through an RFP process to provide the City a website and web-based vendor-hosted job application system. The City currently uses JobAps to post, accept and process job applications, including examinations, as an integral component of the City's hiring/referral process. The JobAps applications is integral to Project eMerge's ability to implement a full-service Human Capital Management system that satisfies the City's civil service employee appointment business requirements. Additionally, the application furthers the cloud computing direction of the City. The JobAps contract requires an annual hosting fee. On an as-needed basis, JobAps must configure the proprietary system to meet the City's changing business requirements.	Modification	01/31/15
4009-08/09	Arts Commission	Increase Amount \$0 New Amount \$300,000	Provide design, fabrication, and consultation on installation for original artworks for each of the following San Francisco Public Library branches: Bayview/Anna E. Walden, Ortega, North Beach, and Visitacion Valley	Modification	12/31/14



3111-06/07	Public Health	Increase Amount \$41,100 New Amount \$86,100	The Contractor will perform the annual physical inventory of pharmaceuticals at various locations at San Francisco General Hospital. This modification extends the contract through the term of the RFP and will allow San Francisco General Hospital to continue to procure an annual pharmaceutical inventory report in order to maintain standard business, accounting and hospital accreditation requirements.	Modi- fication	10/31/14
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Speakers: Alicia Johnson, Emergency Management spoke on PSC #4068-11/12. Shelley Thompson and Rachel Cukierman, Office of the Controller spoke on PSC #4026-06/07.

Action: Adopted the report; Approved request for proposed personal services contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0334-11-5 Secondary Criteria for H-22 Lieutenant, Fire Prevention and H-24 Lieutenant, Fire Investigation Selection Process. (Item No. 8)

Speakers: Joron Coleman, Department of Human Resources
 Dave Johnson, Department of Human Resources
 Floyd Rollins, Firefighters Local 798

Action: Accepted the recommendation of the Human Resources Director and approved the proposed Secondary Criteria for H-22 Lieutenant, Fire Prevention and H-24 Lieutenant, Fire Investigation. (Vote of 3 to 0)

0335-11-7 Request by Kevin Mattias to lift the ban on his future employment with the San Francisco International Airport. (Item No. 9)

Speakers: Jennifer Johnston, Department of Human Resources
 Kevin Mattias, Appellant
 Steve Zeltzer, United Public Workers for Action

Action: Adopted the report. Approved the removal of employment restriction banning Mr. Mattias from future employment with the San Francisco International Airport. (Vote of 3 to 0)

0047-11-6 Appeal by Prince Hallowell of the Human Resources Director's determination of insufficient evidence to support a claim of discrimination and retaliation due to age or national origin. (Item No. 10)

Speakers: None.

Action: Postponed to the meeting of March 5, 2012 at the request of Prince Hallowell. (Vote of 3 to 0)

0343-09-6 Appeal by Sonya Knudsen of the Human Resources Director's determination of insufficient evidence to support her charge of discrimination – EEO File #1371. (Item No. 11)

- July 18, 2011: Postpone to the meeting of August 15, 2011 at the request of Sonya Knudsen.
- August 15, 2011: No action taken.
- September 23, 2011: Postpone to the meeting of October 17, 2011, after 5:00 p.m. at the request of SEIU Local 1021.
- October 17, 2011: Postponed to the meeting of December 19, 2011 at the request of SEIU Local 1021. Stipulated this will be the last continuance granted.

Speakers: Silvia Castellanos, Department of Human Resources
Steve Pitocchi, SEIU Local 1021
Sonya Knudsen, Appellant
Linda Simon, Department of Human Resources
Gloria Louie, San Francisco International Airport
Cecilia Jaroslowsky, Planning Commission
Brenda Barros, Department of Public Health
Larry Bradshaw, SEIU Local 1021
Steve Zeltzer, United Public Workers for Action

Action: Adopt the report. Sustain the decision of the Human Resources Director; Deny the appeal by Sonya Knudsen. (Vote of 1 to 2; Commissioners Normandy and Jung dissented.) Continued to a meeting when there is a full Commission seated. (Three (3) votes are needed for Commission action.)

0304-10-7 Determination of future employability: permanent civil service appointment of Cynthia Carter, Transit Operator (Job Code 9163) with the Municipal Transportation Agency. (Item No. 12)

- October 3, 2011: Postponed to the meeting of November 7, 2011 at the request of Cynthia Carter.
- November 7, 2011: Cancelled due to lack of quorum due to illness.
- December 5, 2011: Postponed to the meeting of December 19, 2011.

Note: At President Normandy's request he was recused from voting on this item. (Vote of 3 to 0)

0304-10-7 (continued)

Speakers:

Steve Zeltzer, United Public Workers for Action stated that he was concerned that the action (of President Normandy to recuse himself), although it may be appropriate means that there is not a quorum and that there have not been people appointed to make a quorum on this Commission. He thinks there should be some urgency that we have a quorum so that we can go forth with this case as well as other cases. People have lost their jobs and are trying to get justice. It is incumbent on the Mayor, Ed Lee to appoint a full panel on the Commission so that we can take action. **Dorian Maxwell**, Muni employee appreciated President Normandy for asking to be recused but he felt he needed to ask for another recusal of Vice President Kate Favetti because of her *biased* remarks at the meeting of December 5, 2011, regarding Paul Jones and the "no free rides" comments. He felt that was a point that shows she has animosity and negativity towards Muni operators.

He also stated in regards to the quorum, they need to find people that are fair and nonbiased who will hopefully be able to make an intelligent decision based on the facts presented and not bring personal feelings towards Muni. Make sure the panel have a neutral attitude in the whole matter. Not for the appellant, not for the City but for the facts that's presented. That is very important because in order to get a fair decision, you must have a fair panel. **Vice President Kate Favetti** responded to Mr. Maxwell by stating: The last meeting when the Commissioners were addressing this issue, she under-scored Commissioner Jung's remarks with regards to the hard work that Muni operators do. She understands that as being a life-long Muni rider on a daily basis. She does not wish that her remarks in any way was meant to be biased and she does not believe that she is biased because she has the utmost, profound respect, PROFOUND RESPECT, for the Captains of each one of those ships. Because in a sense, each Muni bus, each LRV, each Cable Car and as far as the buses, whether they are *ticulated*, whether they are diesel, whether they are electric, whether they are hybrids, whatever, they are the Captains of that ship and you cannot understand the profound respect I have for those individuals. And to that end, I think that it is not inappropriate that Muni operators meet the highest standards because she believes they do the best job. They keep our City alive. No, I do not think I will be recusing myself. I will seek the City Attorney's advice when the time comes, however, I want to underscore the profound respect that I have for Muni operators.

Action:

President Normandy recused from voting. (Vote of 3 to 0)
Continued to a meeting when there is a full Commission seated.
(Three (3) votes are needed for Commission action.)

0125-09-7 Determination of future employability: permanent civil service appointment of Hue (Janet) Luu, Clerk Typist (Job Code 1424) with the San Francisco Unified School District. (Item No. 13)

Speakers: Candy Kronick, San Francisco Unified School District

Action: No future employment with San Francisco Unified School District. (Vote of 3 to 0) Ms. Luu failed to appear. (Ms. Luu received Notice of the meeting and was present at the meeting until 3:23 p.m. when the meeting recessed. Ms. Luu did not return to the hearing room when the meeting reconvened at 4:12 p.m.)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 14)

None.

ADJOURNMENT (Item No. 15)

6:53 p.m.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: November 17, 2011; revised 11/30/11

DEPARTMENT NAME: Office of the Controller DEPARTMENT NUMBER 00

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)
 CONTINUING ANNUAL

TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION (PSC# 4026-06/07)

TYPE OF SERVICE: Configuration of proprietary software, hosting of proprietary software

FUNDING SOURCE: Office of the Controller (CON)

Original Amount: \$250,000 PSC Duration: 09/01/2006 - 08/31/2009
1st Mod Amount: \$50,000 PSC Duration: 02/09/2009 - 1/31/2010
2nd Mod Amount: \$185,000 PSC Duration: 11/01/2009 - 1/31/2012
3rd Mod Amount: \$250,000 PSC Duration: 1/30/2012 - 1/31/2015
TOTAL Amount: \$735,000 TOTAL PSC Duration: 09/01/2006 - 1/31/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

In 2006, the City selected JobAps through a RFP process to provide the City a website and web-based vendor-hosted job application system. The City currently uses JobAps to post, accept and process job applications, including examinations, as an integral component of the City's hiring/referral process. The JobAps application is integral to Project eMerge's ability to implement a full-service Human Capital Management system that satisfies the City's civil service employee appointment business requirements. Additionally, the application furthers the cloud computing direction of the City. The JobAps contract requires an annual hosting fee. On an as-needed basis, JobAps must configure the proprietary system to meet the City's changing business requirements.

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

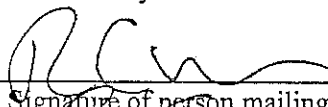
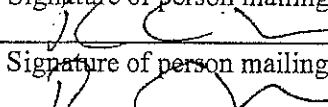
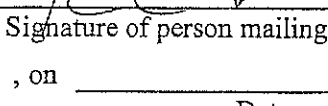
If the City is unable to enter into an agreement with JobAps, the City will no longer have access to a job-application system. Without JobAps, the City will not have the ability to deploy the full functionality of the Project eMerge solution as promised.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

The City was able to enter into an agreement with JobAps through PSC#4026-06/07.

D. Will the contract(s) be renewed:

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

<u>Local 1021</u>		<u>11/30/11</u>	<u>11/21/11</u>
Union Name	Signature of person mailing/faxing form	Date	Date
<u>Local 21</u>		<u>11/30/11</u>	
Union Name	Signature of person mailing/faxing form	Date	
<u>MEA</u>		<u>11/30/11</u>	
Union Name	Signature of person mailing/faxing form	Date	

RFP sent to _____, on _____, Signature _____

* First sent to all 3 unions 11/21/11 cmz

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC 4026-06/07

TAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:
you must be a JobAps employee to perform this work.

B. Which, if any, civil service class normally performs this work?
City employees are not able to perform this work.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:
This is proprietary/hosted software. Only JobAps employees are able to configure and/or support the system.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. This is proprietary/hosted software. City employees will never be able to perform this work.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

A. Will the contractor directly supervise City and County employees?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. Will the contractor train City and County employees?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

C. Are there legal mandates requiring the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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D. Are there federal or state grant requirements regarding the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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E. Has a board or commission determined that contracting is the most effective way to provide this service?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Jeanne Wong
Signature of Departmental Personal Services Contract Coordinator

Jeanne Wong
Print or Type Name

554-7604
Telephone Number

1 Dr. Carlton B. Goodlett Pl.
San Francisco, CA 94102
Address

Mod #4



MEMORANDUM

TO: Leorah Dang, PSC Analyst
FROM: Lily Conover, Contracts Manager - Office of the Controller (Dept #9)
DATE: 11/28/12
SUBJECT: Request for Administrative Approval of PSC Modification (less than 50%)

Handwritten signature

PSC No: 4026-06/07 Approval Date: 12/19/2011

Description of Service(s):

Configuration and hosting services of the City's web-based job application software tracking product.

Table with 4 columns: Amount, Duration, Modification #, and Total PSC Amount/Duration. Includes rows for Original, Mod #1-3, and Total.

Reason for the modification:

This request will allow the Contractor to provide professional services for an additional year.

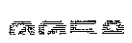
Attachment: Copy of approved PSC Summary

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: [X] Approved

Approval Date: 11/29/2012

By: Micki Callahan, Human Resources Director



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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 10/02/13

DEPARTMENT NAME: Economic and Workforce Development DEPARTMENT NUMBER 21

TYPE OF APPROVAL: [] EXPEDITED [x] REGULAR (OMIT POSTING) [] CONTINUING [] ANNUAL

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 3071-12/13)

TYPE OF SERVICE: Professional Services: Facilitation and Technical Support for the Piers 30-32 Citizens Advisory Committee (CAC)

FUNDING SOURCE: General Fund

Original Amount: \$ 49,900 PSC Duration: March 5, 2013 - December 30, 2013
Modification Amount \$ 103,100 PSC Duration: December 31, 2013 - June, 30, 2015
Total Amount \$ 153,000 Total PSC Duration: March 5, 2013 - June, 30, 2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Office of Economic and Workforce Development (OEWD) is working with the Golden State Warriors to build a multi-purpose venue on Piers 30-32 and on Seawall Lot 330. A 16-member Citizens Advisory Committee (CAC) has been established to solicit public feedback and provide recommendations around various topics pertaining to the proposal. To this end, OEWD requires consultation assistance in facilitating, gathering, and synthesizing information from multiple CAC meetings; requiring coordination, interviews, and consistent communication with members and the City, technical support, developing a toolkit and templates to guide the committee and subcommittees, and in developing summaries of feedback and recommendations based on public/member input.

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

Under a resolution adopted by the Board of Supervisors (BOS), the Port of San Francisco was directed to establish this CAC and provide recommendations to the BOS on the Piers 30-32 project proposal. Since the establishment of the CAC, four subcommittees have also been established to solicit feedback from the public and provide guidance on topics including the project's term sheet, impacts/services to the quality of life in the neighborhood, transportation, and design/land use. These committees and subcommittees were created to ensure feedback from stakeholders and the public are being incorporated into the project proposal. If this service is denied, public/member input will not provide solutions to project's potential impacts in the community.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

This is a modification to PSC#3071-12/13 approved on March 4, 2013.

D. Will the contract(s) be renewed: No

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

IFPTE Local 21 Union Name Signature of person mailing/faxing form Date 10/2/13
RFP sent to IFPTE Local 21 Union Name, on 10/2/2013 Date Signature Phillip C. Wong

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3071-12/13

STAFF ANALYSIS/RECOMMENDATION: Approved MW 11/15/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor must be able to have extensive expertise in cross-sector planning, facilitating complex processes involving stakeholders with diverse and deeply held points of views, managing conflict; being able to identify key areas of divergence, areas for common solutions, and integrate data and analysis to clarify community needs and priorities.

B. Which, if any, civil service class normally performs this work?

Certain employees in the Administrative Analyst series (1824 – Principal Administrative Analyst, 1823 – Senior Administrative Analyst) may be qualified to perform some of the required tasks.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The work required for this project is so highly specialized that few civil service staff have the capacity or skill set to perform. This project is intense and is only needed for a specific timeframe. Qualified staff members will be utilized to oversee and direct the consultant's work and their product.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No, this type of work is typically needed on an as-needed basis. Because the size and type of project being proposed is not typical for San Francisco, it will require an often intense amount of activity that require specific skills and expertise that no sole classification currently offers. The lack of regularity and predictability would not be conducive to a dedicated civil service class. In particular, the City is seeking an independent, third party to perform the facilitation services and technical support work specified.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

A. Will the contractor directly supervise City and County employees?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. Will the contractor train City and County employees?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

C. Are there legal mandates requiring the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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D. Are there federal or state grant requirements regarding the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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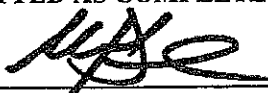
E. Has a board or commission determined that contracting is the most effective way to provide this service?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? *Harder+Company Community Research*

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:



Signature of Departmental Personal Services Contract Coordinator

MERRICK PASCUAL

(415) 701-4811

Print or Type Name

Telephone Number

1 South Van Ness Ave., 5th Floor

San Francisco, CA 94103

Address

Union Notification(s)
◆ Local 21

Dang, Leorah

From: Wong, Phillip
Sent: Wednesday, October 02, 2013 4:26 PM
To: sjenkins@ifpte21.org; kcarter@ifpte21.org; L21PSCReview@ifpte21.org
Cc: Pascual, Merrick; Chan, Gloria
Subject: PSC Contract Summary - Outreach and Engagement Services
Attachments: RFQ_CON2012-09_RFQ_9-12-12.pdf; ECN PSC Summary- Outreach and Engagement 10-02-13.pdf

Dear Representatives of Local 21:

Please see attached PSC Summary for professional outreach and engagement services. I am also attaching the RFQ for your reference.

If you have questions, please feel free to contact Gloria Chan at gloria.chan@sfgov.org.

Best,

Phillip C. Wong

--

Project Assistant
Office of Economic and Workforce Development
City Hall, Room 448
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4653
Office: 415-554-6512
Email: phillip.c.wong@sfgov.org

Prior DHR Approved PSC Form 1– Initial – Current

Expedited PSC #3071-12/13

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 21, 2013

DEPARTMENT NAME: Office of Economic and Workforce Development (OEWD) DEPARTMENT NUMBER 21

TYPE OF APPROVAL: [X] EXPEDITED [] REGULAR (OMIT POSTING) [] CONTINUING [] ANNUAL

TYPE OF REQUEST: [X] INITIAL REQUEST [] MODIFICATION (PSC#)

TYPE OF SERVICE: Professional Services: Facilitation Services and Technical Support for the Piers 30-32 Citizens Advisory Committee (CAC)

FUNDING SOURCE: General Fund

PSC AMOUNT: \$ 49,900 PSC DURATION: March 5, 2013 - Dec.30, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

OEWD is working with the Golden State Warriors to build a multi-purpose venue on Piers 30-32 and on Seawall Lot 330. A 16-member Citizens Advisory Committee (CAC) has been established to solicit public feedback and provide recommendations around various topics pertaining to the proposal. To this end, OEWD requires consultation assistance in facilitating, gathering, and synthesizing information from multiple CAC meetings; requiring coordination, interviews, and consistent communication with members and the city, technical support, developing a toolkit and templates to guide the committee and subcommittees, and in developing summaries of feedback and recommendations based on public/member input.

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

Under a resolution adopted by the Board of Supervisors (BOS), the Port was directed to establish this CAC and provide recommendations to the BOS on the Piers 30-32 project proposal. Since the establishment of the CAC, four subcommittees have also been established to solicit feedback from the public and provide guidance on topics including the project's term sheet, impacts/services to the quality of life in the neighborhood, transportation, and design/land use. These committees and subcommittees were created to ensure feedback from stakeholders and the public are being incorporated into the project proposal. If this service is denied, public/member input will not provide solutions to project's potential impacts in the community.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

This specific service has not been provided in the past.

D. Will the contract(s) be renewed: No

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

IFPTE Local 21

Union Name Signature of person mailing/faxing form Date 2/20/13 2/21/13 MW
Union Name Signature of person mailing/faxing form Date
RFP sent to Local 21 MW, on 2/20/13 2/27/13 MW Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3071-12/13

Approval Date: 3/4/2013

By: MW Micki Callahan, Human Resources Director

FEB 26 2013 rec PSC FORM 1 (9/96)

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor must be able to have extensive expertise in cross-sector planning, facilitating complex processes involving stakeholders with diverse and deeply held points of views, managing conflict; being able to identify key areas of divergence, areas for common solutions, and integrate data and analysis to clarify community needs and priorities.

B. Which, if any, civil service class normally performs this work?

Certain employees in the Administrative Analyst series (1824 - Principal Administrative Analyst, 1823- Principal Administrative Analyst II) may be qualified to perform some of the required tasks.

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

No.

WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

4.

A. Explain why civil service classes are not applicable:

The work required for this project is so highly specialized that few civil service staff have the capacity or skillset to perform all the tasks. This project is intense and is only needed for a specific timeframe. Qualified staff members will be utilized to oversee and direct the consultant's work and their product.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No, this type of work is typically needed on an as needed basis. Because the size and type of the project being proposed is not typical for San Francisco, it will require often intense amount of activity that require specific skills and expertise that no sole classification offers. The lack of regularity and predictability would not be conducive to a dedicated civil service class. In particular, the City is seeking an independent, third party to perform the facilitation services and technical support work specified.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

A. Will the contractor directly supervise City and County employees?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. Will the contractor train City and County employees?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

C. Are there legal mandates requiring the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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D. Are there federal or state grant requirements regarding the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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E. Has a board or commission determined that contracting is the most effective way to provide this service?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Signature of Departmental Personal Services Contract Coordinator

Merrick Pascual

(415) 701-4811

Print or Type Name

Telephone Number

One South Van Ness, 5th Floor

San Francisco, CA 94103

Address

Dang, Leorah

From: Chan, Gloria
Sent: Thursday, February 21, 2013 11:00 AM
To: sjenkins@ifpte21.org; kcarter@ifpte21.org; L21PSCReview@ifpte21.org
Cc: Pascual, Merrick
Subject: Personal Services Contract Summary
Attachments: PSC Contract Form Professional Services 2-20.pdf

Dear Representatives of Local 21....

Please see attached contract summary of professional services for your review.

If you have questions, please feel free to contact me. Thank you.

Best,
Gloria

Gloria Chan
Communications Director, Piers 30-32 Project
Office of Economic and Workforce Development
City Hall, Room 448
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
Tel: (415) 554-6926
www.sfgov.org/piers3032
www.oewd.org

Dang, Leorah

From: Chan, Gloria
Sent: Wednesday, February 27, 2013 1:38 PM
To: sjenkins@ifpte21.org; kcarter@ifpte21.org; L21PSCReview@ifpte21.org
Cc: Pascual, Merrick
Subject: RE: Personal Services Contract Summary
Attachments: RFQ_CON2012-09_RFQ_9-12-12.pdf

Hi...I am also attaching the RFQ for your information and reference for this PSC Summary.

Please let me know if you have questions. I apologize for any confusion.

Best,
Gloria

From: Chan, Gloria
Sent: Thursday, February 21, 2013 10:59 AM
To: 'sjenkins@ifpte21.org'; 'kcarter@ifpte21.org'; 'L21PSCReview@ifpte21.org'
Cc: Pascual, Merrick
Subject: Personal Services Contract Summary

Dear Representatives of Local 21....

Please see attached contract summary of professional services for your review.

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City and County of San Francisco

Office of the Controller
CITY SERVICES AUDITOR

REQUEST FOR QUALIFICATIONS FOR STAKEHOLDER OUTREACH AND ENGAGEMENT SERVICES RFQ#CON2012-09

CONTACT: Richard Kurylo, richard.kurylo@sfgov.org, 415-554-7536

Background
San Francisco is the fourth largest city in California and serves as a center for business, commerce and culture for the West Coast. The City and County of San Francisco ("the City") established by Charter in 1850, is a legal subdivision of the State of California with the governmental powers of both a city and a county under California law. The City's powers are exercised through a Board of Supervisors serving as the legislative authority, and a Mayor and other independent elected officials serving as the executive authority.

The City seeks responses from firms demonstrating successful experience in stakeholder outreach, stakeholder engagement (i.e. soliciting input), and related research and analysis to inform departmental planning, decision-making, and process improvement efforts. This RFQ also serves to identify firms qualified to conduct the City's biennial citywide survey. Respondents must have experience conducting public and stakeholder outreach, engagement, and/or data analysis, as described later in this document.

This RFQ specifies three distinct categories related to stakeholder outreach and engagement for which the City may require service; respondents are encouraged to respond only for those Service Areas in which they can demonstrate experience and qualifications.

Schedule*

RFQ issued	09-12-2012
Advance questions deadline	09-19-2012 (12:00 pm PT)
Answers posted online	09-26-2012 (5:00 pm PT)
Deadline for RFQ responses	10-12-2012 (12:00 pm PT)
Pre-qualification notification	
Service Area 3:	11-01-2012
Service Areas 1 and 2:	11-15-2012

*Each date subject to change.
Check website for latest schedule.

Intent of this RFQ
It is the intent of the Controller's Office to create a pre-qualified list of firms from which interested City departments, boards, or commissions may choose prospective contractors on an as-needed basis.

Anticipated Prequalified List Duration
Respondents pre-qualified under this RFQ will remain eligible for consideration and contract negotiation on an as-needed basis for two years from the pre-qualification notification date. Firms pre-qualified under this RFQ are not guaranteed a contract.

Subcontracting Requirement
The S.F. Administrative Code Chapter 14B Local Business Enterprise (LBE) subcontracting goal for this RFQ and resulting contracts is 8% (eight percent) of the total value of the goods and/or services procured. In order to be responsive, Respondents must meet the LBE goal and perform the requisite Good Faith Outreach. If Respondent meets/exceeds LBE participation by 35% (i.e. 10.8% LBE participation), Good Faith Outreach requirements will be waived. See RFQ Attachment II for more information.

City-Respondent Communications
The City will not be holding a pre-response conference. Please e-mail any questions to Richard Kurylo at richard.kurylo@sfgov.org. **Questions must be in writing and received before 12:00 pm PT on Wednesday, September 19, 2012.** The Controller's Office will not accept any questions after this time with the exception of City vendor compliance.

A summary of the questions and answers pertaining to this RFQ will be posted on the Controller's Office website at <http://www.sfcontroller.org/solicitations>.

Interested parties, including Respondents, are specifically directed NOT to contact any employees or officials of the City other than those specifically designated in this RFQ and its Attachments. Unauthorized contact may be cause for rejection of the response at the City's sole and absolute discretion.

1. Introduction

1.1 General terms used in this RFQ

Terms and abbreviations used throughout this RFQ include:

- **The City** – The City and County of San Francisco.
- **City Services Auditor (CSA)** – A division of the Controller's Office.
- **Contractor** – The Respondent(s) awarded a contract for services subsequent to pre-qualification under this Request for Qualifications (RFQ).
- **Controller's Office** – The City and County of San Francisco Controller's Office.
- **Firm** – Any business entity including, but not limited to, companies, nonprofit organizations, educational institutions, and individuals.
- **Local Business Enterprise (LBE)** – A business that is certified as an LBE under S.F. Administrative Code §14B.3. Only certified Small and Micro-LBEs can be used to satisfy the LBE subcontracting participation goal.
- **Respondent** – Any entity submitting a response to this RFQ.
- **Stakeholders** – Individuals and groups that are affected by or can affect a City department's decisions or actions, e.g. City staff, customers/users, partnering agencies, community organizations, and the general public.
- **Stakeholder Outreach** – Efforts to reach stakeholders and disseminate information.
- **Stakeholder Engagement** – Efforts to gather input from stakeholders to inform city departmental planning, decision-making and process improvement.

1.2 Background of the City Services Auditor

The City Controller is the chief accounting officer and auditor for the City and responsible for all financial management systems, procedures, internal control processes and reports that disclose the fiscal condition of the City to managers, policy makers and citizens. The City Controller is also the auditor for the City performing financial and performance audits of departments, agencies, concessions and contracts.

Proposition C, passed by the City's voters in November 2003, amended City Charter Section 3.105 to instruct the Controller to also serve as City Services Auditor. With this role, the Controller's Office is responsible for providing objective, rigorous assessment and measurement of City service levels and effectiveness and is authorized to contract with outside, independent *experts* for a variety of audit services. For more information regarding City Services Auditor roles and responsibilities, visit <http://www.sfcontroller.org>.

1.3 Statement of Need and Intent

What Does the City Seek?

The City and County of San Francisco, California ("City") seeks responses from firms demonstrating successful experience in providing stakeholder outreach and engagement services across a range of project types and subject matter areas. The purpose is two-fold: (1) to reach stakeholders and disseminate information, and (2) to collect and analyze input from stakeholders to inform city departmental planning, decision-making, and process improvement efforts. Stakeholders include individuals and groups that are affected by or can affect a City department's decisions or actions, e.g. City staff, customers/users, partnering agencies, community organizations, and the general public.

The RFQ is broadly divided into three Service Areas, including:

1. *Stakeholder outreach services, including development and implementation of electronic, print, media, and community-based outreach strategies.*
2. *Stakeholder engagement services, including managing engagement processes and data collection plans, collecting and analyzing input via a range of data collection instruments, and reporting results and recommendations.*
3. *Citywide surveying for the biennial San Francisco City Survey, including large-scale, multi-lingual, random sample phone and mail surveying, statistical analysis, and reporting.*

Respondents must have experience working with municipalities (or similar government agencies) on stakeholder outreach, engagement, and/or related research and analysis.

With Whom Will Contractors Work?

Firms on the pre-qualified list may be selected by City departments, boards and/or commissions for selection and negotiation of contracts for the scope of services described herein. Firms selected for Service Area 3, City Survey, will work directly with the Controller's Office.

What is the City's Intent with this RFQ?

It is the intent of the City to create a pre-qualified list of firms from which the City may select prospective Contractors on an as-needed basis for services indicated below in Section 2, Scope of Work. The City may use the pre-qualified list, at its sole and absolute discretion, for selection of firms and negotiations of contracts for two years following establishment of the pre-qualification notification date. Contracts issued to pre-qualified firms will have terms of varying lengths depending on the City's needs, but in no case longer than 9 years. The City reserves the right to procure services similar or identical to the services specified in this RFQ by any other means. No pre-qualified Respondent is guaranteed a contract.

2. Scope of Work

This scope of work is a general guide to the work the City anticipates and is not a complete listing of all services that may be required or desired. The City is soliciting qualifications to create a pre-qualified list of firms that may be selected in accordance with RFQ Section 4, Evaluation Criteria below, to provide a comprehensive range of services related to stakeholder outreach and engagement.

2.1 Service Area 1: Stakeholder Outreach

Firms pre-qualified for work in this Service Area may be requested to provide outreach services to stakeholders (e.g. staff, customers/users, community groups, general public). Services include (but are not limited to) designing, producing, and managing outreach tools and strategies, such as:

- Electronic outreach (e.g. e-newsletters, project websites)
- Social media (e.g. facebook, twitter, blogs, cell phone apps)
- Graphic design, printing, and mail services (e.g. mailings, posters, newspaper display ads, construction signage)

- Translation and interpretation for non-English speaking populations
- On-the-ground community outreach (e.g. tabling at community events, attending community groups' meetings, door-to-door flyering)
- Media relations (e.g. media advisories, TV/radio/billboard advertisements, ethnic news media outreach)
- Communication plans

2.2 Service Area 2: Stakeholder Engagement, Research, and Analysis

Firms pre-qualified for work in this Service Area may be requested to provide stakeholder engagement, research, and analysis services. The purpose of these services is to collect, analyze, and use stakeholder input to inform city departmental planning, decision-making, and process improvement efforts. Services include (but are not limited to) the following:

- Design, conduct, and manage stakeholder engagement processes, including coordination, communication, facilitation, strategic advising, consensus-building, and conflict resolution services.
- Design, conduct, and manage data collection plans to collect input from stakeholders using data collection instruments, such as:
 - Surveys (online, mail, phone, in-person)
 - Opinion polling (and other large, random sample, statistically significant surveying)
 - Focus groups
 - Public meetings (e.g. open houses, community forums, planning charrettes)
 - Stakeholder strategic planning sessions, advisory committees, or working groups
- Design, conduct, and manage data analysis plans to analyze stakeholder input:
 - Collect, compile, and transmit data into usable formats
 - Develop and execute data analysis plan using quantitative and qualitative methods
 - Create data analysis reports, including summary reports and detailed final reports, and display results in various formats, e.g. PowerPoint, interactive/web-friendly, etc.
 - Develop recommendations and implementation plans based on findings and analysis
 - Present findings and recommendations to staff, commissioners or elected officials
- Design, conduct and manage secondary research and data analysis to support primary research methods and findings, e.g. literature review, contextual research, market research, GIS mapping, US census data analysis.

2.3 Service Area 3: Biennial City Survey

Firms pre-qualified for work in this Service Area may be requested to conduct the biennial San Francisco City Survey in 2013 and 2015. The City Survey is a large-scale citywide survey using random sampling via phone and mail surveying to assess San Francisco residents' perceptions and experiences of City services and community issues, e.g. public safety, public transportation, streets and sidewalks, parks and recreation, and libraries. The survey remains relatively constant over time, with some variation in topics and questions. For reference, the City Survey 2011 Report can be viewed at <http://www.sfccontroller.org/index.aspx?page=406>.

The City Survey requires a firm that can design and execute large-scale, scientifically-rigorous survey research design, methods, analysis, and reporting. The contract timeframe is five months, starting in December of 2012 and 2014, with the option to extend the Agreement an

additional six months at the City's sole and absolute discretion. The budget range is approximately \$95,000 to \$120,000, and is not to exceed \$120,000.

The scope for firms pre-qualified for Service Area 3 may include:

- **Work Plan:** Develop a high-level outline of the project, including a specific timeline and a work plan describing strategies to ensure completion of deliverables.
- **Research Plan and Methodology:** Draft a survey methodology that follows generally accepted survey research or best practice protocols within the industry and results in statistically representative responses, particularly regarding demographic or geographic subgroups of the population.
- **Survey Materials and Administration:** Develop and administer a large-scale, random sample, multi-lingual questionnaire using mail and telephone data collection methods. Ensure desired response rate through follow-up data collection efforts; consider supplemental findings through web-based surveying.
- **Data Analysis and Management:** Translate all data to English; conduct analysis on collected survey data, focusing on insights that are actionable for City service planning; conduct regression analysis to determine statistically significant findings; analyze year-over-year trends; conduct benchmarking with other jurisdictions; combine survey responses with past results into a multi-year data file for public use on the City's website.
- **Final Report:** Produce a clear, well-written final report emphasizing key and actionable findings; use graphic and contextual explanations of findings that are understandable to a lay audience; produce a user-friendly spreadsheet encompassing all findings, including analyses not included in the Final Report.

3. Response Requirements

3.1 Time and Place for Submission of Responses

Responses and all related materials must be received by **12:00 pm PT on Friday, October 12, 2012**. Responses may be delivered to the Reception Desk at City Hall, Room 316 or to:

*Richard Kurylo
Office of the Controller
City Hall, Room 306
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102*

Postmarks will not be considered in judging the timeliness of submissions. Responses submitted by e-mail will not be accepted. Late submissions will not be considered, including those submitted late due to mail or delivery service failure. Note that Respondents hand-delivering responses to City Hall may be required to open and make packages accessible for examination by security staff.

3.2 Response Package

The following items must be included in your response and packaged in a box or envelope clearly marked **RFQ#CON2010-09 Stakeholder Outreach and Engagement Services RFQ**.

Complete, but concise responses, are recommended for ease of review by the Evaluation Team. Responses should provide a straightforward, concise description of the Respondent's capabilities to satisfy the requirements of the RFQ. Marketing and sales type information should be excluded. All parts, pages, figures, and tables should be numbered and clearly labeled.

- A. **One (1) original printed response (with original signatures) labeled as "Original."**
The pages should be bound by a method in which the sheets may be easily separated (e.g. 3-hole binder, binder clip, comb binding, velo binding, etc).

RFQ Attachment I Acknowledgement of RFQ Terms and Conditions

RFQ Attachment II Human Rights Commission Local Business Enterprise Forms

RFQ Attachment III City's Administrative Requirements

RFQ Attachment IV City's Agreement Terms and Conditions

RFQ Attachment V Response Template

- B. **One (1) flash drive or CD-ROM containing entire contents of response, including all Attachments.** All files should be submitted in unprotected PDF or Word format. Electronic files should include signatures, where applicable.

3.3 Redact Confidential or Proprietary Information

All documents under this solicitation process are subject to public disclosure per section 67.24 of the San Francisco Administrative Code, "The San Francisco Sunshine Ordinance of 1999."

- 3.3.1 Responses to RFQs, contracts, and all other records of communications between the City and Respondents shall be open to inspection immediately after a contract has been awarded. Nothing in this Administrative Code provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit *until and unless that person or organization is awarded the contract*.
- 3.3.2 Respondents may mark any confidential or proprietary information, as appropriate, prior to submitting a response to this RFQ.
- 3.3.3 Respondents should clearly indicate net worth or other proprietary financial data if in the Respondent's view it should be redacted in the event an RFQ response is publicly disclosed, with the understanding that this information cannot be redacted or withheld should a contract be awarded to the Respondent.

4. Evaluation Criteria

This section describes the guidelines used for analyzing and evaluating the responses and for Respondent pre-qualification. It is the City's intent to pre-qualify Respondent(s) that provide the best overall qualifications to the City inclusive of fee considerations. Consultant firms selected for pre-qualification are not guaranteed a contract. This RFQ does not in any way limit the City's right to solicit contracts for similar or identical services if, in the City's sole and absolute discretion, it determines the pre-qualified list is inadequate to satisfy its needs.

4.1 Evaluation Team

City representatives will serve as the Evaluation Team responsible for evaluating Respondents. Specifically, the team will be responsible for the evaluation and rating of the responses for pre-qualification, for conducting reference checks, and for interviews, if desired by the City.

4.2 Minimum Qualifications

Any response that does not demonstrate that the Respondent meets these minimum qualifications by the response deadline will be considered non-responsive and will not be evaluated or eligible for award of any subsequent contract(s).

- A) **RFQ ATTACHMENTS:**
Has completed the requirements and submitted the forms described in RFQ Attachments I, II, III, IV, and V as part of its RFQ response, as applicable.
- B) **EXPERIENCE:**
Has submitted two (2) Prior Project Descriptions as part of the RFQ Attachment V response FOR EACH SERVICE AREA for which it would like to be considered for pre-qualification, which meet all of the following criteria:
1. The services/experiences described in **each** of the Prior Project Descriptions FOR EACH SERVICE AREA must be comparable to the services the City is requesting.
 2. The services described in **both** of the Prior Project Descriptions FOR EACH SERVICE AREA must have been provided to public sector municipalities or similar government agency clients.
 3. **Both** Prior Project Descriptions FOR EACH SERVICE AREA must demonstrate successful completion within five (5) years from the issuance date of this RFQ (successful completion means project deliverables have been completed as required).

For Service Areas 1 and 2, respondents should have expertise in at least one type of outreach or engagement strategy (listed or of similar nature). Respondents will not be penalized for narrow expertise (i.e. only one type of service offered) as long as they demonstrate sufficient experience in that strategy.

- C) **STAFFING:**
The lead staff proposed to be assigned to the City's project(s) must individually have had a similar lead role in **both** of the Prior Project Descriptions submitted FOR EACH SERVICE AREA.

4.3 Evaluation Criteria for Pre-qualification

Each RFQ response will be evaluated in accordance with the criteria below. A Respondent must receive a score of 70 points or above out of the 100 total possible points to be pre-qualified.

4.3.1 Firm Qualifications – 20 points

- a) Respondent's firm history and structure, including total staff size and composition.
- b) Respondent's experience providing stakeholder outreach and engagement services to public sector municipal or similar government agency clients.
- c) Litigation, pending litigation, or threatened litigation related to stakeholder outreach and engagement services provided by the firm within the past five years of this RFQ issue date.
- d) Client relationships severed for reasons other than convenience.
- e) Respondent's capacity and resources to provide the services under this RFQ.

4.3.2 Staff Qualifications – 40 points

- a) Clarity and appropriateness of proposed staffing structure.
- b) Roles and responsibilities, qualifications, and educational backgrounds of lead staff members, including subcontractor staff, if applicable, proposed to perform services for the City are appropriately demonstrated for each Service Area indicated in response.

4.3.3 Approach and Cost – 30 points

- a) City's involvement or level of effort is appropriate.
- b) Experience providing services to comparable clients.
- c) Sufficient expertise or methodology to create competitive differences that will be beneficial to the City is demonstrated.
- d) Cost response is sufficiently detailed, reasonable and appropriate.

For Service Area 3 only:

- e) Proposed methodology and timeline for deliverables, if applicable, are appropriate.

4.3.4 Completeness of Response Submission – 10 points

- a) Response conforms with RFQ requirements and concisely but comprehensively addresses RFQ requirements.
- b) Response is professionally presented and contains organized content and format.

4.4 Contractor Selection Processes

Respondents scoring 70 points and above for each Service Area will be added to the pre-qualified list for as-needed services in that Service Area. Due to the varied nature of the services to be performed, the City reserves the right to contract with any or all pre-qualified Respondents.

Selection Interviews

Following the Response Evaluation process, Respondents may be invited to interviews with the Evaluation Team. Interviews, if pursued by the City, will consist of standard questions asked of selected Respondents, and specific questions regarding individual proposals.

The City has sole and absolute discretion over whether interviews will be conducted or not to select Respondents for contract negotiations.

Reference Checks

Reference checks, including, but not limited to, prior clients as indicated in Attachment V Prior Project Description(s), may be used to determine the applicability of Respondent experience to the services the City is requesting and the quality of services and staffing provided to prior clients, as well as adherence to schedules/budgets and Respondent's problem-solving, project management and communication abilities, as well as performance on deliverables and outcomes, and effectiveness in meeting or exceeding project objectives.

Other Terms and Conditions

The selection of any pre-qualified Respondent for contract negotiations shall not imply acceptance by the City of all terms of the response, which may be subject to further negotiation and approvals before the City may be legally bound thereby.

If a satisfactory contract cannot be negotiated in a reasonable time with any pre-qualified Respondent, then the City, in its sole discretion, may terminate negotiations and begin contract negotiations with any other remaining pre-qualified Respondents.

The City, in its sole discretion, has the right to approve or disapprove any staff person assigned to a firm's projects before and throughout the contract term. The City reserves the right at any time to approve, disapprove, or modify proposed project plans, timelines and deliverables.

5. Protest Procedures

5.1 Protest of Non-Responsiveness Determination

Within five (5) working days of the City's issuance of a notice of non-responsiveness, any consultant firm that has submitted a response and believes that the City has incorrectly determined that its response is non-responsive may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth (5th) working day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Respondent, and must cite the law, rule, local ordinance, procedure or RFQ provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

5.2 Protest of Establishment of Pre-Qualified Consultant List

Within five (5) working days of the City's issuance of a notice of intent to establish a pre-qualified consultant list, any consultant firm that has submitted a responsive response and believes that the City has incorrectly selected another Respondent for pre-qualification may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth (5th) working day after the City's issuance of the notice of intent to establish a pre-qualified consultant list.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Respondent, and must cite the law, rule, local ordinance, procedure or RFQ provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

5.3 Delivery of Protests

All protests must be received by the due date. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) or by FAX will not be considered.

Protests must be delivered to:

E-mail:

lily.conover@sfgov.org

Mail:

Lily Conover, Contracts Manager
Office of the Controller
City Hall, Room 306
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 10/2/13

DEPARTMENT NAME: Economic and Workforce Development DEPARTMENT NUMBER 21

TYPE OF APPROVAL: [] EXPEDITED [x] REGULAR (OMIT POSTING) [] CONTINUING [] ANNUAL

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 3092-12/13)

TYPE OF SERVICE: Professional Service: Real Estate Economic Evaluation and Analysis

FUNDING SOURCE: General Fund

Original Amount: \$ 49,900 PSC Duration: April 15, 2013 - December 13, 2013
Modification Amount \$ 250,100 PSC Duration: December 14, 2013 - June, 30, 2015
Total Amount \$ 300,000 Total PSC Duration: April 15, 2013 - June, 30, 2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Office of Economic and Workforce Development (OEWD) is working with the Golden State Warriors to build a multi-purpose venue on Piers 30-32 and on Seawall Lot 330. To this end, OEWD requires assistance in evaluating and analyzing the project's impacts on a qualitative basis. The in-depth real estate economic analysis is required to determine whether the proposed benefits and impacts are commensurate with the negotiation process with the developer.

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

Without this service, OEWD and the City would be unable to ensure the City is undertaking a fair burden in the partnership described above. Working with an economic consultant will provide the data needed to insist on the best terms possible (i.e. Greater benefits for the public from the developer and/or a diminished City contribution if the development were shown to be more lucrative than the developer proposal).

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

This is a modification to PSC#3092-12/13 approved on April 11, 2003- 2013 W

D. Will the contract(s) be renewed: N/A

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

IFPTE Local 21 Union Name Signature of person mailing/faxing form Date 10/2/2013
RFP sent to IFPTE Local 21, on 10/2/2013 Date Signature Phillip C. Wang

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3092-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved MW 11/15/2013

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

This consultant will perform market-based analysis and review of the project proposal, develop an overview of case studies, economic planning and strategy, develop a business plan, and fiscal and financial analysis. It will require extensive expertise in pro forma analysis, real estate market analysis, and quantitative modeling of finance sources.

B. Which, if any, civil service class normally performs this work?

Certain employees in the Administrative Analyst series (1824 - Principal Administrative Analyst, 1825 - Principal Administrative Analyst II) may be qualified to perform some of the required tasks.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The work required for this project is highly specialized that few civil service staff have the capacity or skill set to perform. This project is intense and is only needed for a specific timeframe. Qualified staff members will be utilized to oversee and direct the consultant's work and their product.

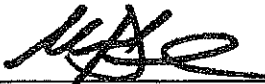
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No, this type of work is typically needed on an as-needed basis. Because the size and type of project being proposed is not typical for San Francisco, it will require an often intense amount of activity that requires multiple consultants to work concurrently. The lack of regularity and predictability would not be conducive to a dedicated civil service class.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

- | | Yes | No |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Describe the training and indicate approximate number of hours. | | |
| • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? <i>Economic and Planning Systems, Inc.</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:



Signature of Departmental Personal Services Contract Coordinator

MERRICK PASCUAL

(415) 701-4811

Print or Type Name

Telephone Number

1 South Van Ness Ave., 5th Floor

San Francisco, CA 94103

Address

Union Notification(s)

◆ **Local 21**

Dang, Leorah

From: Wong, Phillip
Sent: Wednesday, October 02, 2013 4:30 PM
To: sjenkins@ifpte21.org; kcarter@ifpte21.org; L21PSCReview@ifpte21.org
Cc: Chan, Gloria; Pascual, Merrick
Subject: Personal Services Contract Summary – Economic Consulting Services
Attachments: RFQ_CON2012-07_RFQ_6-26-12.pdf; PSC Summary- Economic Consulting Services 10-02-13.pdf

Dear Representatives of Local 21:

Please see attached PSC Summary for professional economic consulting services. I am also attaching the RFQ for your reference.

If you have questions, please feel free to contact Gloria Chan at gloria.chan@sfgov.org.

Best regards,

Phillip C. Wong

--

Project Assistant
Office of Economic and Workforce Development
City Hall, Room 448
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4653
Office: 415-554-6512
Email: phillip.c.wong@sfgov.org

Prior DHR Approved PSC Form 1– Initial – Current

Expedited PSC #3092-12/13

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 4, 2013

DEPARTMENT NAME: Office of Economic and Workforce Development DEPARTMENT NUMBER 21

TYPE OF APPROVAL: [X] EXPEDITED [] REGULAR (OMIT POSTING)
[] CONTINUING [] ANNUAL

TYPE OF REQUEST: [X] INITIAL REQUEST [] MODIFICATION (PSC#)

TYPE OF SERVICE: Real Estate Economic Evaluation and Analysis

FUNDING SOURCE: General Fund

PSC AMOUNT: \$ 49,900 PSC DURATION: April 15, 2013 - December 13, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Office of Economic and Workforce Development (OEWD) is working with the Golden State Warriors to build a multi-purpose venue on Piers 30-32 and on Seawall Lot 330. To this end, OEWD requires assistance in evaluating and analyzing the project's impact on a qualitative basis. The in-depth real estate economic analysis is required to determine whether the proposed benefits and impacts commensurate with the negotiation process with the developer.

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

Without this service, OEWD and the City would be unable to ensure the City is undertaking a fair burden in the partnership described above. Working with an economic consultant will provide the data needed to insist on the best terms possible (i.e. Greater benefits for the public from the developer and/or a diminished City contribution if the development were shown to be more lucrative than the developer propose)

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

OEWD periodically relies on this type of consulting service given its breadth of real estate projects. The services are often contracted through other partnering city agencies. The Port of San Francisco currently relies on consultants for this type of specific work (PSC# 4015-11/12).

D. Will the contract(s) be renewed: N/A

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Local 21

Union Name Signature of person mailing/faxing form Date 4/4/13

Union Name Signature of person mailing/faxing form Date

RFP sent to Local 21, on 4/4/13 Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3092-12/13

Approval Date: 4/11/2013

By: Micki Callahan, Human Resources Director

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

This consultant will perform market base analysis and review of the project proposal, develop an overview of case studies, economic planning and strategy, develop a business plan, and fiscal and financial analysis. It will require extensive expertise in pro forma financial analysis, real estate market analysis, and quantitative modeling of finance sources.

B. Which, if any, civil service class normally performs this work?

Certain employees in the Administrative Analyst series (1824, 1825) may be qualified to perform some of the required tasks.

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

No.

WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

4.

A. Explain why civil service classes are not applicable:

The work required for this project is highly specialized that few civil service staff have the capacity or skillset to perform. This project is intense and is only needed for a specific timeframe. Qualified staff members will be utilized to oversee and direct the consultant's work and their product.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No, this type of work is typically needed on an as needed basis. Because the size and type of project being proposed is not typical for San Francisco, it will require often intense amount of activity that require multiple consultants to work concurrently. The lack of regularity and predictability would not be conducive to a dedicated civil service class.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

A. Will the contractor directly supervise City and County employees?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. Will the contractor train City and County employees?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

C. Are there legal mandates requiring the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

D. Are there federal or state grant requirements regarding the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

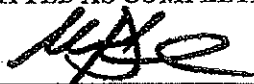
E. Has a board or commission determined that contracting is the most effective way to provide this service?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:



Signature of Departmental Personal Services Contract Coordinator

Merrick Pascual

(415) 701-4811

Print or Type Name

Telephone Number

One South Van Ness, 5th Floor

San Francisco, CA 94103

Address

Dang, Leorah

From: Chan, Gloria
Sent: Thursday, April 04, 2013 1:17 PM
To: sjenkins@ifpte21.org; kcarter@ifpte21.org; L21PSCReview@ifpte21.org
Cc: Pascual, Merrick
Subject: RE: Personal Services Contract Summary
Attachments: PSC Summary EPS_4-4-13.pdf; RFQ_CON2012-07_RFQ_6-26-12.pdf

Please see attached *signed* summary for your review. Also, I am attaching the RFQ.

Thank you.

Gloria

From: Chan, Gloria
Sent: Thursday, April 04, 2013 12:57 PM
To: 'sjenkins@ifpte21.org'; 'kcarter@ifpte21.org'; 'L21PSCReview@ifpte21.org'
Cc: Pascual, Merrick
Subject: Personal Services Contract Summary

Dear Representatives of Local 21....

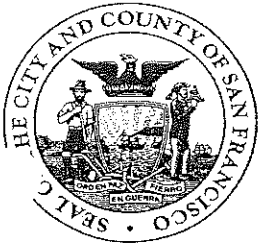
Please see attached contract summary of professional services for your review.

If you have questions, please feel free to contact me. Thank you.

Best,
Gloria

Gloria Chan
Communications Director
Office of Economic and Workforce Development
City Hall, Room 448
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
Tel: (415) 554-6926
www.oewd.org

8/6a



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

November 21, 2013

NOTICE OF CIVIL SERVICE COMMISSION MEETING

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBER 4025-13/14.**

The above matter will be considered by the Civil Service Commission at a meeting to be held on **December 2, 2013** at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the Ratification Agenda. Please refer to the attached Notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

All non-privileged materials being considered by the Civil Service Commission for this item are available for public inspection and copying at the Civil Service Commission office Monday through Friday from 8:00 a.m. to 5:00 p.m.

CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON
Executive Officer

Attachment

Cc: Micki Callahan, Department of Human Resources
Shamica Jackson, Public Utilities Commission

THIS DOCUMENT IS PUBLIC
CALENDAR ITEM 8



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: December 02, 2013
To: The Honorable Civil Service Commission
Through: Micki Callahan
Human Resources Director *MCK*
From: Shamica Jackson, PUC

Subject: Personal Services Contracts Approval Request

This report contains one (1) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on July 1, 1996.

The services proposed by these contracts have been reviewed by Department of Human Resources (DHR) staff to evaluate whether the requesting departments have complied with City policy and procedures regarding PSCs. The proposed PSCs have been posted on the DHR website for seven (7) calendar days. CSC procedures for processing PSCs require that any appeal of these contracts be filed in the office of the CSC, Executive Officer during the posting period.

No timely appeals have been filed regarding the PSCs contained in this report. These proposed PSCs are being submitted to the CSC for ratification/approval.

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources to date:

Total of this Report	YTD Expedited Approvals FY 2013-2014	Total for FY 2013-2014
\$5,000,000	\$2,021,853	\$255,227,241

THIS DOCUMENT SUPPORTS
CALENDAR ITEM 6

Shamica Jackson
Public Utilities Commission
525 Golden Gate Ave., 8th Flr.
San Francisco, CA 94102
(415) 554-0727

Department's Request to Postpone

PSC #4025-13/14

to 12/02/2013 CSC Meeting Date

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 09/26/2013

DEPARTMENT NAME: San Francisco Public Utilities Commission (SFPUC) DEPARTMENT NUMBER 40

TYPE OF APPROVAL: [] EXPEDITED [x] REGULAR (OMIT POSTING) [] CONTINUING [] ANNUAL

TYPE OF REQUEST: [x] INITIAL REQUEST [] MODIFICATION (PSC#)

TYPE OF SERVICE: Specialized Services for Factory Inspection and Surveillance (CS-328)

FUNDING SOURCE: SFPUC Project Funds

PSC AMOUNT: \$5,000,000 PSC DURATION: 12/01/2013 - 12/01/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The proposed work includes inspection and observation of testing of equipment, machinery and products to be furnished for Water and Wastewater Treatment Plants, water distribution and wastewater collection projects. Services include inspection, surveillance, sampling and testing of structural steel, fabricated steel pipe, mechanical and electrical equipment and large-diameter valves conducted at various procurement facilities, both national and international.

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

This service is necessary to insure that the material, equipment or machinery being installed meets the project requirements and deficiencies can be corrected in the factory before the equipment or machinery is shipped to the project. Consequences of denial are that testing of equipment is not possible since there are no facilities at the project site to perform individual equipment tests.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

In the past, this service was provided by City employees or by Consultants on a project specific basis. Many City employees are unable to travel to these factories/manufacturers in remote locations. There is also limited notice given before the inspections are needed, making scheduling difficult for the employee.

D. Will the contract(s) be renewed:

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Local 21 Shamica Jackson 9/26/2013 Revised
Union Name Signature of person mailing/faxing form Date Original
N/A N/A
Union Name Signature of person mailing/faxing form Date
RFP sent to N/A, on N/A N/A
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4025-13/14
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

Union Notification(s)

◆ **Local 21**

Dang, Leorah

From: Jackson, Shamica <SJackson@sfgwater.org>
Sent: Thursday, September 26, 2013 2:21 PM
To: DHR-PSCCoordinator, DHR
Cc: Domingo, Kofo; Yee, Susan; Degrafinried, Alaric; Combs, Simone; Kyger, Todd; Ordikhani, Masood; L21PSCReview@ifpte21.org; glouie@ifpte21.org; kcarter@ifpte21.org
Subject: CS-328- PSC No. 4025-13/14 - Title Change
Attachments: Initial-Regular_CS-328_Specialized Services for Factory Inspection and Surveillance_Dept40-Revised-09262013.pdf

Importance: High

Dear Leorah,

I hope all is well. The attached Personal Services Contract (PSC) form has been revised and the Civil Service Commission meeting postponed to November 18, 2013. A 30-day union notification was sent to Local 21 on Monday September 23, 2013. I am requesting on behalf of the San Francisco Public Utilities Commission to change the title of PSC No. 4025-13/14. The correct PSC form is attached. Please use the attached PSC with the title change reflected in the TYPE OF SERVICE.

CORRECT:

CS-328, Specialized Services for Factory Inspection and Surveillance


INCORRECT:

CS-328, As-Needed Services for Factory Inspection & Surveillance

I apologize for any inconvenience that this may have caused. Please contact me if you have any questions.

Best regards,
Shamica

Shamica L. Jackson
San Francisco Public Utilities Commission
Contract Administration Bureau
525 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102
voice: 415-554-0727
fax: 415-554-3225
email:sjackson@sfgwater.org

 Please consider the environment before printing this email



SFMTA
Municipal
Transportation
Agency

Erwin M. Lee, *Mayor*

Tom Nolan, *Chairman*

Malcolm H. Honicko, *President*

Joel Ramos, *Director*

Cheryl Beckman, *Deputy Mayor*

Jerry Lee, *San Francisco*


Cristina Rubke, *Director*


Edward D. Reiskin, *Director of Transportation*

MEMORANDUM

DATE: December 2, 2013

TO: Honorable Civil Service Commission

THROUGH: Donald E. Ellison 
Director of Human Resources

FROM: Clare Leung 
Recruitment Manager, Merit Section

SUBJECT: Annual Report on anticipated and actual numbers and classifications of "Promotive Only" examinations at the San Francisco Municipal Transportation Agency (SFMTA)

INTRODUCTION

City Charter Section 8A.104 governs the personnel and merit system at the San Francisco Municipal Transportation Agency (SFMTA). This report is submitted to provide the Commission with information in compliance with the following specific subsections of 8A.104:

CONCLUSION


No promotive only examinations were administered in the previous fiscal year. SFMTA is not planning to administer any promotive only examinations at this time. In order to recruit a well-qualified workforce for various classifications and provide equal employment opportunity to all applicants, SFMTA has been conducting entrance examinations, combined entrance and promotive examinations for various classifications.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure for Staff - Submission of
Written Reports for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Number: _____ - _____ -
2. For Civil Service Commission Meeting of: December 2, 2013
3. Check One: Ratification Agenda
 Consent Agenda X
 Regular Agenda
 Human Resources Director's Report
4. Subject: Future Employment Restrictions Report – FY12-13
5. Recommendation: Accept the Report
6. Report prepared by: Donna Kotake Telephone number: 415 557-4912
7. Notifications: Donna Kotake, Department of Human Resources, 1 South Van Ness, 4th Floor,
San Francisco, CA 94103
8. Reviewed and approved for Civil Service Commission Agenda:
 Human Resources Director: 
 Date: 11/13/13
9. Submit the original time-stamped copy of this form and person(s) to be notified
(see Item 7 above) along with the required copies of the report to:

**Executive Officer
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102**

10. Receipt-stamp this form in the ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

<u>CSC RECEIPT STAMP</u>

Attachment

City and County of San Francisco

Edwin M. Lee
Mayor



Department of Human Resources

Micki Callahan
Human Resources Director

Date: November 7, 2013
To: Honorable Civil Service Commission
Through: Micki Callahan, Human Resources Director *MC*
From: Donna Kotake, Deputy Director, Workforce Development
Subject: **Restrictions Register Report for FY1213 (July – June)**

Attached is the report on Future Employment Restrictions (excluding the Municipal Transportation Agency) for FY12-13. This report includes a list of all future employment restrictions imposed by departments, all future employment restrictions appealed and the status of the appeals.

In FY12-13, there were thirteen (13) future employment restrictions imposed and five (5) that were appealed. Of the future employment restrictions that were appealed, one (1) was heard by the CSC and upheld, one (1) was withdrawn by the appellant, one (1) is pending due to grievances, arbitrations or other legal matters not yet scheduled, one (1) is scheduled to be heard on November 18, 2013 and a staff report is being prepared for the remaining one (1) appeal.

Attachment A to this Memorandum outlines the details of the future employment restrictions for July 2012 through June of 2013.

Attachment A

FUTURE EMPLOYMENT RESTRICTIONS IMPOSED BUT NOT APPEALED

Dept	Date	Class	Title	Restriction
1 Recreation & Park Department	12/8/2012	3286	Recreation Coordinator	Department
2 Public Utilities Commission	12/21/2012	5241	Engineer	Citywide
3 Department of Public Health	1/5/2013	2586	Health Worker 2	Department
4 Department of Emergency Management	2/2/2013	932	Manager II	Citywide
5 Public Utilities Commission	3/2/2013	7343	Sr Stationary Eng, Wtr Trmt Plnt	Citywide
6 Department of Building Inspection	3/23/2013	6331	Building Inspector	Citywide
7 Administration	6/8/2013	2598	Asst Medical Examiner	Citywide
8 Public Utilities Commission	6/28/2013	7514	General Laborer	Citywide

FUTURE EMPLOYMENT RESTRICTIONS APPEALED

Dept	Date	Class	Title	Restriction	Status
1 Board of Supervisors	8/10/2012	1426	Senior Clerk Typist	Citywide	withdrawn by applicant
2 Adult Probation Department	11/27/2012	8444	Deputy Probation officer	Citywide	grievance pending
3 Police Department	12/19/2012	02	Police Officer	Citywide	4/5/13 CSC upheld restriction
4 Department of Public Health	1/24/2013	2320	Registered Nurse	Citywide	scheduled 11/18/13
5 Department of Public Health	6/29/2013	2430	Medical Evaluations Assistant	Citywide	waiting for staff report

Future Employment Restrictions from July 1, 2012 - June 30, 2013 = 13

ITEM #11

**PUBLIC COMMENT ON ALL MATTERS
PERTAINING TO ITEMS #12 THROUGH #16.**

PUBLIC VIEWING MATERIALS FOR ITEM #14

**Appeal by Frank Lee of the Human Resources
Director's Determination of Insufficient
Evidence to Sustain His Claim of Discrimination
Based on Race, Ethnicity and Retaliation.**

(File No. 0334-10-6)

REDACTED PURSUANT TO

**Personnel Exception (Gov. Code § 54957(b)(1),
Admin Code § 67.10(b); Peace Officer
Confidentiality Statutes**

(Penal Code §§ 832.5, 832.7, 832.8))

PUBLIC VIEWING MATERIALS FOR ITEM #15

**Appeal by Frank Lee of the Human Resources
Director's Determination of Insufficient
Evidence to Sustain His Claim of Discrimination
Based on Race and Retaliation.**

(File No. 0355-10-6)

REDACTED PURSUANT TO

**Personnel Exception (Gov. Code § 54957(b)(1),
Admin Code § 67.10(b); Peace Officer
Confidentiality Statutes**

(Penal Code §§ 832.5, 832.7, 832.8))

**Commissioners'
Announcements/
Request**

Adjournment