



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

Sent Via Electronic Mail

May 5, 2022

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: REVIEW OF PERSONAL SERVICES CONTRACT 41849 - 20/21 FROM THE DEPARTMENT OF PUBLIC HEALTH; EMERGENCY APPROVAL ON MAY 2, 2022, PURSUANT TO MAYOR'S 35TH SUPPLEMENTAL EMERGENCY PROCLAMATION - OMIT POSTING.

The above matter will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) in Room 400, City Hall, 1 Dr. Goodlett Place, San Francisco, California 94102 and through Cisco WebEx to be held on **May 16, 2022 at 2:00 p.m.**

This item will appear on the Regular 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.

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG
Executive Officer

Attachment

Cc: L21PSCReview@ifpte21.org
kschumacher@ifpte21.org
tmathews@ifpte21.org
wendywong26@yahoo.com
WendyWong26@yahoo.com
junko.laxamana@sfgov.org
jtanner940@aol.com
david.canham@seiu1021.org
xiumin.li@seiu1021.org
davidmkersten@gmail.com
ted.zarzecki@seiu1021.net
pscreview@seiu1021.org
pcamarillo_seiu@sbcglobal.net
Kbasconillo@sfgov.org
Ricardo.lopez@sfgov.org
Julie.Meyers@sfgov.org
Dhr-psccoomidator@sfgov.org
Suzanne.choi@sfgov.org
Christina.brusaca@sfgov.org
Taraneh.moayed@sfgov.org
Sailaja.kurella@sfgov.org
Lynn.khaw@sfgov.org
Robert.longhitano@sfdph.org
Elizabeth.krueger@sfdph.org
Baljeet.sangha@sfdph.org
Daisy.m.agualo@sfdph.org
Solomon.gebala@sfdph.org
Carol.s.taniguchi@sfdph.org
Kelly.hiramoto@sfdph.org
Commission File
Commissioners' Binder
Chron

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 (628) 652-1100. The fax number is (628) 652-1109. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civilservice/. 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 on the Civil Service Commission's website at www.sfgov.org/CivilService, and in its office located 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 will be available for public inspection at the Civil Service Commission's 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 (628) 652-1100 and confirmed in writing or by fax at (628) 652-1109.

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.

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/civilservice/.

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. Public Comment and Due Process

During general public comment, members of the public sometimes wish to address the Civil Service Commission regarding matters that may come before the Commission in its capacity as an adjudicative body. The Commission does not restrict this use of general public comment. To protect the due process rights of parties to its adjudicative proceedings, however, the Commission will not consider, in connection with any adjudicative proceeding, statements made during general public comment. If members of the public have information that they believe to be relevant to a matter that will come before the Commission in its adjudicative capacity, they may wish to address the Commission during the public comment portion of that adjudicative proceeding. The Commission will not consider public comment in connection with an adjudicative proceeding without providing the parties an opportunity to respond.

K. 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 (628) 652-1107 or (628) 652-1100 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 Victor Young, 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/>.



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: May 16, 2022
3. Check One:
Ratification Agenda _____
Consent Agenda _____
Regular Agenda X
Human Resources Directors Report _____
4. Subject: Review of Proposed Personal Services Contract Number 41849-20/21 from the Department of Public Health; Emergency Approval on May 2, 2022 Pursuant to Mayor's 35th Supplemental Emergency Proclamation - Omit Posting. - Action Item
5. Recommendation: Accept the report.
6. Report prepared by: Taraneh Moayed Telephone number: 415-554-6212
7. Notifications: **(Attach a list of the person(s) to be notified in the format described in IV. Commission Report Format -A).**
8. Reviewed and approved for Civil Service Commission Agenda:

Human Resources Director: _____

Date: _____
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**

PSC 41849 20/21 NOTIFICATION DISTRIBUTION LIST

Unions	pcamarillo_seiu@sbcglobal.net ; L21PSCReview@ifpte21.org ; pscreview@seiu1021.org ; ted.zarzecki@seiu1021.net ; davidmkersten@gmail.com ; xiumin.li@seiu1021.org ; david.canham@seiu1021.org ; jtanner940@aol.com ; WendyWong26@yahoo.com ; tmathews@ifpte21.org ; kschumacher@ifpte21.org ;
DHR	dhr-psccordinator@sfgov.org ; Suzanne.Choi@sfgov.org ; christina.brusaca@sfgov.org ;
BOS	junko.laxamana@sfgov.org ;
OCA	taraneh.moayed@sfgov.org ; sailaja.kurella@sfgov.org ; lynn.khaw@sfgov.org ;
DPH/CCC	robert.longhitano@sfdph.org ; elizabeth.krueger@sfdph.org ; baljeet.sangha@sfdph.org ; daisy.m.aguallo@sfdph.org ; solomon.gebala@sfdph.org ; carol.s.taniguchi@sfdph.org ; kelly.hiramoto@sfdph.org ;
Other	kbasconcillo@sfgov.org ; Ricardo.Lopez@sfmta.com ; Julie.Meyers@sfgov.org ;

From: [Eng, Sandra \(CSC\)](#)
To: [Moayed, Taraneh \(ADM\)](#)
Cc: [pcamarillo_seiu@sbcglobal.net](#); [L21PSCReview@ifpte21.org](#); [pscreview@seiu1021.org](#); [ted.zarzecki@seiu1021.net](#); [davidmkersten@gmail.com](#); [xiumin.li@seiu1021.org](#); [david.canham@seiu1021.org](#); [jtanner940@aol.com](#); [WendyWong26@yahoo.com](#); [tmathews@ifpte21.org](#); [kschumacher@ifpte21.org](#); [DHR-PSCCoordinator, DHR \(HRD\)](#); [Choi, Suzanne \(HRD\)](#); [Brusaca, Christina](#); [Laxamana, Junko \(BOS\)](#); [Kurella, Sailaja \(ADM\)](#); [Longhitano, Robert \(DPH\)](#); [Krueger, Elizabeth \(DPH\)](#); [Sangha, Baljeet \(DPH\)](#); [Aguallo, Daisy \(DPH\)](#); [Basconillo, Katherine \(PUC\)](#); [Lopez, Ricardo \(MTA\)](#); [Hiramoto, Kelly \(DPH\)](#); [Gebala, Solomon \(DPH\)](#); [Taniguchi, Carol \(DPH\)](#); [Khaw, Lynn \(ADM\)](#); [Meyers, Julie \(HSA\)](#); [Aldana, Elizabeth \(CSC\)](#); [Henriquez, Lizzette \(CSC\)](#); [Morganti, Luz \(CSC\)](#); [Holmes, Lavena \(CSC\)](#)
Subject: RE: Revised Request for CSC Pre-Approval for PSC 41849 20/21 ahead of May 16, 2022 Hearing Pursuant to Mayor's 35th Proclamation
Date: Tuesday, May 3, 2022 5:45:15 PM
Attachments: [image001.png](#)
[41849 - 2021 PSC Package Amend 1 \(004\).pdf](#)

Hi Taraneh,

Thank you for submitting the completed documents for my review.

PSC 41849-20/21 in the modified amount of \$1,500,000 with the duration ending on April 30, 2023 is approved. Please be prepared to present this PSC to the Civil Service Commission at the meeting of May 16, 2022 for transparency, public comment, and to answer any questions from the full Commission. If you receive any responses from the union, please email copies of their responses to our office in advance of the May 16th meeting. From the email addresses provided by you, Commission staff will notify the departments and the unions of the upcoming item to be on the agenda for the meeting of May 16, 2022. Notification of the meeting will be emailed on Thursday, May 5, 2022. Please inform us who will need to be invited to the WebEx meeting to make the presentation to the Commission and be sure to include this emailed approval with your material in pdf format.

Please let me know if you have additional questions.

Sincerely,

Sandra Eng

*Sandra Eng
Executive Director
Civil Service Commission
City and County of San Francisco
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102*

Main (628) 652-1100 (Effective 12/1/20)

From: Moayed, Taraneh (ADM) <taraneh.moayed@sfgov.org>
Sent: Tuesday, May 03, 2022 8:39 AM

To: Eng, Sandra (CSC) <sandra.eng@sfgov.org>
Cc: pcamarillo_seiu@sbcglobal.net; L21PSCReview@ifpte21.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; david.canham@seiu1021.org; jtanner940@aol.com; WendyWong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Choi, Suzanne (HRD) <Suzanne.Choi@sfgov.org>; Brusaca, Christina <christina.brusaca@sfgov.org>; Laxamana, Junko (BOS) <junko.laxamana@sfgov.org>; Kurella, Sailaja (ADM) <sailaja.kurella@sfgov.org>; Longhitano, Robert (DPH) <robert.longhitano@sfdph.org>; Krueger, Elizabeth (DPH) <elizabeth.krueger@sfdph.org>; Sangha, Baljeet (DPH) <baljeet.sangha@sfdph.org>; Aguallo, Daisy (DPH) <daisy.m.aguallo@sfdph.org>; Basconcillo, Katherine (PUC) <kbasconcillo@sfgov.org>; Lopez, Ricardo (MTA) <Ricardo.Lopez@sfmta.com>; Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; Gebala, Solomon (DPH) <solomon.gebala@sfdph.org>; Taniguchi, Carol (DPH) <carol.s.taniguchi@sfdph.org>; Khaw, Lynn (ADM) <lynn.khaw@sfgov.org>; Meyers, Julie (HSA) <Julie.Meyers@sfgov.org>
Subject: Revised Request for CSC Pre-Approval for PSC 41849 20/21 ahead of May 16, 2022 Hearing Pursuant to Mayor's 35th Proclamation

Good morning Director Eng-

Regarding the request below, please see revised PSC Package with an updated recommendation to accept the report.

Regards,

Taraneh Moayed
City and County of San Francisco
Office of Contract Administration
Tel: 415-554-6212 | Cell: 917-882-8983
Email: Taraneh.Moayed@sfgov.org

Confidentiality Notice: This e-mail message, including any attachments, is for the sole use of intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.



Need more information? Visit us at <https://sfgov.org/oca/>

From: Moayed, Taraneh (ADM) <>
Sent: Monday, May 2, 2022 5:38 PM
To: Eng, Sandra (CSC) <sandra.eng@sfgov.org>
Cc: pcamarillo_seiu@sbcglobal.net; L21PSCReview@ifpte21.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; david.canham@seiu1021.org; jtanner940@aol.com; WendyWong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Choi, Suzanne (HRD) <suzanne.choi@sfgov.org>; Brusaca, Christina

<christina.brusaca@sfgov.org>; Laxamana, Junko (BOS) <junko.laxamana@sfgov.org>; Moayed, Taraneh (ADM) <Taraneh.Moayed@sfgov.org>; Kurella, Sailaja (ADM) <sailaja.kurella@sfgov.org>; Longhitano, Robert (DPH) <robert.longhitano@sfdph.org>; Krueger, Elizabeth (DPH) <elizabeth.krueger@sfdph.org>; Sangha, Baljeet (DPH) <baljeet.sangha@sfdph.org>; Aguallo, Daisy (DPH) <daisy.m.aguallo@sfdph.org>; Basconcillo, Katherine (PUC) <kbasconcillo@sfwater.org>; Lopez, Ricardo (MTA) <Ricardo.Lopez@sfmta.com>; Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; Gebala, Solomon (DPH) <solomon.gebala@sfdph.org>; Taniguchi, Carol (DPH) <carol.s.taniguchi@sfdph.org>; Khaw, Lynn (ADM) <lynn.khaw@sfgov.org>; Julie.Meyers@sfgov.org

Subject: Request for CSC Pre-Approval for PSC 41849 20/21 ahead of May 16, 2022 Hearing Pursuant to Mayor's 35th Proclamation

Dear Director Eng,

Enclosed, please find a request for emergency review and approval for PSC 41849-20/21 which pertains to the storage and distribution of the City's COVID-response inventory to City departments for the duration of the COVID pandemic. PSC 41849-20/21 was initially approved in the amount of \$1,000,000 with the duration ending on April 30, 2023. We are now requesting to increase the PSC by \$500,000 with no change to the contract end date.

The purpose of this increase is to ensure delivery of COVID tests to approximately 90,000 vulnerable primary care patients of the Department of Public Health (DPH) most significantly impacted by the COVID pandemic. DPH must distribute these tests to these patients immediately in preparation for the current surge in COVID cases. If these patients do not receive these tests immediately, they cannot conduct at home tests as soon as symptoms arise. Their inability to test at home will lead to more COVID cases and cause an overrun at DPH's testing sites as was the case with the last surge.

On April 27, 2022, the Office of Contract Administration (OCA) reached out to City's Department of Reprographics to determine if it can perform these services in the timeline required. Given the high volume and very short timeline, they informed OCA that they cannot.

Based on the urgency of this request, OCA and DPH respectfully request that CSC approve this contract increase and allow a formal hearing to take place at the next regularly scheduled CSC hearing.

The attached packet includes:

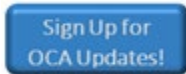
- Form 22
- Cover letter
- Union Notification Email
- Amended PSC Form 1

Regards,

Taraneh Moayed

City and County of San Francisco
Office of Contract Administration
Tel: 415-554-6212 | Cell: 917-882-8983
Email: Taraneh.Moayed@sfgov.org

Confidentiality Notice: This e-mail message, including any attachments, is for the sole use of intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.



Need more information? Visit us at <https://sfgov.org/oca/>



Date: May 2, 2022
To: Sandra Eng, Executive Director, Civil Service Commission
From: Sailaja Kurella, Acting Director and Purchaser, Office of Contract Administration
Subject: Emergency Approval for Amending PSC 41849-20/21

Dear Director Eng,

Enclosed, please find a request for emergency review and approval for PSC 41849-20/21 which pertains to the distribution of the City's COVID-response inventory to City departments for the duration of the COVID pandemic. Based on the reasons set forth below, OCA and DPH respectfully request that CSC approve this request now and allow a formal hearing to take place at the next regularly scheduled CSC hearing.

Background

In March 2020, OCA commenced to procure bulk Personal Protective Equipment (PPE) and other scarce resources on behalf of 60+ City departments, including DPH. This inventory was procured under the City's February 25, 2020 COVID-19 Declared COVID Emergency and was used by City to respond to the pandemic. Since then, over 90 million pieces of PPE has been procured by OCA.

For nearly two years, the COVID-response inventory was stored at Moscone Center where Disaster Service Workers (DSWs) managed it and distributed it citywide as part of the COVID Command Center (CCC) and Department of Public Health (DPH) to respond to the pandemic. Despite efforts by City's Department of Real Estate to secure warehousing space, City was not able to find the adequate space required to manage its inventory. Consequently, on March 12, 2021, OCA issued an emergency solicitation to 3rd Party Warehousing and Logistics ("3PL") providers in the Bay Area. On or about April 8, 2021, CCC and DPH selected Pacful Inc., the lowest responsive bidder. Subsequently, PSC 41849-20/21 in the amount of \$1,000,000 was approved with the duration ending on April 30, 2023 allowing Pacful to store and distribute City's and DPH's COVID inventory citywide for a period of two years.

Basis for Expedited Request to Increase PSC Amount

On April 27, 2022, DPH informed OCA that it must distribute COVID test kits from DPH's COVID inventory to approximately 90,000 vulnerable primary care patients who are most significantly impacted by the COVID pandemic. DPH must distribute these tests to these patients immediately in preparation for the current surge in COVID cases. If these patients do not receive these tests immediately, they cannot conduct at home tests as soon as symptoms arise. Their inability to test at home will lead to more COVID cases and cause an overrun at DPH's testing sites as was the case with the last surge.

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



Office of the City Administrator
Carmen Chu, City Administrator
Sailaja Kurella, Director
Office of Contract Administration/Purchasing

The estimated cost for this service is \$500,000. Although these services fall within the Scope of Work of City's contract with Pacful, the amount of funding required to perform them requires us to add additional funds to the contract.

On April 27, 2022, OCA reached out to City's Department of Reprographics to determine if it can perform these services in the timeline required. Given the high volume, they informed OCA that they cannot.

Based on the foregoing reasons, OCA and DPH respectfully request that CSC approve this contract and allow a formal hearing to take place at the next regularly scheduled CSC hearing.

A copy of the amended PSC Form 1 along with the notification email to the union is attached.

From: dhr-psccordinator@sfgov.org on behalf of lynn.khaw@sfgov.org
To: [PSC RECEIPT of Modification notification sent to Unions and DHR](mailto:Khaw, Lynn (ADM); sarah.wilson@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Frigault, Noah (HRC); Meyers, Julie (HSA); thomas.vitale@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; Laxamana, Junko (BOS); amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Hiramoto, Kelly (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 41849 - 20/21 - MODIFICATIONS
Date: Monday, May 2, 2022 2:01:50 PM</p><hr/></div><div data-bbox=)

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$500,000 for services for the period May 2, 2022

–
April 30, 2023. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/18404>

Email sent to the following addresses: L21PSCReview@ifpte21.org
pkim@ifpte21.org
eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org
tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com
ecassidy@ifpte21.com amakayan@ifpte21.org junko.laxamana@sfgov.org
jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org
xiumin.li@seiu1021.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net
pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org
pcamarillo_seiu@sbcglobal.net Kbasconcillo@sfgwater.org
Ricardo.lopez@sfgov.org
thomas.vitale@seiu1021.org Julie.Meyers@sfgov.org noah.frigault@sfgov.org
leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me sarah.wilson@seiu1021.org

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType of Request: Initial Modification of an existing PSC (PSC # 41849 - 20/21)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: 3rd Party Warehousing and Logistics ServicesFunding Source: Operating Funds, FEMAPSC Original Approved Amount: \$1,000,000PSC Original Approved Duration: 05/01/21 - 04/30/23 (1 year 52 weeks)PSC Mod#1 Amount: \$500,000PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$1,500,000PSC Cumulative Duration Proposed: 1 year 52 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

In March 2020, OCA commenced to procure bulk Personal Protective Equipment (PPE) and other scarce resources on behalf of 60+ City departments, including DPH. This inventory was procured under the City's February 25, 2020 COVID-19 Declared COVID Emergency and was used by City to respond to the pandemic. Since then, over 90 million pieces of PPE has been procured by OCA.

Until now, the COVID-response inventory has been stored at Moscone Center where Disaster Service Workers (DSWs) manage it and distribute it citywide as part of the COVID Command Center (CCC) and Department of Public Health (DPH) to respond to the pandemic. However, beginning July 1, 2021, CCC and DPH must vacate Moscone Center.

Despite efforts by City's Department of Real Estate to secure warehousing space, City was not able to find the adequate space required to manage its inventory. Consequently, on March 12, 2021, the City's Office of Contract Administration (OCA) issued an emergency solicitation to 3rd Party Warehousing and Logistics ("3PL") providers in the Bay Area. On or about April 8, 2020, CCC and DPH selected Pacful Inc., the lowest responsive bidder. The proposed contract (Contract ID 1000021358) will be for a period of 1 year, with an option to renew for one additional year.

The purpose of this is contract is to secure warehousing and logistical services for managing CCC's and DPH's COVID response inventory for the duration of the pandemic. These storage and delivery services are critical to CCC and DPH being able to continue their response to the pandemic. Additionally, the contract will allow City to remove its remaining COVID-response inventory out of Moscone Center, something it must begin to plan and execute immediately to meet a June 30, 2021

deadline.

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

The purpose of this contract is to secure warehousing and logistical services for managing CCC's and DPH's COVID-response inventory for the duration of the pandemic. These storage and delivery services are critical to CCC and DPH being able to continue their response to the pandemic. If this contract is not approved, City will not be able to relocate and manage its COVID inventory by June 30, 2020 as it is required to do.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

No

D. Will the contract(s) be renewed?

The proposed contract (Contract ID 1000021358) will be for a period of 1 year, with an option to renew for one additional year should City continue requiring such services to manage its COVID-response inventory.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

2. Reason(s) for the Request

A. Display all that apply

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

Despite efforts by City's Department of Real Estate to secure warehousing space, City was not able to find the adequate space required to manage its inventory. Consequently, on March 12, 2021, OCA issued an emergency solicitation to 3rd Party Warehousing and Logistics providers in the Bay Area. On or about April 8, 2020, CCC and DPH selected Pacful Inc., the lowest responsive bidder to warehouse City's COVID-response inventory and distribute it to City over the next 1-2 years until such inventory has been fully depleted or no longer needed.

B. Reason for the request for modification:

The amount needs to be increased immediately to have the contractor ship COVID tests to 90,000 primary care patients and get ahead of the pending surge in cases.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The provider must have significant experience warehousing and tracking inventory in accordance with accounting guidelines using PeopleSoft and other sophisticated Asset Management Systems, managing end-to-end distribution of supplies; and ability to deliver City's inventory City within 24 hours of order.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1922, Senior Inventory Clerk; 1932, Assistant Storekeeper; 1934, Storekeeper; 1936, Senior Storekeeper; 1938, Stores & Equip Asst Sprv; 1944, Materials Coordinator;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, as the City was not able to find the adequate space, the Contractor will manage and warehouse the City's COVID-response inventory and distribute it to City over the next 1-2 years until such inventory has been fully depleted or no longer needed.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
Since the services require that an entity possess a large warehouse coupled with a robust logistics infrastructure, it would not be practical or feasible for the City to take on work which would require the City to procure the needed space and all the equipment required to manage and distribute the inventory stored by the contractor.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, since the need is relatively short-term.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
There will be no direct training of civil service employees.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
3PL

7. **Union Notification:** On 05/02/22, the Department notified the following employee organizations of this PSC/RFP request:

SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, SFAPP; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Lynn Khaw Phone: 4155546296 Email: lynn.khaw@sfgov.org

Address: 1380 Howard Street, Room 421b, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41849 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action: