



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

Sent Via Electronic Mail

May 27, 2021

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: PERSONAL SERVICES CONTRACT NUMBER 46622-20/21 – OMIT POSTING.

The above matter will be considered by the Civil Service Commission at a virtual meeting (Cisco WebEx) to be held on **June 7, 2021 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

Attachments

Cc: Sailaja Kurella, Office of Contract Administration
Taraneh Moayed, Office of Contract Administration
Christina Brusaca, Department of Human Resources
Suzanne Choi, Department of Human Resources
Katherine Basconcillo, Public Utilities Commission
Junko Laxamana, Board of Supervisors
Ricardo Lopez, Municipal Transportation Agency
Julie Meyers, Human Services Agency
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: June 7th, 2021
3. Check One:
Ratification Agenda _____
Consent Agenda _____
Regular Agenda X
Human Resources Directors Report _____
4. Subject: Review of Request for Approval of Proposed Personal Services Contract Number
46622-20/21 – Omit Posting
5. Recommendation: Adopt the report; the request for proposed Personal Services Contracts; notify
the Office of the Controller and the Office of Contract Administration.
6. Report prepared by: William Lee Telephone number: 415-558-3866
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 46622-20/21 NOTIFICATION DISTRIBUTION LIST

Unions	FILL IN BASED ON WHO IS LISTED ON THE EMAIL NOTIFICATION FROM THE PSC SYSTEM
DHR	dh-psscordinator@sfgov.org ; Suzanne.Choi@sfgov.org ; christina.brusaca@sfgov.org ;
BOS	junko.laxamana@sfgov.org ;
OCA	taraneh.moayed@sfgov.org ; sailaja.kurella@sfgov.org ;
Other	kbasconcillo@sfgov.org ; Ricardo.Lopez@sfmta.com ; Julie.Meyers@sfgov.org ;

From: [Eng, Sandra \(CSC\)](#)
To: [Chen, Thomas \(DEM\)](#); [Lee, William \(DEM\)](#)
Cc: [DHR-PSCCoordinator, DHR \(HRD\)](#); [Choi, Suzanne \(HRD\)](#); [Adams, Dan \(MYR-DEM\)](#); [Aldana, Elizabeth \(CSC\)](#); [Henriquez, Lizzette \(CSC\)](#); [Morganti, Luz \(CSC\)](#); [Bushman, Jennifer \(CSC\)](#)
Bcc: [Eng, Sandra \(CSC\)](#)
Subject: Re: Emergency SIP Housing Acquisition Contract
Date: Thursday, May 13, 2021 3:55:51 PM

Good Afternoon Thomas,

Will you please include the union notification email with your pdf packet? Will included the notification in his email to me dated, May 11, 2021.

Thank you for submitting the completed documents for my review.

PSC 46633-20/21 in the amount of \$977,290 with the duration ending on January 31, 2022 is approved. Please be prepared to present this PSC to the Civil Service Commission at the meeting of June 7, 2021 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 June 7th 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 June 7, 2021. Notification of the Meeting will be sent out on Thursday, May 27th.

Also, please inform us who will need to be invited to the WebEx meeting to make the presentation to the Commission.

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
Direct (628) 652-1110
Main (628) 652-1100*

From: Chen, Thomas (DEM) <Thomas.Chen@sfgov.org>
Sent: Thursday, May 13, 2021 3:00 PM



London N. Breed
Mayor

Sailaja Kurella
Acting Director and Purchaser

Date: May 6, 2021
To: Sandra Eng, Executive Director, Civil Service Commission
From: Daniel Adams, Senior Advisor for Housing Initiatives, Mayor's Office
Subject: Emergency Approval for PSCs 46622-20/21

Ms. Sandra Eng-

Enclosed, please find a request for emergency approval for PSC 46622-20/21 which pertains to the COVID-19 response efforts of the Mayor's Office (MO) in coordination with the Department of Emergency Management (DEM) and the City Administrator's Office through its Real Estate Division (RED) to acquire properties to serve as permanent rehousing options for residents of Shelter In Place (SIP) hotels. Acquiring properties to house current SIP residents is a critical component of the SIP Rehousing Plan, and for some residents, successful rehousing could mean the difference between life and death.

Background

In response to the COVID 19 pandemic, the City of San Francisco engaged in one of the largest housing efforts in its history through the leasing of hotels and residential buildings to provide temporary shelter to over 2,600 members of the City's unhoused population. With federal funding supporting the temporary placements slated to terminate at the end of this federal fiscal year, the Mayor's Office in coordination with DEM and RED, and with the support of the Office of the Controller, HSH, and HSA, are engaged in a coordinated effort to transition current SIP residents to permanent housing opportunities on an expedited timeline. A primary component of this SIP Rehousing Program is the emergency acquisition of both existing SIP hotels as well as non-SIP properties to provide permanent housing options for SIP residents and to the City's broader homeless population.

Acquisition Services

Outside of a COVID-19 emergency framework, the acquisition of properties for use as permanent supportive housing is generally conducted through the selection of non-profit housing providers (NPHP) who coordinate all acquisition activities including standard due diligence such as feasibility analysis, financial modeling, and site/building assessment. This selection process typically takes upwards of 6 months, given requirements for posting, submission, review, interviews, and final selection. The emergency nature of this effort, its scale, and the expedited timeline under which it must be completed, does not allow for a traditional acquisition model to be pursued. Instead, the City will be negotiating directly with building owners, and taking direct possession of properties, while simultaneously identifying and selecting NPHPs to serve as operators and service providers. Thus, all acquisition activities such as site review, feasibility analysis, and financial modeling, including the identification of potential state and



London N. Breed
Mayor

Sailaja Kurella
Acting Director and Purchaser

federal leveraging sources, must be coordinated directly by the City.

Acquisition activities include:

- conducting initial feasibility assessment
- coordination of third-party consultants
- evaluation of program requirements relative to available local, state and federal capital and operating subsidy sources
- assessment of subsidy leveraging capacity by site and potential to offset City funding requirements

Contract

To ensure the City's ability to meet federal funding deadlines through the successful transition of temporary SIP residents to permanent supportive housing, it is essential to enter into a short term (8 month) contract with a technical assistance provider to assist with coordination of acquisition efforts that more typically would be supplied by a NPHP.

The Housing Accelerator Fund (HAF) is a non-profit Community Development Financial Institution (CDFI) that provides technical assistance, due diligence support, and lending to community-based organizations and public sector clients to address affordable housing needs. The HAF is uniquely positioned to offer assistance to the SIP Rehousing acquisitions work given: 1) its deep experience working with the City as a financial intermediary and technical assistance provider to NPHPs participating in MOHCD's Small Sites Program; 2) its knowledge of and experience working with a host of affordable housing subsidy sources, including local funds, state sources such as Project Homekey, and federal resources, such as LIHTC and HOME; and 3) its ability to bring a developer's perspective to building assessment and acquisition due diligence, without the need to procure, select and engage an NPHP in the immediate term.

The budget for this work is \$977,290 which assumes 12 weeks of Feasibility Analysis and Technical Assistance in the acquisition of 12 properties. The budget detail is as follows:



London N. Breed
Mayor

Sailaja Kurella
Acting Director and Purchaser

Phase I - All site feasibility review/analysis	Staffing	\$ 121,440
	Reimbursables	\$ 2,000
	Site reports	\$ 22,250
	Preliminary Physical Needs Assessments	\$ 45,000
	<i>Phase I Subtotal:</i>	<i>\$ 190,690</i>
Phase II - Closing Due Diligence and Financial Modeling (Per Property Estimates)	Staffing	\$ 20,000
	Due Diligence	\$ 30,550
	Project Management	\$ 15,000
	Total (per property)	\$ 65,550
	<i>Phase II Subtotal (12 acquisitions)</i>	<i>\$ 786,600</i>
Not-to-Exceed Contract Total		\$ 977,290

The Contracting Authority is the Department of Emergency Management.

Lack of Adequate City Staffing to Conduct Certain Acquisition Activities

The above described emergency acquisition efforts will rely heavily on City staff including negotiating acquisitions through RED, appraisals, title reports, and legal assistance from the City Attorney’s Office, programmatic and budget support from HSH, technical expertise from MOHCD, ultimate site selection from City leadership, and other specialized skill sets from other departments to further the acquisitions of these properties.

However, there are not City staff with the specific and specialized knowledge necessary to coordinate certain aspects of the acquisition of this building type, specifically as it applies to those due diligence activities listed above and including the identification and leveraging of financial resources specific to hotel conversion and affordable housing development. Without those ancillary skills to support the acquisitions, which would typically be provided by the NPHP, we will not meet our federal funding deadline. The Emergency nature of this work requires the flexibility to enter into a short term 8-month contract for specific acquisition technical assistance.

Summary

To ensure that the emergency COVID-19 SIP Rehousing effort is able to acquire properties in time to meet a federal funding deadline, I respectfully request the Civil Service Commission grant emergency approval for PSC 46622-20/21 at this time. Thank you in advance for your attention to this urgent matter.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD Dept. Code: ECD

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Professional Services

Funding Source: Prop C and the Health and Recovery Bond PSC Duration: 37 weeks 1 hour
PSC Amount: \$977,290 PSC Est. Start Date: 05/17/2021 PSC Est. End Date: 01/31/2022

1. Description of Work

A. Scope of Work:

To ensure the City's ability to meet federal funding deadlines through the successful transition of temporary SIP residents to permanent supportive housing, it is essential to enter into an emergency contract with a technical assistance provider to assist with coordination of acquisition efforts.

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

In response to the COVID 19 pandemic, the City of San Francisco engaged in one of the largest housing efforts in its history through the leasing of hotels and residential buildings to provide temporary shelter to over 2,600 members of the City's unhoused population. With federal funding supporting the temporary placements slated to terminate at the end of this federal fiscal year, the Mayor's Office in coordination with DEM and RED, and with the support of the Office of the Controller, HSH, and HSA, are engaged in a coordinated effort to transition current SIP residents to permanent housing opportunities on an expedited timeline. A primary component of this SIP Rehousing Program is the emergency acquisition of both existing SIP hotels as well as non-SIP properties to provide permanent housing options for SIP residents and to the City's broader homeless population.

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.
There is no prior contract in place for these services.

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

2. Union Notification: On 05/07/2021, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46622 - 20/21

DHR Analysis/Recommendation:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The acquisition of properties for use as permanent supportive housing is generally conducted through the selection of non-profit housing providers (NPHP) who coordinate all acquisition activities including standard due diligence such as feasibility analysis, financial modeling, and site/building assessment.

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

According to MOHCD, certain specialized staff under the 9775 category at MOHCD do conduct site/building analysis. Please note that the Director of Construction Services at MOHCD with whom I spoke emphasized that they have no capacity to take on any component of this scope of work given their current pipeline of projects

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:

Not feasible given the emergency and short-term need of these services.

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

No, given these services are tied to the City's emergency COVID-19 response.

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

YES NO

- | | | |
|---|--------------------------|-------------------------------------|
| 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?
No training is required as part of the scope of work. | <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 _____ BY:

Name: William Lee Phone: 415-558-3866 Email: william.lee@sfgov.org

Address: 1011 Turk Street San Francisco, CA

Chen, Thomas (DEM)

From: DHR-PSCCoordinator, DHR (HRD) on behalf of Lee, William (DEM)
Sent: Friday, May 7, 2021 6:26 PM
To: Lee, William (DEM); cmoyer@nccrc.org; Frigault, Noah (HRC); sfdpoa@icloud.com; Mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; Laxamana, Junko (BOS); jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; tony@sfpoa.org; tracym@sfpoa.org; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Meyers, Julie (HSA); seichenberger@local39.org; camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmllocal300.org; Ramon Hernandez; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Lee, William (DEM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 46622 - 20/21

RECEIPT for Union Notification for PSC 46622 - 20/21 more than \$100k

The DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD has submitted a request for a Personal Services Contract (PSC) 46622 - 20/21 for \$977,290 for Initial Request services for the period 05/17/2021 – 01/31/2022. Notification of 30 days (60 days for SEIU) is required.

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

<https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F16434&data=04%7C01%7Cwilliam.lee%40sfgov.org%7C2778164208534554f5dc08d911c06561%7C22d5c2cfce3e443d9a7fdfcc0231f73f%7C0%7C0%7C637560340372027970%7CUnknown%7CTWFpbGZsb3d8eyJWljoimc4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikk1haWwiLCJXVCi6Mn0%3D%7C1000&data=CQ98a8KfGL4eznzuPggPKc%2BKmSljXbTU00xR3ljv56Y%3D&reserved=0> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended