



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

SCOTT R. HELDFOND
PRESIDENT

May 23, 2014

E. DENNIS NORMANDY
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION MEETING

DOUGLAS S. CHAN
COMMISSIONER

**SUBJECT: HUMAN SERVICES AGENCY'S ANNUAL REPORT ON
CONTRACTS AWARDED UNDER PERSONAL SERVICES
CONTRACTS WITH CONTINUING APPROVAL.**

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

The above matter will be considered by the Civil Service Commission at a meeting to be held on **June 2, 2014** at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

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

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

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.

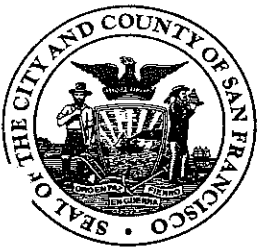
CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON
Executive Officer

Attachment

Cc: David Curto, Human Services Agency

THIS DOCUMENT SUPPORTS
CALENDAR ITEM 10



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 2, 2014
3. Check One:
Ratification Agenda
 Consent Agenda
Regular Agenda
Human Resources Director's Report
4. Subject:
2000-08/09 - Adoption Services
2001-08/09 - Foster Care Services
2004-08/09 - Supportive Housing & Services for Homeless & Low-Income...
2006-08/09 - Support Services for the HSA
2007-08/09 - In-Homecare Supportive Services & Health Plan
2008-08/09 - Emergency Shelter Services for Homeless...
2009-08/09 - Resource Center Drop-In Services for Homeless...
5. Recommendation: CSC Approval Required
6. Report prepared by: David Curto Telephone number: (415) 557-5581
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: Micki Callahan 

Date: May 23, 2014

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.

Attachment

CSC-22 (11/97)

<u>CSC RECEIPT STAMP</u>

**Posting for June 2, 2014
Proposed Personal Services Contract - Continual**

PSC No	Dept Description	Per Term	Per Annual	Description of Work	PSC Estimated	
					Start Date	End Date
2000-08/09	HUMAN SERVICES	\$7,500,000	\$1,500,000.00	Recruiting appropriate families throughout the Bay Area and other counties, providing orientations, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	7/1/2009	Continual
2001-08/09	HUMAN SERVICES	\$65,000,000	\$13,000,000.00	Services include recruitment and support to prospective and existing foster and kinship parents. These services provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities. Services provided to children in foster care; include therapeutic services, tutoring, and independent living skills, mental and general health services.	7/1/2009	Continual
2004-08/09	HUMAN SERVICES	\$230,000,000	\$46,000,000.00	To provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing. Clients include recipients of Social Security Administration, Supplemental Security Income, Personal Assisted Employment Services, CalWorks and/or low-incomes.	7/1/2009	Continual
2006-08/09	HUMAN SERVICES	\$25,415,000	\$4,420,000.00	Support services to the Agency include but not are limited to the following: legal process service, courier service, fiscal intermediary (employer agent/payroll services for welfare to work clients), credit checks, equipment maintenance and repairs, files and records management (i.e. recycling, shredding, destruction, removal), translation, consultants for grant writing, Security Services, planning and evaluation.	7/1/2009	Continual
2007-08/09	HUMAN SERVICES	\$327,750,000	\$57,000,000.00	Serves as the employer of record for the In-Home Supportive Services Program (IHSS), an entitlement program of the federal and state government. Provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode IHSS as mandated.	7/1/2009	Continual
2008-08/09	HUMAN SERVICES	\$75,750,000	\$15,150,000.00	Provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, voluntary case management, substance abuse, mental health group sessions, shelter reservations, employment services, housing access and health activities.	7/1/2009	Continual
2009-08/09	HUMAN SERVICES	\$14,950,000	\$2,600,000.00	To provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	7/1/2009	Continual
Total Amount: \$746,365,000				\$139,670,000.00		

David Curto
Human Services
1650 Mission Street, Ste. #300
San Francisco, CA 94103
(415) 557-5581

Table of Contents
PSC Submissions

Regular PSCs	Department	Page
2000-08/09	Human Services	1
2001-08/09	Human Services	25
2004-08/09	Human Services	47
2006-08/09	Human Services	72
2007-08/09	Human Services	87
2008-08/09	Human Services	109
2009-08/09	Human Services	129

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS Dept. Code: DSS

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

Type of Approval: Expedited Continued (Omit Posting)

Type of Service: Adoptions Services

Funding Source: Federal, State and County PSC Duration: annual memo required

PSC Amount: \$7,500,000 / term PSC Est. Start Date: 07/01/2009 PSC Est. End Date: Continued

\$1,500,000/annual m

1. Description of Work

A. Scope of Work:

Recruiting appropriate families throughout the Bay Area and other counties, providing orientations, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.

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

Adoption services are essential for improving the number of quality placements for adoptive children. If this request is denied, fewer foster children would be adopted

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.
PSC 2017-04/05

D. Will the contract(s) be renewed? Yes, subject to funding.

2. Union Notification: On ~~none~~ ^{12/10/2008 m}, the Department notified the following employee organizations of this PSC/RFP request: ~~no unions notified~~ Local 1021, Local 21 m

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2000 08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/02/2014

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise:
Established organizations that have demonstrated their effectiveness in providing services to foster parents, foster and emancipated youth, and to families interested in adopting children in the County's foster care system. Organizations must be culturally competent and able to work with families who are proficient in languages other than English.
- B. Which, if any, civil service class(es) normally perform(s) this work?
2910,2912,2914,2940,2944,2904,
- 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 Civil Service Classes listed in 3B do perform some of this work in conjunction with the services outsourced to Community-based organizations. The Community-based organizations are best suited to recruit and train foster and adoptive parents and can outreach to all counties and other states
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, because several civil service classes already exist that perform portions of these services

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? Human Services Commission	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Multiple contractors under PSC	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

ON 12/10/08 BY: DC

Name: David Curto Phone: 415-557-5581 Email: david.curto@sfgov.org

Address: 1650 Mission Street Suite 300 San Francisco, CA

City and County of San Francisco



Edwin M. Lee, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

Date: May 21, 2014

To: Civil Service Commission

From: David Curto, PSC Coordinator
Human Services Agency (Dept. 45)

RE: Annual Report of Continuing PSCs

Per the policy established by the Commission, please accept this report of our annual activity under Continuing PSC approval #2000-08/09 for Fiscal Year 13-14. This Continuing PSC contains contracts related to adoption services and permanency for children engaged in San Francisco's Child Welfare System.

These contracts are provided under the authority of Division 2, Part 1, sections 100-110 of the California Welfare and Institutions code and policies adopted by the State Department of Social Services and the Human Services Commission of San Francisco.

As always we will be happy to provide any additional information or answer any questions the Commission may have.

Thank you

Note:

To view the California Welfare & Institutions code and policies please go to <http://leginfo.legislature.ca.gov>
(document too large to attach)

Contractor	Program Description	PSC #	Budget Name	Term Start	Term End	Annual Budget Amount
DNA DIAGNOSTIC CENTER	Genetic Testing	2000-08/09	Genetic Testing	7/1/2013	6/30/2014	\$6,250
EDGEWOOD CENTER FOR CHILDREN AND FAMILIES	THP Plus	2000-08/09	13/14 THP+ Main Budget	7/1/2013	6/30/2014	\$237,120
EDGEWOOD CENTER FOR CHILDREN AND FAMILIES	THP Plus	2000-08/09	13/14 CODB BUDGET (operating only)	7/1/2013	6/30/2014	\$245,490
LARKIN STREET YOUTH CENTER	THP Plus - Holloway	2000-08/09	FY 13/14 THP Plus CODB Budget (operating only)	7/1/2013	6/30/2014	\$3,731
LARKIN STREET YOUTH CENTER	THP Plus - Holloway	2000-08/09	THP Plus Main Budget	7/1/2013	6/30/2014	\$243,840
LARKIN STREET YOUTH CENTER	THP Plus - Lease	2000-08/09	THP Plus Main Budget	7/1/2013	6/30/2014	\$762,000
LARKIN STREET YOUTH CENTER	THP Plus - Lease	2000-08/09	FY 13/14 THP+ CODB Budget (operating budget)	7/1/2013	6/30/2014	\$11,659
SALVATION ARMY	THP Plus	2000-08/09	THP Plus Main Budget	7/1/2013	6/30/2014	\$609,600
THE FIRST PLACE FUND FOR YOUTH	THP Plus	2000-08/09	THP Plus Main Budget	7/1/2013	6/30/2014	\$541,920

Total \$2,661,610

Receipt of Union Notification(s)

◆ **Local 1021**

◆ **Local 21**

***** -COMM. JOURNAL- ***** DATE DEC-10-2008 ***** TIME 10:39 *****

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-D H S, O.C.M

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City and County of San Francisco



Gavin Newsom, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

FAX

To: LOCAL 1021 From: LARRY CHATMON
 Fax: (415) 431-6241 Fax: (415) 557-5878
 Phone: Phone: (415) 557-5330
 Pages: 23 Date: 12-10-08
 Re: PSC Summaries

Urgent For Review Please Comment Please Reply

COMMENTS:

Attached are eleven (11) PSC Summaries that are to be scheduled for the January 5, 2009 Civil Service Commission for your review.

Larry Chatmon
557-5330

MODE = MEMORY TRANSMISSION

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City and County of San Francisco

Human Services Agency

Department of Human Services
Department of Aging and Adult Services



Gavin Newsom, Mayor

Trent Rhorer, Executive Director

FAX

To: LOCAL 21 From: LARRY CHATMON
 Fax: (415) 864-2166 Fax: (415) 557-5679
 Phone: Phone: (415) 557-5330
 Pages: Date: 12-10-08
 Re: PSC Summaries

Urgent For Review Please Comment Please Reply

COMMENTS:

Attached are eleven (11) PSC Summaries that are to be scheduled for the January 5, 2009 Civil Service Commission for your review.

Larry Chatmon
557-5330

Additional Attachment(s) of Explanation

◇ **Section 1. Description of Work**

**1C. 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.**

PSC # 2000-08/09

PSC # 2017-04/05

2000-08/09

Initial

Meeting Information

Archive Center >> Civil Service Commission >> 2009

back to Civil Service Commission home page

2009 2008 2007 2006 2005 2004 2003 2002 2001 2000 1999 1998 1997 METAMETALINKLINK

AMENDED

MINUTES

Regular Meeting
September 21, 2009

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

CALL TO ORDER

2:09 p.m.

ROLL CALL

President Morgan R. Gorrone	Present
Vice President E. Dennis Normandy	Not Present (Notified Absence)
Commissioner Joy Y. Boatwright	Present
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present

President Morgan R. Gorrone presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Virginia Morgan, appellant in Item #9 expressed her desire to reach a resolution on her appeal.

APPROVAL OF MINUTES

Regular Meeting of August 17, 2009

Action: Approved. (Vote of 4 to 0)
Review of request for approval of proposed personal services contracts.
(Item No. 5)

0267-09-8

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4028-09/10	GSA-Fleet Management	\$500,000	Will provide car-sharing services to supplement City's vehicle fleet to make additional vehicles available during peak demands for City employees to use on official City business.	Regular	08/23/12

August 17, 2009: Adopt the Human Resources Director's report on PSC #4028-09/10 on the condition that the General Services Administration meet and/or share the data gleaned from the experiment with TWU Local 250A and Auto Machinists Local 1414 to evaluate the effectiveness of the program on a quarterly basis. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 2 to 1; Commissioner Gorrone dissents.) Continue to the meeting of September 21, 2009. (Three (3) votes are needed for Commission action.)

Speakers: None.

Action: Approve the request for proposed personal services contract. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0295-09-8

Review of request for approval of proposed personal services contracts.
(Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4030-09/10	Public Works - Bureau of Architecture	\$4,000,000	Will provide as-needed design services for Health Facilities involving renovation, adaptive re-use of existing facilities, installations of specialized medical equipment, modifications to life safety systems and other infrastructure, and facilities.	Regular	04/28/15
4031-09/10	Public Works	\$3,000,000	Will provide all necessary services required for a turnkey management solution for the following: procurement process for furniture, fixtures, and equipment (FF&E) for the San Francisco General Hospital-Rebuild Program.	Regular	12/31/16
4032-09/10	Arts Commission	\$306,000	Will conduct creative writing classes with youth in need at up to 10 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated or in crisis.	Regular	06/30/10
4033-09/10	Public Utilities Commission	\$2,500,000	Will provide professional construction management services to oversee a Wastewater Enterprise construction project, the Sunnydale Sewer Auxiliary Tunnel, on behalf of the SEPUC.	Regular	03/01/12
4034-09/10	Public Utilities Commission	\$400,000	Will provide at minimum, daily aerial patrol of Watershed lands during CALFIRE declared fire season to be coordinated by the respective parties' designated representatives.	Regular	10/01/17
4035-09/10	Treasurer and Tax Collector's Office	\$400,000	Will provide new payment processing system; licensing fees and annual software maintenance costs and professional services in custom programming, installation and training.	Regular	12/31/14
4036-09/10	Municipal Transportation Agency	\$217,634	Will provide labor, materials, consumables and supervision to repair, restore and rebuild two accident damaged LRVs from SFMTA's fleet of 151 vehicles.	Regular	11/01/10
4037-09/10	Building Inspection	\$4,200,000	Will install, configure, customize, test, and train City staff on the design, configuration, implementation, maintenance, and operation of a new proprietary Permit and Project Tracking System (PPTS).	Regular	12/31/16
4038-09/10	Controller's Office	\$1,500,000	Will provide municipal financing advisory services to Office of Public Finance, Controller's Office, and other City department staff in the following areas: general obligation bonds, certificates of participation and lease revenue bonds.	Regular	10/16/14
4112-06/07	Human Resources	Increase Amount \$125,000 New Amount \$1,625,000	Will provide computer software, licensing, and software support for proprietary workers' compensation claims management system. Modification for implementation of upgraded web-based system.	Modification	06/30/11
4163-07/08	Public Utilities Commission	Increase Amount \$1,300,000 New Amount \$1,900,000	Will provide a High Efficiency Toilet (HET) Direct Install Program for Low Income Customers in the retail services area. Services include installation, coordination of recycling of replaced fixture, and some leak and audit activities.	Modification	06/30/12
4021-09/10	Municipal Transportation Agency	Increase Amount \$26,752,554 New Amount \$56,752,554	Will perform a rehabilitation of key operating systems of the SF Municipal Transportation Agency's (SFMTA's) Light Rail Vehicles (LRVs) to restore systems to their original operating specifications to extend component life and improve vehicle reliability.	Modification	08/31/16

Action: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0065-09-7 Determination of future employability: permanent part time appointment of Antoine Oliver, Library Page (Job Code 3602), San Francisco Public Library. (Item No. 7)

June 15, 2009: No future employment with the San Francisco Public Library. (Vote of 2 to 1; Commissioner Boatwright dissents.) Continue to the meeting of July 6, 2009. (Three (3) votes are needed for Commission action.)

July 6, 2009: Continue to the meeting of August 17, 2009 pending the resolution of arbitration.

August 17, 2009: Postpone to the meeting of September 21, 2009.

Speakers: Mark Vandiver, San Francisco Public Library
Steve Picocchi, SEIU Local 1021

Action: Off calendar pending resolution of arbitration. (Vote of 4 to 0)

0727-07-7 Determination of future employability: permanent civil service appointment of David Chan, Assistant Electronic Maintenance Technician (Job Code 7340), with the Municipal Transportation Agency. (Item No. 8)

August 17, 2009: Postpone to the meeting of September 21, 2009.

Speakers: Erica Mitchell, Municipal Transportation Agency
David Chan, Appellant

Action: Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco. (Vote of 4 to 0)

0027-07-6 Appeal by Virginia Morgan of the Human Resources Director's decision to dismiss her charge of discrimination. (Item No. 9)

August 20, 2007: Postpone to the meeting of October 1, 2007 at the request of Matthew Ming, Attorney for Virginia Morgan.

October 1, 2007: Postpone to the meeting of November 19, 2007 at the request of the Department of Human Resources and concurrence of Matthew Ming, Attorney for the appellant.

Note: Commissioners Morgan Gorrone and Yu-Yee Wu addressed their concerns regarding the City Attorney's Opinion on remedies available to the Commission on discrimination complaints.

November 19, 2007: Postpone to the meeting of January 7, 2008 pending the City Attorney's Opinion on remedies available to the Commission on discrimination complaints and having all Commissioners present.

August 17, 2009: Postpone to the meeting of September 21, 2009 by mutual agreement of the Department of Human Resources and Operating Engineers Local 3.

Speakers: None.

Action: Postpone to the meeting of October 19, 2009 at the request of the Department of Human Resources. (Vote of 4 to 0)

00296-09-1 Annual Report on the Certification of Eligibles – Entry and Promotion – Uniformed Ranks of Police and Fire. (Item No. 10)

Speakers: Jesusa Bushong, San Francisco Fire Department
Micki Callahan, Human Resources Director

Action: Accept and file the report. (Vote of 4 to 0)

0284-09-3 Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco. (Item No. 11)

Speakers: None.

Action: Adopt the report; Forward to Board of Supervisors. (Vote of 4 to 0)

0024-09-8 Report from the Human Services Agency on the status of the conditional approval of personal services contract numbers 2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09. (Item No. 12)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-08/09	Human Services Agency	\$7,500,000	Will provide orientations, induction training, home studies and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	Continuing	06/30/14
2001-08/09	Human Services Agency	\$65,000,000	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	Continuing	06/30/14
2004-08/09	Human Services Agency	\$230,000,000	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	Continuing	06/30/14
2007-08/09	Human Services Agency	\$327,750,000	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode IHSS as mandated.	Continuing	06/30/14
2008-08/09	Human Services Agency	\$75,750,000	Will provide homeless individuals and families with emergency shelter services and meals. Service may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities and voluntary case management.	Continuing	06/30/14
2009-08/09	Human Services Agency	\$14,950,000	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	Continuing	06/30/14

February 2, 2009: Postpone PSC #2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021.

- March 2, 2009: Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
- Speakers: Dave Curto, Human Services Agency
Steve Pitocchi, SEIU Local 1021
- Action: Accept the oral report. (Vote of 4 to 0)
- 0555-08-3 Appeal by Nora Hanson, Transit Operator (Job Code 9163) of her battery pay determination. (Item No. 13)
- July 20, 2009: Postpone to the meeting of September 21, 2009 at the request of Nora Hanson.
- Speakers: Sharon Van Loon, Municipal Transportation Agency
Nora Hanson, Appellant
- Action: Deny the request by Nora Hanson to postpone to the meeting of October 5, 2009. (Vote of 4 to 0)
- Grant the appeal by Nora Hanson and award battery pay as authorized by Section 16.170 of the Administrative Code.
(Vote of 4 to 0)
- 0332-08-6 Appeal by Edward Campos of the Human Resources Director's finding of insufficient evidence to support his discrimination, harassment and retaliation complaints. (Item No. 14)
- August 3, 2009: Postpone to the meeting of September 21, 2009 at the request of Edward Campos.
- Speakers: None.
- Action: Postpone to the meeting of October 5, 2009 at the request of Edward Campos. The Commission stipulated this will be the last continuance granted. (Vote of 4 to 0)
- 0650-06-6 Appeal by Micki Jones of the Human Resources Director's finding of insufficient evidence to support her complaint of retaliation. (Item No. 15)
- Speakers: Janie White, Department of Human Resources
Micki Jones, Appellant
- Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Micki Jones. (Vote of 3 to 1; Commissioner Boatwright dissents.)
- 0263-09-2 Appeal by IFPTE Local 21 of Classification Action #20, FY 08-09 Related to Amending the Job Specifications of the 6230 and 6231 Street Inspector Classifications. (Item No. 16)
- Speakers: None.
- Action: Postpone to the meeting of October 5, 2009 at the request of IFPTE Local 21. The Commission stipulated this will be the last continuance granted.
(Vote of 4 to 0)
- 0297-09-1 Department of Human Resources' Report on the Position-Based Testing Program. (Item No. 17)
- Speakers: Laura Dancer, Department of Human Resources
- Action: Accept and file the report. (Vote of 4 to 0)
- 0298-09-1 Department of Human Resources Report on Provisional Appointments. (Item No. 18)
- Speakers: Laura Dancer, Department of Human Resources
- Action: Accept and file the report. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 19)

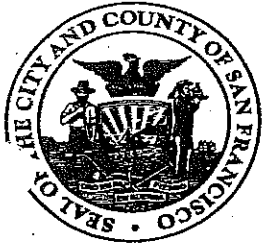
Kevin Hughes, IBEW Local 6 requested a copy of the Report on the Position-Based Testing Program. He also made brief comments on unpaid administrative leave, the California Public Utilities Commission considering proposed regulations regarding cell phone usage by transit operators and he thanked the Commissioners for their time and the great job they do on the issues and information with which they work.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 20)

None.

ADJOURNMENT (Item No. 21)

6:05 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

2000-08/09
Initial

February 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-08/09 THROUGH 2009-08/09; 4086-08/09 THROUGH 4095-08/09; 3090-07/08; 4148-07/08 AND 4192-07/08.

At its meeting of February 2, 2009 the Civil Service Commission had for its consideration the above matter.

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.*

It was the decision of the Commission to:

- (1) Postpone PSC #2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021.
- (2) Adopt the Human Resources Director's report on PSC #4087-08/09 on the condition that over the next six (6) months IFPTE Local 21 and the Department of the Environment actively collaborate with each other to identify civil service classifications and personnel which could perform all or part of the work and that a report of its joint collaborative findings be submitted to the Commission at the end of the six month period. Notify the offices of the Controller and the Purchaser.
- (3) Withdraw PSC #3090-07/08 at the request of the Public Utilities Commission.
- (4) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

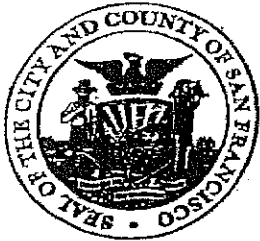
- c:
- Rachel Buerkle, Department of the Environment
 - Jesusa Bushong, San Francisco Fire Department
 - Micki Callahan, Human Resources Director
 - Gordon Choy, Department of Public Works
 - David Curto, Human Services Agency
 - Rion Dugan, Department of Technology
 - Nancy Gonchar, Arts Commission
 - Sharnica Jackson, Public Utilities Commission
 - Jennifer Johnston, Department of Human Resources
 - Florence Kyaun, Public Utilities Commission
 - William Lee, Emergency Communications Department
 - Julian Low, Mayor's Office of Business & Economic Development
 - Mary Ng, Department of Human Resources
 - Brigitte Rockett, Department of Human Resources
 - Commission File
 - Chron

- DONALD A. CASPER
PRESIDENT
- MORGAN R. GORRONO
VICE PRESIDENT
- JOY Y. BOATWRIGHT
COMMISSIONER
- MARY Y. JUNG
COMMISSIONER
- E. DENNIS NORMANDY
COMMISSIONER
- ANITA SANCHEZ
EXECUTIVE OFFICER

POSTING JR
February 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
2000-08/09	45	Human Services Agency	Continuing	\$ 7,500,000.00	Will provide orientations, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system. Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	30-Jun-14
2001-08/09	45	Human Services Agency	Continuing	\$ 65,000,000.00	Will provide services to Community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention.	30-Jun-14
2002-08/09	45	Human Services Agency	Continuing	\$ 26,500,000.00	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	30-Jun-14
2003-08/09	45	Human Services Agency	Continuing	\$ 160,000,000.00	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	30-Jun-14
2004-08/09	45	Human Services Agency	Continuing	\$ 230,000,000.00	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES(Personal Assisted Employment Services) and other low-income individuals.	30-Jun-14
2005-08/09	45	Human Services Agency	Continuing	\$ 38,500,000.00	Will provide support services to the Agency include but not are limited to the following: legal process service, courier service, fiscal intermediary (employer agent/payroll services for welfare to work clients), credit checks, and equipment maintenance.	30-Jun-14
2006-08/09	45	Human Services Agency	Continuing	\$ 25,415,000.00		30-Jun-14
2007-08/09	45	Human Services Agency	Continuing	\$ 327,750,000.00	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode IHSS as mandated.	30-Jun-14
2008-08/09	45	Human Services Agency	Continuing	\$ 75,750,000.00	Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, and voluntary case management.	30-Jun-14
2009-08/09	45	Human Services Agency	Continuing	\$ 14,950,000.00	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	30-Jun-14
4086-08/09	22	Department of the Environment	Regular	\$ 90,000.00	Will provide Charter bus transportation for the School Education Program's environmental field trips for grades K-12 students.	31-Dec-13
4087-08/09	22	Department of the Environment	Regular	\$ 264,000.00	Will provide consulting to develop long-term strategy for Clean Air Program, advise on latest technology, and support and outline funding options for Clean Air projects.	30-Jun-13



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

2000-08/09
Initial

March 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-08/09 THROUGH 2009-08/09.

At its meeting of March 2, 2009 the Civil Service Commission had for its consideration the above matter.

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.*

It was the decision of the Commission to:

- (1) Postpone PSC #2002-08/09; 2003-08/09 and 2005-08/09 to the meeting of March 16, 2009 at the request of SEIU Local 1021. The Commission stipulated this will be the last continuance granted.
- (2) Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser.
- (3) Adopt the Human Resources Director's report on PSC #2006-08/09. Notify the offices of the Controller and the Purchaser.

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: Micki Callahan, Human Resources Director
- David Curto, Human Services Agency
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- Brigitte Rockett, Department of Human Resources
- Ben Rosenfield, Controller
- Alexis Torres, IFPTE Local 21, 1182 Market Street, Ste. 425, SF, CA 94102
- Margot Reed, SEIU Local 1021, 350 Rhode Island St, Ste. 100 South Bldg SF, CA 94103
- Commission File
- Chron

POSTING FOR
February 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept/No	Agency Name	Approval Type	Contract Amount	Description of work	Duration
2000-08/09	45	Human Services Agency	Continuing	\$ 7,800,000.00	Will provide orientations, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	30-Jun-14
2001-06/09	45	Human Services Agency	Continuing	\$ 65,000,000.00	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	30-Jun-14
2002-08/09	45	Human Services Agency	Continuing	\$ 28,500,000.00	Will provide services to community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention.	30-Jun-14
2003-08/09	46	Human Services Agency	Continuing	\$ 180,000,000.00	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	30-Jun-14
2004-08/09	45	Human Services Agency	Continuing	\$ 230,000,000.00	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	30-Jun-14
2005-08/09	45	Human Services Agency	Continuing	\$ 38,500,000.00	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PACE (Personal Related Employment Services) and other low-income individuals.	30-Jun-14
2006-08/09	45	Human Services Agency	Continuing	\$ 26,416,000.00	Will provide support services to the Agency include but not are limited to the following: legal process services, courier service, fiscal intermediary (employer agent) payroll services for welfare to work clients, credit checks, and equipment maintenance.	30-Jun-14
2007-08/09	45	Human Services Agency	Continuing	\$ 327,780,000.00	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 18,000 homeless workers. Provides the contract mode IHSS as mandated.	30-Jun-14
2008-06/09	45	Human Services Agency	Continuing	\$ 76,730,000.00	Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, and voluntary case management.	30-Jun-14
2009-08/09	45	Human Services Agency	Continuing	\$ 14,850,000.00	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	30-Jun-14
4088-08/09	22	Department of the Environment	Regular	\$ 80,000.00	Will provide Charter bus transportation for the School Education Program's environmental field trips for grades K-12 students.	31-Dec-13
4087-08/09	22	Department of the Environment	Regular	\$ 284,000.00	Will provide consulting to develop long-term strategy for Clean Air Program, advise on latest technology, and support and outline funding options for Clean Air projects.	30-Jun-13

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 7, 2009

DEPARTMENT NAME: Department of Human Services DEPARTMENT NUMBER 45

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

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

TYPE OF SERVICE: Adoptions Services

FUNDING SOURCE: Federal, State and County

PSC AMOUNT: \$1,500,000/annual PSC DURATION: 7/1/09 through 6/30/14
\$7,500,000/term

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Recruiting appropriate families throughout the Bay Area and other counties, providing orientations, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.

B. Explain why this service is necessary and the consequences of denial: Adoption services are essential for improving the number of quality placements for adoptive children. If this request is denied, fewer foster children would be adopted.

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): Services previously provided under PSC 2017-04/05.

D. Will the contract(s) be renewed: Yes; subject to funding availability, contractor performance and competitive procurement processes.

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

1021 Union Name Signature of person mailing/faxing form Date December 10, 2008

21 Union Name Signature of person mailing/faxing form Date December 10, 2008

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Established organizations that have demonstrated their effectiveness in providing services to foster parents, foster and emancipated youth, and to families interested in adopting children in the County's foster care system. Organizations must be culturally competent and able to work with families who are proficient in languages other than English.

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

The following classifications perform similar services, in some respects, with those identified in the attachment. The classifications that appear to be the most relevant are: 2910 Social Worker, 2912 Senior Social Worker, 2914 Social Worker Supervisor, 2940 Protective Services Worker, 2944 Protective Services Supervisor, 2904 Human Services Technician.

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 Civil Service Classes listed in 3B do perform some of this work in conjunction with the services outsourced to Community-based organizations. The Community-based organizations are best suited to recruit and train foster and adoptive parents and can outreach to all counties and other states.

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

No, because several civil service classes already exist that perform portions of these services.

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"/>
<ul style="list-style-type: none"> • 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? Human Services Commission	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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"/>

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

Signature of Departmental Personal Services Contract Coordinator

David M. Curto

(415) 557-5581

Print or Type Name

Telephone Number

1650 Mission Street, Suite 300

San Francisco, CA 94103

Address

2017-04/05



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

June 9, 2005

GAVIN NEWSOM
MAYOR

NOTICE OF CIVIL SERVICE COMMISSION ACTION

LINDA RICHARDSON
PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2011-04/05 THROUGH 2026-04/05 AND 4096-04/05 THROUGH 4110-04/05 AND 4107-97/98.

THOMAS T. NG
VICE PRESIDENT

At its meeting of June 6, 2005 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 the 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: Shalonda Baldwin, Mayor's Office of Public Finance & Business Affairs
- Herberth Campos, Department of Human Resources
- Gordon Choy, Department of Public Works
- David Curto, Department of Human Services ✓
- Philip Ginsburg, Human Resources Director
- Elizabeth Jacobi, Department of Human Resources
- Galen Leung, Department of Public Health
- John Marquez, Airport Commission
- Lee Okumoto, Public Utilities Commission
- Shawn Wallace, San Francisco Police Department
- Commission File
- Commissioners Binder
- Chron

POSTING FOR

May 16, 2005

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC#	Department	Amount	Description of work	Type of Approval	Duration
2015-04/05	Human Services	\$265,000	Will provide support and education to families in order to strengthen the family base and maintain children in their birth homes.	Continuing	6/30/2009
2016-04/05	Human Services	\$547,000	Services are designed as the entry point into child welfare and family preservation services. These services are mandated child abuse reporting and parental stress hotlines that connect parents and caregivers in crisis with response and counseling svcs.	Continuing	6/30/2009
2017-04/05	Human Services	\$1,400,000	Will recruit appropriate families throughout the Bay Area and other counties, provide orientations, induction training, home study, and post-adoption services to the families, and facilitate the matching of adoptive families to San Francisco children.	Continuing	6/30/2009
2018-04/05	Human Services	\$1,700,000	Will provide services that are designed as in-home based family services to help families with effective family preservation and respite services to adoptive and foster parents of children placed from San Francisco County.	Continuing	6/30/2009
2019-04/05	Human Services	\$2,100,000	Will provide services to prepare youth for leaving the foster care system and provide them with post foster care services. The services are designed for youth age 14 through age 24.	Continuing	6/30/2009

PERSONAL SERVICES CONTRACT SUMMARY

2017-04/05

DATE: May 19, 2005

DEPARTMENT NAME Department of Human Services DEPARTMENT NUMBER 45

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)

CONTINUING ANNUAL

TYPE OF REQUEST:

INITIAL REQUEST **X**

TYPE OF SERVICE: Adoptions Services

FUNDING SOURCE: Includes Local funding (General Fund, CTF), State funding (CWS, Kinship, AB2129, STAP), Federal funding (OFR, PSSF)

PSC AMOUNT: \$ 1,400,000 (annual estimated amount) PSC DURATION : 3/1/04 - ongoing

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Recruiting appropriate families throughout the Bay Area and other counties, providing orientations, induction training, home study, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.

B. Explain why this service is necessary and the consequences of denial: **Adoption services are essential for improving the number of quality placements for adoptive children. If this request is denied, fewer foster children would be adopted, as there does not currently exist the service to identify, recruit, train and support appropriate families.**

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): **4117 - 01/02 (Adoptions Services)**

D. Will the contract(s) be renewed: **Yes.**

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

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

PSC# _____
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: **Established organizations that have demonstrated their effectiveness in providing services to foster parents, foster and emancipated youth, and to families interested in adopting children in the County's foster care system. Organizations must be culturally competent and able to work with families who are proficient in languages other than English.**

B. Which, if any, civil service class normally performs this work? **The following classifications perform similar services, in some respects, with those identified in the attachment. The classifications that appear to be the most relevant are: 2910 Social Worker, 2912 Senior Social Worker, 2914 Social Worker Supervisor, 2940 Protective Services Worker, 2944 Protective Services Supervisor, 2904 Human Services Technician**

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 Civil Service Classes listed in 3B do perform some of this work in conjunction with the services outsourced to Community based organizations. The Community based organizations are best suited to recruit and train foster and adoptive parents and can outreach to all counties and other states.**

B. Would it be practical to adopt a new civil service class to perform this work? Explain. **No, because several civil service classes already exist that perform portions of these services.**

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

<u>Yes</u>	<u>No</u>
------------	-----------

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 (e.g., clerks, civil engineers, etc.) and approximate number to be trained.

C. Are there policy 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? **Human Services Commission**

X

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

X

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

Signature of Departmental Personal Services Contract Coordinator

David M. Curto Director of Contracts, Human Services Agency (415-557-5581)
1650 Mission Street Suite #300

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS Dept. Code: DSS

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

Type of Approval: Expedited Continued (Omit Posting)

Type of Service: Foster Care Services

Funding Source: Federal, State, County, Private PSC Duration: annual memo required

PSC Amount: \$65,000,000/Year PSC Est. Start Date: 07/01/2009 PSC Est. End Date: Continued

113,000,000/annual W

1. Description of Work

A. Scope of Work:

Services include recruitment and support to perspective and existing foster and kinship parents. These services provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities. Services provided to children in foster care; include therapeutic services, tutoring, and independent living skills, mental and general health services

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

Foster parenting is highly stressful. Without support services it likely that the County would be unable to maintain/expand its pool of foster and kinship care families. Foster youth who were not reunified with their families or adopted are more likely to become incarcerated, homeless, or become teen parents. If housing and support services are not available to foster youth and emancipated youth, it is unlikely that these youth will enroll in higher or vocational education programs, secure housing or obtain employment.

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.
Previous 2014-04/05

D. Will the contract(s) be renewed? Yes. pending funding availability, contractor performance an

2. **Union Notification:** On 12/10/2008 W, the Department notified the following employee organizations of this PSC/RFP request: no unions notified Local 1021, Local 21 W

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2001 08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/02/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Established organizations that have demonstrated their effectiveness in providing services to foster parents, foster and emancipated youth, and to families interested in fostering children in the County's foster care system. Organizations must be culturally competent and able to work with families who are proficient in languages other than English.

B. Which, if any, civil service class(es) normally perform(s) this work?
2910,2912,2914,2940,2944,2904,

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 Civil Service Classes listed in 3B do perform some of this work in conjunction with the services outsourced to Community based organizations. The Community based organizations are best suited to recruit and train foster and adoptive parents and can outreach to all counties and other states.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, because several civil service classes already exist that perform portions of these services.

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

YES NO

- A. Will the contractor directly supervise City and County employee? YES NO
- B. Will the contractor train City and County employee? YES NO
- C. Are there legal mandates requiring the use of contractual services? YES NO
- D. Are there federal or state grant requirements regarding the use of contractual services? YES NO
- E. Has a board or commission determined that contracting is the most effective way to provide this service? Human Services Commission Board of Super YES NO
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Multiple contractors under PSC YES NO

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

ON 12/10/13 BY: DC

Name: David Curto Phone: 415-557-5581 Email: david.curto@sfgov.org

Address: 1650 Mission Street Suite 300 San Francisco, CA

City and County of San Francisco



Edwin M. Lee, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

Date: May 21, 2014

To: Civil Service Commission

From: David Curto, PSC Coordinator
Human Services Agency (Dept. 45)

RE: Annual Report of Continuing PSCs

Per the policy established by the Commission, please accept this report of our annual activity under Continuing PSC approval #2001-08/09 for Fiscal Year 13-14. This Continuing PSC contains contracts related to Foster Care Services for dependent children engaged in San Francisco's Child Welfare System.

These contracts are provided under the authority of Division 2, Article 13 1, sections 396-452 of the California Welfare and Institutions code and policies adopted by the State Department of Social Services and the Human Services Commission of San Francisco.

As always we will be happy to provide any additional information or answer any questions the Commission may have.

Thank you

Note:

To view the California Welfare & Institutions code and policies please go to <http://leginfo.legislature.ca.gov> (document too large to attach)

Contractor	Program Description	PSC #	Budget Name	Term Start	Term End	Annual Budget Amount
CALIFORNIA STATE UNIVERSITY-FRESNO FOUNDATION	CCTA-9AA Child Welfare Staff Training	2001-08/09	STANDARD	07/01/2013	06/30/2014	\$608,428
CALIFORNIA STATE UNIVERSITY-FRESNO FOUNDATION	CCTA-9AA Gomer & POCR	2001-08/09	STANDARD	07/01/2013	06/30/2014	\$53,675
CALIFORNIA STATE UNIVERSITY-FRESNO FOUNDATION	CCTA-9AA Parenting for Permanency College	2001-08/09	STANDARD	07/01/2013	06/30/2014	\$442,330
CATHOLIC CHARITIES CVO	Residential Based Services (RBS)	2001-08/09	MISC	07/01/2011	01/31/2016	\$1,715,000
CHARIN HALL AT THE UNIVERSITY OF CHICAGO	Performance-Based Contracting Initiative	2001-08/09	Program Budget	12/01/2013	06/30/2014	\$50,000
CHARIN HALL AT THE UNIVERSITY OF CHICAGO	Rapid Support & Housing for Families	2001-08/09	Program Budget	10/01/2013	09/30/2014	\$92,733
COMMUNITY ALLIANCE FOR SPECIAL EDUCATION	Special Education to Foster Youth	2001-08/09	MISC	07/01/2013	06/30/2014	\$10,353
COMMUNITY ALLIANCE FOR SPECIAL EDUCATION	Emergency Child Welfare Services to Incarcerated Parents	2001-08/09	HSA	07/01/2013	06/30/2014	\$169,927
DEBORAH RAUCHER	Fostering Connections After 18 Consultant	2001-08/09	Consultant Hourly Rate	07/01/2013	06/30/2014	\$55,000
EDGEWOOD CENTER FOR CHILDREN AND FAMILIES	Kinship Svcs	2001-08/09	STANDARD	07/01/2013	06/30/2014	\$238,006
EDGEWOOD CENTER FOR CHILDREN AND FAMILIES	Residential Based Services (RBS)	2001-08/09	MISC	02/01/2011	01/31/2016	\$1,715,000
FAMILY BUILDERS BY ADOPTION	Adoption Permanency & Recruitment	2001-08/09	Recruitment	07/01/2013	06/30/2014	\$72,113
FAMILY BUILDERS BY ADOPTION	Adoption Permanency & Recruitment	2001-08/09	Permanency	07/01/2013	06/30/2014	\$155,542
FAMILY SUPPORT SVCS OF THE BAY AREA	Kin Gap	2001-08/09	STANDARD	07/01/2013	06/30/2014	\$403,469
FAMILY SUPPORT SVCS OF THE BAY AREA	Respite Care and Administration of Gift Fund for Foster Parents and Relative Caregivers	2001-08/09	STANDARD	07/01/2013	06/30/2014	\$276,120
FAMILY SUPPORT SVCS OF THE BAY AREA	Safe Kids California Project	2001-08/09	STANDARD	07/01/2013	06/30/2014	\$585,380
FAMILY SUPPORT SVCS OF THE BAY AREA	SafeCare Training for DPH Nurses	2001-08/09	SafeCare DPH Nurse Training	07/01/2013	06/30/2014	\$50,780
HANSINE FISHER	CSBG-HR Time Study Online Module	2001-08/09	MISC	07/01/2013	06/30/2014	\$22,000
LARKIN STREET YOUTH CENTER	Preventive Services	2001-08/09	STANDARD	07/01/2013	06/30/2014	\$162,504
LISA ELIUS	RBS Program Coordinator Services	2001-08/09	Hourly Rate	07/01/2013	06/30/2014	\$88,000
MAXIMUS HUMAN SERVICES	SSI Application Screening & Assistance	2001-08/09	For profit fee for service	02/01/2014	06/30/2014	\$71,874
MT ST JOSEPH-ST ELIZABETH	Safe Kids California Project	2001-08/09	STANDARD	07/01/2013	06/30/2014	\$366,364
NATIONAL COUNCIL ON ALCOHOLISM AND DRUG ABUSE	Drug Testing	2001-08/09	MISC	07/01/2013	06/30/2014	\$130,000
NATIONAL COUNCIL ON CRIME & DELINQUENCY	FCS Safemeasures database subscription & Ad hoc reporting	2001-08/09	Main Budget	07/01/2013	06/30/2014	\$100,201
NATIONAL COUNCIL ON CRIME & DELINQUENCY	FCS Safemeasures database subscription & Ad hoc reporting	2001-08/09	Additional Technical Assistance (underspending from FY 12/13)	07/01/2013	12/31/2013	\$31,979
PUBLIC CONSULTING GROUP INC	Benefits Screening- Youth Children	2001-08/09	MISC	07/01/2013	01/31/2014	\$86,677
PUBLIC CONSULTING GROUP INC	Rapid Support and Housing for Families	2001-08/09	Fee for service; unit cost	10/01/2013	09/30/2014	\$26,998
SAN FRANCISCO COMMUNITY COLLEGE DISTRICT	THE IV-E Specialized Training Services	2001-08/09	MISC	07/01/2013	06/30/2014	\$2,028,997
SENECA CENTER	Residential Based Services (RBS)	2001-08/09	MISC	02/01/2011	01/31/2016	\$1,715,000
SENECA CENTER	SR 163 wrap around services for foster care	2001-08/09	STANDARD	07/01/2013	06/30/2014	\$240,000
SENECA CENTER	Visitation and School Support Program	2001-08/09	Unit cost for service	07/01/2013	06/30/2014	\$740,000
ST VINCENT DE PAUL SOCIETY	DV Counseling for FCS- Riley Center	2001-08/09	St.Vincent/Riley Center-FCS DV services	07/01/2013	06/30/2014	\$139,916
THE FIRST PLACE FUND FOR YOUTH	Independent Living Skills Program for Foster Youth	2001-08/09	First Place-IISP	07/01/2013	06/30/2014	\$1,239,190
TODD WRIGHT	Ombudsman	2001-08/09	MISC	07/01/2013	06/30/2014	\$95,361
			Total			\$13,458,916

Receipt of Union Notification(s)

◆ **Local 1021**

◆ **Local 21**

MODE = MEMORY TRANSMISSION

START=DEC-10 10:35

END=DEC-10 10:39

FILE NO.=560

STN NO.	COMM.	STATION NAME/EMAIL ADDRESS/TELEPHONE NO.	PAGES	DURATION
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City and County of San Francisco



Gavin Newsom, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

FAX

To: LOCAL 1021 From: LARRY CHATMON

Fax: (415) 431-6241 Fax: (415) 557-5879

Phone: Phone: (415) 557-5330

Pages: 23 Date: 12-10-08

Re: PSC Summaries

Urgent For Review Please Comment Please Reply

COMMENTS:

Attached are eleven (11) PSC Summaries that are to be scheduled for the January 5, 2009 Civil Service Commission for your review.

Larry Chatmon
557-5330

MODE = MEMORY TRANSMISSION

START=DEC-10 10:41

END=DEC-10 10:46

FILE NO.=561

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City and County of San Francisco

Human Services Agency

Department of Human Services
Department of Aging and Adult Services



Gavin Newsom, Mayor

Trent Rhorer, Executive Director

FAX

To: LOCAL 21 From: LARRY CHATMON

Fax: (415) 864-2166 Fax: (415) 557-5679

Phone: Phone: (415) 557-5330

Pages: Date: 12-10-08

Re: PSC Summaries

Urgent For Review Please Comment Please Reply

COMMENTS:

Attached are eleven (11) PSC Summaries that are to be scheduled for the January 5, 2009 Civil Service Commission for your review.

Larry Chatmon
557-5330

Additional Attachment(s) of Explanation

◇ **Section 1. Description of Work**

**1C. 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.**

PSC # 2001-08/09

PSC # 2014-04/05

2001-08/09
Initial

Meeting Information

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2009 2008 2007 2006 2005 2004 2003 2002 2001 2000 1999 1998 1997 METAMETALINKLINK

AMENDED

MINUTES

Regular Meeting
September 21, 2009

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

CALL TO ORDER

2:09 p.m.

ROLL CALL

President Morgan R. Gorrone	Present
Vice President E. Dennis Normandy	Not Present (Notified Absence)
Commissioner Joy Y. Boatwright	Present
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present

President Morgan R. Gorrone presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Virginia Morgan, appellant in Item #9 expressed her desire to reach a resolution on her appeal.

APPROVAL OF MINUTES

Regular Meeting of August 17, 2009

0267-09-8 Action: Approved. (Vote of 4 to 0)
 Review of request for approval of proposed personal services contracts.
 (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4028-09/10	GSA-Fleet Management	\$500,000	Will provide car-sharing services to supplement City's vehicle fleet to make additional vehicles available during peak demands for City employees to use on official City business.	Regular	08/23/12

August 17, 2009: Adopt the Human Resources Director's report on PSC #4028-09/10 on the condition that the General Services Administration meet and/or share the data gleaned from the experiment with TWU Local 250A and Auto Machinists Local 1414 to evaluate the effectiveness of the program on a quarterly basis. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 2 to 1; Commissioner Gorrone dissents.) Continue to the meeting of September 21, 2009. (Three (3) votes are needed for Commission action.)

Speakers: None.

Action: Approve the request for proposed personal services contract. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0295-09-8 Review of request for approval of proposed personal services contracts.
 (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4030-09/10	Public Works - Bureau of Architecture	\$4,000,000	Will provide as-needed design services for Health Facilities involving renovation, adaptive re-use of existing facilities, installations of specialized medical equipment, modifications to life safety systems and other infrastructure, and facilities.	Regular	04/28/15
4031-09/10	Public Works	\$3,000,000	Will provide all necessary services required for a turnkey management solution for the following: procurement process for furniture, fixtures, and equipment (FF&E) for the San Francisco General Hospital-Rebuild Program.	Regular	12/31/16
4032-09/10	Arts Commission	\$306,000	Will conduct creative writing classes with youth in need at up to 10 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated or in crisis.	Regular	06/30/10
4033-09/10	Public Utilities Commission	\$2,500,000	Will provide professional construction management services to oversee a Wastewater Enterprise construction project, the Sunnydale Sewer Auxiliary Tunnel, on behalf of the SEPUC.	Regular	03/01/12
4034-09/10	Public Utilities Commission	\$400,000	Will provide at minimum, daily aerial patrol of Watershed lands during CALFIRE declared fire season to be coordinated by the respective parties' designated representatives.	Regular	10/01/17
4035-09/10	Treasurer and Tax Collector's Office	\$400,000	Will provide new payment processing system; licensing fees and annual software maintenance costs and professional services in custom programming, installation and training.	Regular	12/31/14
4036-09/10	Municipal Transportation Agency	\$217,634	Will provide labor, materials, consumables and supervision to repair, restore and rebuild two accident damaged LRVs from SFMTA's fleet of 151 vehicles.	Regular	11/01/10
4037-09/10	Building Inspection	\$4,200,000	Will install, configure, customize, test, and train City staff on the design, configuration, implementation, maintenance, and operation of a new proprietary Permit and Project Tracking System (PPTS).	Regular	12/31/16
4038-09/10	Controller's Office	\$1,500,000	Will provide municipal financing advisory services to Office of Public Finance, Controller's Office, and other City department staff in the following areas: general obligation bonds, certificates of participation and lease revenue bonds.	Regular	10/16/14
4112-06/07	Human Resources	Increase Amount \$125,000 New Amount \$1,625,000	Will provide computer software, licensing, and software support for proprietary workers' compensation claims management system. Modification for implementation of upgraded web-based system.	Modification	06/30/11
4163-07/08	Public Utilities Commission	Increase Amount \$1,200,000 New Amount \$1,900,000	Will provide a High Efficiency Toilet (HET) Direct Install Program for Low Income Customers in the retail services area. Services include installation, coordination of recycling of replaced fixture, and some leak and audit activities.	Modification	06/30/12
4021-09/10	Municipal Transportation Agency	Increase Amount \$26,752,554 New Amount \$56,752,554	Will perform a rehabilitation of key operating systems of the SF Municipal Transportation Agency's (SFMTA's) Light Rail Vehicles (LRVs) to restore systems to their original operating specifications to extend component life and improve vehicle reliability.	Modification	08/31/16

Action: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0065-09-7 Determination of future employability: permanent part time appointment of Antoine Oliver, Library Page (Job Code 3602), San Francisco Public Library. (Item No. 7)

June 15, 2009: No future employment with the San Francisco Public Library. (Vote of 2 to 1; Commissioner Boatwright dissents.) Continue to the meeting of July 6, 2009. (Three (3) votes are needed for Commission action.)
July 6, 2009: Continue to the meeting of August 17, 2009 pending the resolution of arbitration.

August 17, 2009: Postpone to the meeting of September 21, 2009.

Speakers: Mark Vandiver, San Francisco Public Library
Steve Pirocchi, SEIU Local 1021

Action: Off calendar pending resolution of arbitration. (Vote of 4 to 0)

0727-07-7 Determination of future employability: permanent civil service appointment of David Chan, Assistant Electronic Maintenance Technician (Job Code 7340), with the Municipal Transportation Agency. (Item No. 8)

August 17, 2009: Postpone to the meeting of September 21, 2009.

Speakers: Erica Mitchell, Municipal Transportation Agency
David Chan, Appellant

Action: Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco. (Vote of 4 to 0)

0027-07-6 Appeal by Virginia Morgan of the Human Resources Director's decision to dismiss her charge of discrimination. (Item No. 9)

August 20, 2007: Postpone to the meeting of October 1, 2007 at the request of Matthew Ming, Attorney for Virginia Morgan.

October 1, 2007: Postpone to the meeting of November 19, 2007 at the request of the Department of Human Resources and concurrence of Matthew Ming, Attorney for the appellant.

Note: Commissioners Morgan Gorrone and Yu-Yee Wu addressed their concerns regarding the City Attorney's Opinion on remedies available to the Commission on discrimination complaints.

November 19, 2007: Postpone to the meeting of January 7, 2008 pending the City Attorney's Opinion on remedies available to the Commission on discrimination complaints and having all Commissioners present.

August 17, 2009: Postpone to the meeting of September 21, 2009 by mutual agreement of the Department of Human Resources and Operating Engineers Local 3.

Speakers: None.

Action: Postpone to the meeting of October 19, 2009 at the request of the Department of Human Resources. (Vote of 4 to 0)

0296-09-1 Annual Report on the Certification of Eligibles -- Entry and Promotion -- Uniformed Ranks of Police and Fire. (Item No. 10)

Speakers: Jesusa Bushong, San Francisco Fire Department
Micki Callahan, Human Resources Director

Action: Accept and file the report. (Vote of 4 to 0)

0284-09-3 Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco. (Item No. 11)

Speakers: None.

Action: Adopt the report; Forward to Board of Supervisors. (Vote of 4 to 0)

0024-09-8 Report from the Human Services Agency on the status of the conditional approval of personal services contract numbers 2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09. (Item No. 12)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-08/09	Human Services Agency	\$7,500,000	Will provide orientations, induction training, home studies and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	Continuing	06/30/14
2001-08/09	Human Services Agency	\$65,000,000	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	Continuing	06/30/14
2004-08/09	Human Services Agency	\$230,000,000	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	Continuing	06/30/14
2007-08/09	Human Services Agency	\$327,750,000	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode HISS as mandated.	Continuing	06/30/14
2008-08/09	Human Services Agency	\$75,750,000	Will provide homeless individuals and families with emergency shelter services and meals. Service may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities and voluntary case management.	Continuing	06/30/14
2009-08/09	Human Services Agency	\$14,950,000	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	Continuing	06/30/14

February 2, 2009: Postpone PSC #2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021.

- March 2, 2009: Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
- Speakers: Dave Curto, Human Services Agency
Steve Piacchi, SEIU Local 1021
- Action: Accept the oral report. (Vote of 4 to 0)
- 0555-08-3 Appeal by Nora Hanson, Transit Operator (Job Code 9163) of her battery pay determination. (Item No. 13)
- July 20, 2009: Postpone to the meeting of September 21, 2009 at the request of Nora Hanson.
- Speakers: Sharon Van Loon, Municipal Transportation Agency
Nora Hanson, Appellant
- Action: Deny the request by Nora Hanson to postpone to the meeting of October 5, 2009. (Vote of 4 to 0)
- Grant the appeal by Nora Hanson and award battery pay as authorized by Section 16.170 of the Administrative Code.
(Vote of 4 to 0)
- 0332-08-6 Appeal by Edward Campos of the Human Resources Director's finding of insufficient evidence to support his discrimination, harassment and retaliation complaints. (Item No. 14)
- August 3, 2009: Postpone to the meeting of September 21, 2009 at the request of Edward Campos.
- Speakers: None.
- Action: Postpone to the meeting of October 5, 2009 at the request of Edward Campos. The Commission stipulated this will be the last continuance granted. (Vote of 4 to 0)
- 0650-06-6 Appeal by Micki Jones of the Human Resources Director's finding of insufficient evidence to support her complaint of retaliation. (Item No. 15)
- Speakers: Janie White, Department of Human Resources
Micki Jones, Appellant
- Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Micki Jones. (Vote of 3 to 1; Commissioner Boatwright dissents.)
- 0263-09-2 Appeal by IFPTE Local 21 of Classification Action #20, FY 08-09 Related to Amending the Job Specifications of the 6230 and 6231 Street Inspector Classifications. (Item No. 16)
- Speakers: None.
- Action: Postpone to the meeting of October 5, 2009 at the request of IFPTE Local 21. The Commission stipulated this will be the last continuance granted. (Vote of 4 to 0)
- 0297-09-1 Department of Human Resources Report on the Position-Based Testing Program. (Item No. 17)
- Speakers: Laura Dancer, Department of Human Resources
- Action: Accept and file the report. (Vote of 4 to 0)
- 0298-09-1 Department of Human Resources Report on Provisional Appointments. (Item No. 18)
- Speakers: Laura Dancer, Department of Human Resources
- Action: Accept and file the report. (Vote of 4 to 0)

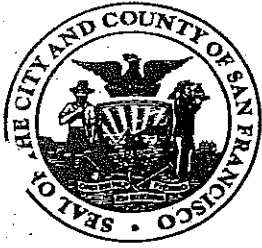
REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 19)

Kevin Hughes, IBEW Local 6 requested a copy of the Report on the Position-Based Testing Program. He also made brief comments on unpaid administrative leave, the California Public Utilities Commission considering proposed regulations regarding cell phone usage by transit operators and he thanked the Commissioners for their time and the great job they do on the issues and information with which they work.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 20)

None.

ADJOURNMENT (Item No. 21)
6:05 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

2001-08/09
Initial

February 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-08/09 THROUGH 2009-08/09; 4086-08/09 THROUGH 4095-08/09; 3090-07/08; 4148-07/08 AND 4192-07/08.

At its meeting of February 2, 2009 the Civil Service Commission had for its consideration the above matter.

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.*

It was the decision of the Commission to:

- (1) Postpone PSC #2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021.
- (2) Adopt the Human Resources Director's report on PSC #4087-08/09 on the condition that over the next six (6) months IFPTE Local 21 and the Department of the Environment actively collaborate with each other to identify civil service classifications and personnel which could perform all or part of the work and that a report of its joint collaborative findings be submitted to the Commission at the end of the six month period. Notify the offices of the Controller and the Purchaser.
- (3) Withdraw PSC #3090-07/08 at the request of the Public Utilities Commission.
- (4) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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:
- Rachel Buerkle, Department of the Environment
 - Jesusa Bushong, San Francisco Fire Department
 - Micki Callahan, Human Resources Director
 - Gordon Choy, Department of Public Works
 - David Curto, Human Services Agency
 - Rion Dugan, Department of Technology
 - Nancy Gonchar, Arts Commission
 - Shamica Jackson, Public Utilities Commission
 - Jennifer Johnston, Department of Human Resources
 - Florence Kyaun, Public Utilities Commission
 - William Lee, Emergency Communications Department
 - Julian Low, Mayor's Office of Business & Economic Development
 - Mary Ng, Department of Human Resources
 - Brigitte Rockett, Department of Human Resources
 - Commission File
 - Chron

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

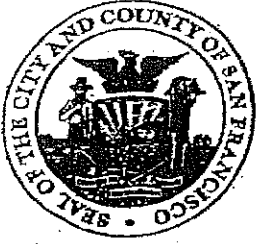
ANITA SANCHEZ
EXECUTIVE OFFICER

POSTING . JR
February 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
2000-08/09	45	Human Services Agency	Continuing	\$ 7,500,000.00	Will provide orientations, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	30-Jun-14
2001-08/09	45	Human Services Agency	Continuing	\$ 85,000,000.00	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	30-Jun-14
2002-08/09	45	Human Services Agency	Continuing	\$ 26,500,000.00	Will provide services to Community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention.	30-Jun-14
2003-08/09	45	Human Services Agency	Continuing	\$ 160,000,000.00	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	30-Jun-14
2004-08/09	45	Human Services Agency	Continuing	\$ 230,000,000.00	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	30-Jun-14
2005-08/09	45	Human Services Agency	Continuing	\$ 38,500,000.00	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES(Personal Assisted Employment Services) and other low-income individuals.	30-Jun-14
2006-08/09	45	Human Services Agency	Continuing	\$ 25,415,000.00	Will provide support services to the Agency include but not are limited to the following: legal process service, courier service, fiscal intermediary (employer agent/payroll services for welfare to work clients), credit checks, and equipment maintenance.	30-Jun-14
2007-08/09	45	Human Services Agency	Continuing	\$ 327,750,000.00	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode IHSS as mandated.	30-Jun-14
2008-08/09	45	Human Services Agency	Continuing	\$ 75,750,000.00	Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, and voluntary case management.	30-Jun-14
2009-08/09	45	Human Services Agency	Continuing	\$ 14,950,000.00	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	30-Jun-14
4086-08/09	22	Department of the Environment	Regular	\$ 90,000.00	Will provide Charter bus transportation for the School Education Program's environmental field trips for grades K-12 students.	31-Dec-13
4087-08/09	22	Department of the Environment	Regular	\$ 264,000.00	Will provide consulting to develop long-term strategy for Clean Air Program, advise on latest technology, and support and outline funding options for Clean Air projects.	30-Jun-13





CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
 GAVIN NEWSOM
 MAYOR

2001-08/09
 Initial

March 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-08/09 THROUGH 2009-08/09.

At its meeting of March 2, 2009 the Civil Service Commission had for its consideration the above matter.

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.*

It was the decision of the Commission to:

- (1) Postpone PSC #2002-08/09; 2003-08/09 and 2005-08/09 to the meeting of March 16, 2009 at the request of SEIU Local 1021. The Commission stipulated this will be the last continuance granted.
- (2) Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser.
- (3) Adopt the Human Resources Director's report on PSC #2006-08/09. Notify the offices of the Controller and the Purchaser.

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

ANITA SANCHEZ
 Executive Officer

Attachment

- cc: Micki Callahan, Human Resources Director
- David Curto, Human Services Agency
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- Brigitte Rockett, Department of Human Resources
- Ben Rosenfield, Controller
- Alexis Torres, IFPTE Local 21, 1182 Market Street, Ste. 425, SF, CA 94102
- Margot Reed, SEIU Local 1021, 350 Rhode Island St., Ste. 100 South Bldg. SF, CA 94103
- Commission File
- Chron

POSTING FOR
February 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Depth	Agency Name	Appropriation Type	Contract Amount	Description of work	Duration
2000-08/09	45	Human Services Agency	Continuing	\$ 7,500,000.00	Will provide orientations, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system. Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	30-Jun-14
2001-08/09	45	Human Services Agency	Continuing	\$ 65,000,000.00	Will provide services to Community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention.	30-Jun-14
2002-08/09	45	Human Services Agency	Continuing	\$ 25,500,000.00	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	30-Jun-14
2003-08/09	45	Human Services Agency	Continuing	\$ 150,000,000.00	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy, hotels and transitional or permanent housing.	30-Jun-14
2004-08/09	45	Human Services Agency	Continuing	\$ 230,000,000.00	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PSES (Personal Assisted Employment Services) and other low-income individuals.	30-Jun-14
2005-08/09	45	Human Services Agency	Continuing	\$ 38,500,000.00	Assisted Employment Services by the Agency include but not are limited to the following: legal process services, courier services, fiscal intermediary (employer agency payroll services for Waivers to work clients), credit checks, and equipment maintenance.	30-Jun-14
2006-08/09	45	Human Services Agency	Continuing	\$ 20,415,000.00	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 10,000 homeless workers. Provides the contract mode HBS as mandated.	30-Jun-14
2007-08/09	45	Human Services Agency	Continuing	\$ 327,750,000.00	Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, and voluntary case management.	30-Jun-14
2008-08/09	45	Human Services Agency	Continuing	\$ 75,750,000.00	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	30-Jun-14
2009-08/09	45	Human Services Agency	Continuing	\$ 14,950,000.00	Will provide Charter bus transportation for the School Education Program's environmental field trips for grades K-12 students.	31-Dec-13
4000-08/09	22	Department of the Environment	Regular	\$ 80,000.00	Will provide consulting to develop long-term strategy for Clean Air Program, advise on latest technology, and support and outline funding options for Clean Air projects.	30-Jun-13
4007-08/09	22	Department of the Environment	Regular	\$ 204,000.00		

2001-08/09
Initia

PERSONAL SERVICES CONTRACT SUMMARY

DATE: JANUARY 5, 2009

DEPARTMENT NAME Department of Human Services DEPARTMENT NUMBER 45

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)

CONTINUING ANNUAL

TYPE OF REQUEST:
INITIAL REQUEST

TYPE OF SERVICE: Foster Care Services

FUNDING SOURCE: Federal, State, County, Private Foundations

PSC AMOUNT: \$13,000,000 annual est/ \$65,000,000 term PSC DURATION: 7/1/09 thru 6/30/14

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Services include recruitment and support to perspective and existing foster and kinship parents. These services provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities. Services provided to children in foster care; include therapeutic services, tutoring, and independent living skills, mental and general health services.

B. Explain why this service is necessary and the consequences of denial: Foster parenting is highly stressful. Without support services it likely that the County would be unable to maintain/expand its pool of foster and kinship care families. Foster youth who were not reunified with their families or adopted are more likely to become incarcerated, homeless, or become teen parents. If housing and support services are not available to foster youth and emancipated youth, it is unlikely that these youth will enroll in higher or vocational education programs, secure housing or obtain employment.

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):
Previous 2014-04/05

D. Will the contract(s) be renewed: Yes, pending funding availability, contractor performance and competitive procurement processes.

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

Union Name Signature of person mailing / faxing form Date

Union Name Signature of person mailing / faxing form Date

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: **Established organizations that have demonstrated their effectiveness in providing services to foster parents, foster and emancipated youth, and to families interested in fostering children in the County's foster care system. Organizations must be culturally competent and able to work with families who are proficient in languages other than English.**

B. Which, if any, civil service class normally performs this work? **The following classifications perform similar services, in some respects, with those identified in the attachment. The classifications that appear to be the most relevant are: 2910 Social Worker, 2912 Senior Social Worker, 2914 Social Worker Supervisor, 2940 Protective Services Worker, 2944 Protective Services Supervisor, 2904 Human Services Technician**

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 Civil Service Classes listed in 3B do perform some of this work in conjunction with the services outsourced to Community based organizations. The Community based organizations are best suited to recruit and train foster and adoptive parents and can outreach to all counties and other states.**

B. Would it be practical to adopt a new civil service class to perform this work? Explain: **No, because several civil service classes already exist that perform portions of these services.**

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

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

Yes No

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 (e.g., clerks, civil engineers, etc.) and approximate number to be trained.

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

W

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

X W

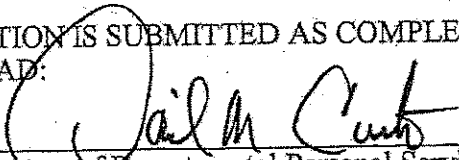
E. Has a board or commission determined that contracting is the most effective way to provide this service? **Human Services Commission Board of Supervisors**

X

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

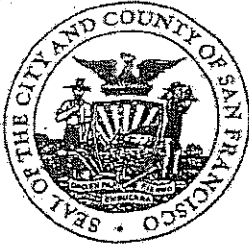
X

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



Signature of Departmental Personal Services Contract Coordinator
David M. Curto Director of Contracts, Human Services Agency (415-557-5581)
1650 Mission Street Suite #300

2014-04/05



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

June 9, 2005

GAVIN NEWSOM
MAYOR

NOTICE OF CIVIL SERVICE COMMISSION ACTION

LINDA RICHARDSON
PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2011-04/05 THROUGH 2026-04/05 AND 4096-04/05 THROUGH 4110-04/05 AND 4107-97/98.

THOMAS T. NG
VICE PRESIDENT

At its meeting of June 6, 2005 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 the 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. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

CIVIL SERVICE COMMISSION

KATE FAVETTI
Executive Officer

Attachment

- c: Shalonda Baldwin, Mayor's Office of Public Finance & Business Affairs
- Herberth Campos, Department of Human Resources
- Gordon Choy, Department of Public Works
- David Curto, Department of Human Services
- Philip Ginsburg, Human Resources Director
- Elizabeth Jacobi, Department of Human Resources
- Galen Leung, Department of Public Health
- John Marquez, Airport Commission
- Lee Okumoto, Public Utilities Commission
- Shawn Wallace, San Francisco Police Department
- Commission File
- Commissioners Binder
- Chron

POSTING FOR

May 16, 2005

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC#	Department	Amount	Description of work	Type of Approval	Duration
2011-04/05	Public Health	\$3,400,000	Will provide TB/STD related diagnosis, monitoring, treatment, patient prevention education, community support, training/technical assistance, and drug studies. These services will be provided to residents of the City and County of San Francisco.	Continuing	6/30/2009
2012-04/05	Public Health	\$4,000,000	Will provide community based, primary health and life enhancement programs for low/no income, disabled, senior, and youth residents of San Francisco, including access to transportation, adult day recreation programs, and therapeutic art programs.	Continuing	6/30/2009
2013-04/05	Public Health	\$110,000,000	Will provide an array of community based behavioral health services, including mental health and substance abuse treatment services for the broad age, ethnic, gender, ability, and geographic diversity of San Francisco's various target populations.	Continuing	6/30/2009
2014-04/05	Human Services	\$150,000	Will provide training for families interested in becoming foster parents. Also on-going training to keep foster parents current on special child-rearing issues.	Continuing	6/30/2009

PERSONAL SERVICES CONTRACT SUMMARY

2014-04/05

DATE: May 19, 2005

DEPARTMENT NAME Department of Human Services DEPARTMENT NUMBER 45

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)

CONTINUING ANNUAL

TYPE OF REQUEST:

INITIAL REQUEST MODIFICATION (PSC# 2006-03-04 Qualified Approval)

TYPE OF SERVICE: Foster Care Services

FUNDING SOURCE: Includes Local funding (General Fund, CTF), State funding (CWS, Kinship, AB2129, SCIAF, THP), Federal funding (TCM, ILS, OFR, PSSF) and Grant Funds (Annie E. Casey Foundation)

PSC AMOUNT: \$ 150,000 (annual estimated amount) PSC DURATION : 3/1/04 - ongoing

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Training for interested families interested in becoming foster parents. Also on-going training to keep foster parents current on special child-rearing issues. Respite services provide childcare services for short periods of time to foster parents taking care of medically-fragile infants and toddlers that were parentally exposed to drugs/alcohol or who test positive for HIV. The Foster Parent Resource Room is operated to provide foster parents with a place they can go to meet other foster parents, attend support groups, and access material on the child welfare process, licensing and payments, and issues about the care of children

B. Explain why this service is necessary and the consequences of denial: **Foster parenting is highly stressful. Without support services it likely that the County would be unable to maintain/expand its pool of foster and kinship care families. Foster youth who were not reunified with their families or adopted are more likely to become incarcerated, homeless, or become teen parents. If housing and support services are not available to foster youth and emancipated youth, it is unlikely that these youth will enroll in higher or vocational education programs, secure housing or obtain employment.**

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):

D. Will the contract(s) be renewed: **Yes.**

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

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

PSC# _____

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: **Established organizations that have demonstrated their effectiveness in providing services to foster parents, foster and emancipated youth, and to families interested in adopting children in the County's foster care system. Organizations must be culturally competent and able to work with families who are proficient in languages other than English.**

B. Which, if any, civil service class normally performs this work? **The following classifications perform similar services, in some respects, with those identified in the attachment. The classifications that appear to be the most relevant are: 2910 Social Worker, 2912 Senior Social Worker, 2914 Social Worker Supervisor, 2940 Protective Services Worker, 2944 Protective Services Supervisor, 2904 Human Services Technician**

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 Civil Service Classes listed in 3B do perform some of this work in conjunction with the services outsourced to Community based organizations. The Community based organizations are best suited to recruit and train foster and adoptive parents and can outreach to all counties and other states.**

B. Would it be practical to adopt a new civil service class to perform this work? Explain. **No, because several civil service classes already exist that perform portions of these services.**

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 (e.g., clerks, civil engineers, etc.) and approximate number to be trained.

C. Are there policy 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? **Human Services Commission** 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:

Signature of Departmental Personal Services Contract Coordinator

David M. Curto Director of Contracts, Human Services Agency (415-557-5581)
1650 Mission Street Suite #300

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS Dept. Code: DSS

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

Type of Approval: Expedited Continued (Omit Posting)

Type of Service: Supportive Housing and Services for Homeless and Low-Income Individuals and Families

Funding Source: County, State and Federal Funds PSC Duration: annual memo required

PSC Amount: \$230,000,000/Year PSC Est. Start Date: 07/01/2009 PSC Est. End Date: Continued

\$ 46,000,000/annual memo

1. Description of Work

A. Scope of Work:

To provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing. Clients include recipients of Social Security Administration, Supplemental Security Income, Personal Assisted Employment Services, CalWorks and/or low-incomes.

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

These support services provide recipients the support necessary to access and remain in housing. Consequences of denial are an increase in homelessness, and for emergency shelter and hospitalization services

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.
PSC# 2024-04/05

D. Will the contract(s) be renewed? PSC# 2024-04/05

2. Union Notification: On 12/10/2024, the Department notified the following employee organizations of this PSC/RFP request: no unions notified Local 1024, Local 21

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2004 08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/02/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Required skills and expertise in providing housing related services to the homeless, including those with substance abuse and physical and mental illnesses. Expertise in developing and administering community functions and social programs. Expertise in linking clients to service providers and payee services and developing money management skills.

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

1424,2604,2708,

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

Yes, the contractors will provide the facilities and equipment.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Work is performed 24 hours a day, seven days a week. The supportive housing services are often crisis driven, do not involve predictable tasks and serve fluctuating populations.

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

Work is performed 24 hours a day, seven days a week. The supportive housing services are often crisis driven, do not involve predictable tasks and serve fluctuating populations.

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

YES NO

- A. Will the contractor directly supervise City and County employee? YES NO
- B. Will the contractor train City and County employee? YES NO
- C. Are there legal mandates requiring the use of contractual services? YES NO
- D. Are there federal or state grant requirements regarding the use of contractual services? YES NO
- E. Has a board or commission determined that contracting is the most effective way to provide this service? YES NO
Board of Supervisors, ordinance 185-95
(Dept. unable to locate ordinance) W
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Multiple contractors under PSC YES NO

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

ON 12/10/08 BY: W

Name: David Curto Phone: 415-557-5581 Email: david.curto@sfgov.org

Address: 1650 Mission Street Suite 300 San Francisco, CA

City and County of San Francisco



Edwin M. Lee, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

Date: May 21, 2014

To: Civil Service Commission

From: David Curto, PSC Coordinator
Human Services Agency (Dept. 45)

Re: Annual Report of Continuing PSCs

Per the policy established by the Commission, please accept this report of our annual activity under Continuing PSC approval #2004-08/09 for Fiscal Year 13-14. This Continuing PSC contains contracts related to supportive Housing Services for Single Adults, Families and Youth.

These contracts are provided under the authority of 18986.86 Chapter 12.991 sections 18986.86-18986.87 of the California Welfare and Institutions code and policies adopted by the State Department of Social Services and the Human Services Commission of San Francisco.

As always we will be happy to provide any additional information or answer any questions the Commission may have.

Thank you

Note:

To view the California Welfare & Institutions code and policies please go to <http://leginfo.legislature.ca.gov>
(document too large to attach)

	A	B	C	D	E	F	G	H	I	J
	Contractor	Program Description	PSC #	Budget Name	Term Start	Term End	Annual Budget Amount			
1	Bayview Hunters Point Foundation	Bayview Hill Gardens LSP	2004-08/09	Bayview Hill Gardens	7/1/2013	6/30/2014	\$389,050			
2	BRIDGE HOUSING CORP	One Church Street Apartments	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$62,318			
3	CATHOLIC CHARITIES CVO	John & Mission LSP	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$279,609			
4	CATHOLIC CHARITIES CVO	FEPCO	2004-08/09	STANDARD-FEPCO	7/1/2013	9/30/2013	\$117,089			
5	CATHOLIC CHARITIES CVO	FEPCO	2004-08/09	Standard - Home for the Holidays	10/1/2013	9/30/2014	\$520,095			
6	CATHOLIC CHARITIES CVO	FEPCO	2004-08/09	STANDARD-FEPCO	10/1/2013	6/30/2014	\$520,095			
7	CATHOLIC CHARITIES CVO	Rita da Cassia - Positive Match - GF portion	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$151,134			
8	CATHOLIC CHARITIES CVO	Rita da Cassia - Positive Match - HUD portion	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$175,655			
9	CATHOLIC CHARITIES CVO	Rita da Cassia - Positive Match - HUD portion	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$150,579			
10	CATHOLIC CHARITIES CVO	Scattered Sites	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$607,626			
11	CATHOLIC CHARITIES CVO	Treasure Island-GF-Phase II, Island Bay, ribbon LSP	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$296,094			
12	CENTER ON JUVENILE AND CRIMINAL JUSTICE	Camo House	2004-08/09	HUD	4/1/2014	3/31/2015				
13	COMMUNITY AWARENESS & TREATMENT SVCS INC	CNC-Garmondo Hotel	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$1,179,946			
14	COMMUNITY HOUSING PARTNERSHIP	Arnett Watson Apartments	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$420,104			
15	COMMUNITY HOUSING PARTNERSHIP	Essex Hotel	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$291,819			
16	COMMUNITY HOUSING PARTNERSHIP	HUD ISN Job Training	2004-08/09	HUD	1/2/2014	3/1/2015	\$166,149			
17	COMMUNITY HOUSING PARTNERSHIP	HUD ISN-Cambridge and Hamlin	2004-08/09	HUD	1/2/2014	1/1/2015	\$112,673			
18	COMMUNITY HOUSING PARTNERSHIP	Shelter Client Advocates	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$116,906			
19	COMMUNITY HOUSING PARTNERSHIP	Tenant Services Cambridge, Hamlin, Penn G5, Hoquais, San Cristina, Senator	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$1,017,813			
20	COMMUNITY HOUSING PARTNERSHIP	Zygmunt Arndt House	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$158,056			
21	COMPASS FAMILY SERVICES	Housing Access Program (HAP) - HUD	2004-08/09	HUD	7/1/2013	6/30/2014	\$657,143			
22	COMPASS FAMILY SERVICES	HUD and General Fund Connecting Point (3)	2004-08/09	CCR	7/1/2013	6/30/2014	\$324,773			
23	COMPASS FAMILY SERVICES	HUD and General Fund Connecting Point (3)	2004-08/09	HUD	7/1/2013	6/30/2014	\$232,582			
24	COMPASS FAMILY SERVICES	Rental Assistance Program	2004-08/09	One time board and back	10/1/2013	6/30/2014	\$102,000			
25	COMPASS FAMILY SERVICES	Rental Assistance Program	2004-08/09	General Fund	10/1/2013	6/30/2014	\$294,793			
26	COMPASS FAMILY SERVICES	SF Home	2004-08/09	STANDARD	10/1/2013	6/30/2014	\$1,092,750			
27	CONARD HOUSE INC	Allen Hotel-HUD and GF	2004-08/09	General	7/1/2013	6/30/2014	\$701,463			
28	CONARD HOUSE INC	Allen Hotel-HUD and GF	2004-08/09	HUD	5/1/2014	4/30/2015	\$369,497			
29	CONARD HOUSE INC	Arands Hotel	2004-08/09	Arands 12-17	7/1/2013	6/30/2014	\$1,085,255			
30	CONARD HOUSE INC	CNC-McCallister Hotel	2004-08/09	180 4th Street	7/1/2013	6/30/2014	\$773,862			
31	EPISCOPAL COMMUNITY SVCS OF S.F. INC	1180 4th St	2004-08/09	STANDARD	4/1/2014	6/30/2014	\$773,862			
32	EPISCOPAL COMMUNITY SVCS OF S.F. INC	Bishop Swing-LOSS	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$618,504			
33	EPISCOPAL COMMUNITY SVCS OF S.F. INC	Canon Barcus Supportive Services	2004-08/09	Canon Barcus	7/1/2013	6/30/2014	\$434,871			
34	EPISCOPAL COMMUNITY SVCS OF S.F. INC	CNC-Housing First Hotels-Alder, Crosby, Elm, Hillside, Mentone	2004-08/09	Hillside	7/1/2013	6/30/2014	\$976,804			
35	EPISCOPAL COMMUNITY SVCS OF S.F. INC	CNC-Housing First Hotels-Alder, Crosby, Elm, Hillside, Mentone	2004-08/09	Mentone	7/1/2013	6/30/2014	\$944,931			
36	EPISCOPAL COMMUNITY SVCS OF S.F. INC	CNC-Housing First Hotels-Alder, Crosby, Elm, Hillside, Mentone	2004-08/09	Alder	7/1/2013	6/30/2014	\$1,226,762			
37	EPISCOPAL COMMUNITY SVCS OF S.F. INC	CNC-Housing First Hotels-Alder, Crosby, Elm, Hillside, Mentone	2004-08/09	Crosby	7/1/2013	6/30/2014	\$1,281,310			
38	EPISCOPAL COMMUNITY SVCS OF S.F. INC	CNC-Housing First Hotels-Alder, Crosby, Elm, Hillside, Mentone	2004-08/09	Elm	7/1/2013	6/30/2014	\$1,028,132			
39	EPISCOPAL COMMUNITY SVCS OF S.F. INC	HUD CHIEFS Grant	2004-08/09	HUD	1/1/2014	12/31/2014	\$128,862			
40	EPISCOPAL COMMUNITY SVCS OF S.F. INC	ISN-Rose and Canon KP-HUD and DPH GF (3)	2004-08/09	DPH Rose Hotel Match	1/2/2014	1/1/2015	\$55,066			
41	EPISCOPAL COMMUNITY SVCS OF S.F. INC	ISN-Rose and Canon KP-HUD and DPH GF (3)	2004-08/09	DPH Canon Kip Match	1/2/2014	1/1/2015	\$147,251			
42	EPISCOPAL COMMUNITY SVCS OF S.F. INC	ISN-Rose and Canon Kip-HUD and DPH GF (3)	2004-08/09	HUD-Rose and Canon Kip	1/2/2014	1/1/2015	\$233,288			
43	EPISCOPAL COMMUNITY SVCS OF S.F. INC	Next Door	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$3,313,679			
44	EPISCOPAL COMMUNITY SVCS OF S.F. INC	Sanctuary	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$2,563,310			
45	EVICTIION DEFENSE COLLABORATIVE INC	RABCO	2004-08/09	STANDARD	7/1/2013	9/30/2013	\$501,493			
46	EVICTIION DEFENSE COLLABORATIVE INC	RABCO	2004-08/09	General Fund	10/1/2013	6/30/2014	\$747,528			
47	EVICTIION DEFENSE COLLABORATIVE INC	RABCO	2004-08/09	One-time board and back	10/1/2013	6/30/2014	\$762,000			

A	B	E	G	H	I	J
Contractor	Program Description	PSC #	Budget Name	Term Start	Term End	Annual Budget Amount
1						
48	GLIDE COMMUNITY HOUSING INC	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$319,156
49	HAMILTON FAMILY CENTER	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$2,079,127
50	HAMILTON FAMILY CENTER	2004-08/09	HFR-45 Subsidies	7/1/2013	9/30/2013	\$120,000
51	HAMILTON FAMILY CENTER	2004-08/09	THC- 50 and 40 subsidies	7/1/2013	9/30/2013	\$262,351
52	HAMILTON FAMILY CENTER	2004-08/09	One time only board address	10/1/2013	6/30/2014	\$86,000
53	HAMILTON FAMILY CENTER	2004-08/09	HUD	10/1/2013	6/30/2014	\$1,213,675
54	HAMILTON FAMILY CENTER	2004-08/09	HUD	11/1/2013	10/31/2014	\$728,826
55	HAMILTON FAMILY CENTER	2004-08/09	General Fund	9/1/2013	8/31/2014	\$74,613
56	HAMILTON FAMILY CENTER	2004-08/09	HUD	1/1/2014	12/31/2014	\$361,636
57	HAMILTON FAMILY CENTER	2004-08/09	HUD	1/1/2014	12/31/2014	\$372,317
58	HEALTHRIGHT 360	2004-08/09	Season of Sharing	10/1/2013	9/30/2014	\$65,646
59	HOLY FAMILY DAY HOME INC	2004-08/09	Season of Sharing	1/1/2014	6/30/2015	\$18,500
60	HOMEBASE THE CTR FOR COMMON CONCERNS INC	2004-08/09	MCKINNEY ADMIN FUNDS	12/1/2013	11/30/2014	\$400,000
61	HOMEBASE THE CTR FOR COMMON CONCERNS INC	2004-08/09	GENERAL FUNDS/CHCR	12/1/2013	11/30/2014	\$69,382
62	HOMELESS PRENATAL PROGRAM	2004-08/09	STANDARD	10/1/2013	6/30/2014	\$604,966
63	HOMELESS PRENATAL PROGRAM	2004-08/09	STANDARD	7/1/2013	9/30/2013	\$94,787
64	HOMELESS PRENATAL PROGRAM	2004-08/09	STANDARD	7/1/2013	9/30/2013	\$106,524
65	HSA OF BERNAL HEIGHTS NEIGHBORHOOD CNTR	2004-08/09	Bernal Gateway 7/1/12-9/30/14	7/1/2013	6/30/2014	\$167,499
66	HSA OF BERNAL HEIGHTS NEIGHBORHOOD CNTR	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$22,408
67	ASSOCIATION JUSTICE AND DIVERSITY CENTER-SF BAR	2004-08/09	STANDARD	3/1/2014	2/28/2015	\$347,604
68	ASSOCIATION JUSTICE AND DIVERSITY CENTER-SF BAR	2004-08/09	Right To Counsel Pilot	10/1/2013	9/30/2014	\$150,000
69	LARRIN STREET YOUTH CENTER	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$70,017
70	LARRIN STREET YOUTH CENTER	2004-08/09	HUD	1/1/2013	12/31/2014	\$329,076
71	LARRIN STREET YOUTH CENTER	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$715,975
72	LARRIN STREET YOUTH CENTER	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$348,427
73	LARRIN STREET YOUTH CENTER	2004-08/09	Appendix B - Larkin Street Youth Services, LGBT Youth Outreach	1/1/2014	6/30/2014	\$48,677
74	LUTHERAN SOCIAL SERVICES OF NORTHERN CAL	2004-08/09	STANDARD	1/2/2014	1/1/2015	\$175,227
75	LUTHERAN SOCIAL SERVICES OF NORTHERN CAL	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$302,256
76	MARY ELIZABETH INN	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$363,760
77	MARY ELIZABETH INN	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$183,606
78	MARY ELIZABETH INN	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$897,288
79	MISSION HOUSING DEVELOPMENT CORP	2004-08/09	HUD	1/2/2014	1/1/2015	\$184,405
80	MISSION HOUSING DEVELOPMENT CORP	2004-08/09	12524 Mission St. Residence	10/1/2013	6/30/2014	\$69,591
81	NINHOUMACH LEGAL OUTREACH DBA AP LEGAL	2004-08/09	Ellis Act Eviction Prevention	1/1/2014	6/30/2014	\$49,408
82	REGENTS UNIV OF CALIF / UNIV CALIF S F	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$81,271
83	REGENTS UNIV OF CALIF / UNIV CALIF S F	2004-08/09	HUD	1/2/2014	1/1/2015	\$131,005
84	SALVATION ARMY	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$369,741
85	ISAN FRANCISCO HOUSING AUTHORITY	2004-08/09	Program Budget	10/1/2013	9/30/2014	\$108,617
86	ISAN FRANCISCO HOUSING DEVELOPMENT CORP	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$145,766
87	ISAN FRANCISCO NETWORK MINISTRIES	2004-08/09	STANDARD	7/1/2013	6/30/2014	\$100,396
88	ISWORDS TO CLOWSHARES	2004-08/09	HUD - Veteran's Academy	7/1/2013	6/30/2014	\$346,991
89	ISWORDS TO CLOWSHARES	2004-08/09	SF Training Partnership	4/1/2014	3/31/2015	\$264,249

A		B		E		G		H		I		J	
Contractor		Program Description		PSC #		Budget Name		Term Start		Term End		Annual Budget Amount	
1	SWORDS TO PLOWSHARES	Supportive Services at 150 OHS		2004-08/09	150 OHS Standard Budget	7/1/2013	6/30/2013	\$100,000					
90	TENDERLOIN HOUSING CLINIC INC	Ellis Act Eviction Prevention		2004-08/09	STANDARD	7/1/2013	9/30/2013	\$31,947					
92	TENDERLOIN HOUSING CLINIC INC	Ellis Act Eviction Prevention		2004-08/09	Ellis Act	10/1/2013	6/30/2014	\$302,437					
94	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels CNC		2004-08/09	Al-Star	7/1/2013	6/30/2014	\$607,541					
95	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels CNC		2004-08/09	CNC MPP	7/1/2013	6/30/2014	\$249,026					
96	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels CNC		2004-08/09	CNC MPP	7/1/2013	6/30/2014	\$1,498,417					
97	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels CNC		2004-08/09	Rayan	7/1/2013	6/30/2014	\$642,234					
98	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels CNC		2004-08/09	Union	7/1/2013	6/30/2014	\$595,202					
99	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels CNC		2004-08/09	Boyd	7/1/2013	6/30/2014	\$719,142					
100	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels CNC		2004-08/09	Caldrate	7/1/2013	6/30/2014	\$210,980					
101	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels CNC		2004-08/09	Graystone	7/1/2013	6/30/2014	\$641,598					
102	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels CNC		2004-08/09	Pierre	7/1/2013	6/30/2014	\$668,313					
103	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels Non-CNC		2004-08/09	Vincent	7/1/2013	6/30/2014	\$579,886					
104	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels Non-CNC		2004-08/09	Sarasa	7/1/2013	6/30/2014	\$1,205,131					
105	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels Non-CNC		2004-08/09	PMS - Non-CNC	7/1/2013	6/30/2014	\$247,615					
106	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels Non-CNC		2004-08/09	MPE - Non-CNC	7/1/2013	6/30/2014	\$411,521					
107	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels Non-CNC		2004-08/09	Harland	7/1/2013	6/30/2014	\$990,130					
108	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels Non-CNC		2004-08/09	Jefferson	7/1/2013	6/30/2014	\$682,620					
109	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels Non-CNC		2004-08/09	Edgeworth formerly Looper	7/1/2013	6/30/2014	\$219,940					
110	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels Non-CNC		2004-08/09	Mayfair	7/1/2013	6/30/2014	\$698,742					
111	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels Non-CNC		2004-08/09	Mission	7/1/2013	6/30/2014	\$1,113,674					
112	TENDERLOIN HOUSING CLINIC INC	Master Lease Hotels Non-CNC		2004-08/09	Reman	7/1/2013	6/30/2014	\$741,893					
113	TENDERLOIN HOUSING CLINIC INC	New Roads		2004-08/09	New Roads-58678	7/1/2013	9/30/2013	\$30,947					
114	TENDERLOIN HOUSING CLINIC INC	New Roads		2004-08/09	New Roads-HSA GF	7/1/2013	9/30/2013	\$1,376					
115	TENDERLOIN HOUSING CLINIC INC	New Roads		2004-08/09	New Roads-AB109	7/1/2013	9/30/2013	\$90,677					
116	TENDERLOIN HOUSING CLINIC INC	Supportive Services MPP		2004-08/09	STANDARD	7/1/2013	6/30/2014	\$751,346					
117	CORP	Scattered Sites Renewal		2004-08/09	STANDARD	7/1/2013	6/30/2014	\$522,009					
118	TOOCO	Supportive services at 3 TOOCO sites		2004-08/09	STANDARD	7/1/2013	6/30/2014	\$234,436					
119	Y.M.C.A. OF SAN FRANCISCO	Pisc Agent to United Council		2004-08/09	STANDARD	7/1/2013	6/30/2014	\$231,612					
120	Y.M.C.A. OF SAN FRANCISCO	UCHS Hope House (GF)		2004-08/09	STANDARD	7/1/2013	6/30/2014	\$124,224					
121	Y.M.C.A. OF SAN FRANCISCO	UCHS Hope House (HUD)		2004-08/09	HUD	6/1/2013	5/31/2015	\$735,252					
122	Y.M.C.A. OF SAN FRANCISCO	UCHS Resource Center Bayview Drop-in (GF)		2004-08/09	STANDARD	7/1/2013	6/30/2014	\$974,424					
123	Y.M.C.A. OF SAN FRANCISCO	UCHS Resource Center Bayview Drop-in (HUD)		2004-08/09	HUD	9/1/2013	8/31/2014	\$73,598					
125							Total	\$59,780,147.00					

Receipt of Union Notification(s)

◆ **Local 1021**

◆ **Local 21**

***** -COMM. JOURNAL- ***** DATE DEC-10-2008 ***** TIME 10:39 *****

MODE = MEMORY TRANSMISSION

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END=DEC-10 10:39

FILE NO.=560

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City and County of San Francisco



Gavin Newsom, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

FAX

To: LOCAL 1021 From: LARRY CHATMON
 Fax: (415) 431-6241 Fax: (415) 557-5879
 Phone: Phone: (415) 557-5330
 Pages: 23 Date: 12-10-08
 Re: PSC Summaries

Urgent For Review Please Comment Please Reply

COMMENTS:

Attached are eleven (11) PSC Summaries that are to be scheduled for the January 5, 2009 Civil Service Commission for your review.

Larry Chatmon
557-5330

MODE = MEMORY TRANSMISSION

START=DEC-10 10:41

END=DEC-10 10:46

FILE NO.=561

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-D H S, O.C.M

***** UF-8000 ***** -415 557 5679 - ***** - 415 557 5679- *****

City and County of San Francisco

Human Services Agency



Gavin Newsom, Mayor

Department of Human Services
Department of Aging and Adult Services

Trent Rorer, Executive Director

FAX

To: LOCAL 21 From: LARRY CHATMON

Fax: (415) 864-2166 Fax: (415) 557-5679

Phone: Phone: (415) 557-5330

Pages: Date: 12-10-08

Re: PSC Summaries

Urgent For Review Please Comment Please Reply

COMMENTS:

Attached are eleven (11) PSC Summaries that are to be scheduled for the January 5, 2009 Civil Service Commission for your review.

Larry Chatmon
557-5330

Additional Attachment(s) of Explanation

◇ **Section 1. Description of Work**

**1C. 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.**

PSC # 2024-08/09

PSC # 2024-04/05

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4030-09/10	Public Works - Bureau of Architecture	\$4,000,000	Will provide as-needed design services for Health Facilities involving renovation, adaptive re-use of existing facilities, installations of specialized medical equipment, modifications to life safety systems and other infrastructure, and facilities.	Regular	04/28/15
4031-09/10	Public Works	\$3,000,000	Will provide all necessary services required for a turnkey management solution for the following: procurement process for furniture, fixtures, and equipment (FF&E) for the San Francisco General Hospital-Rebuild Program.	Regular	12/31/16
4032-09/10	Arts Commission	\$306,000	Will conduct creative writing classes with youth in need at up to 10 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated or in crisis.	Regular	06/30/10
4033-09/10	Public Utilities Commission	\$2,500,000	Will provide professional construction management services to oversee a Wastewater Enterprise construction project, the Sunnydale Sewer Auxiliary Tunnel, on behalf of the SFPUC.	Regular	03/01/12
4034-09/10	Public Utilities Commission	\$400,000	Will provide at minimum, daily aerial patrol of Watershed lands during CALFIRE declared fire season to be coordinated by the respective parties' designated representatives.	Regular	10/01/17
4035-09/10	Treasurer and Tax Collector's Office	\$400,000	Will provide new payment processing system; licensing fees and annual software maintenance costs and professional services in custom programming, installation and training.	Regular	12/31/14
4036-09/10	Municipal Transportation Agency	\$217,634	Will provide labor, materials, consumables and supervision to repair, restore and rebuild two accident damaged LRVs from SFMTA's fleet of 151 vehicles.	Regular	11/01/10
4037-09/10	Building Inspection	\$4,200,000	Will install, configure, customize, test, and train City staff on the design, configuration, implementation, maintenance, and operation of a new proprietary Permit and Project Tracking System (PPTS).	Regular	12/31/16
4038-09/10	Controller's Office	\$1,500,000	Will provide municipal financing advisory services to Office of Public Finance, Controller's Office, and other City department staff in the following areas: general obligation bonds, certificates of participation and lease revenue bonds.	Regular	10/16/14
4112-06/07	Human Resources	Increase Amount \$125,000 New Amount \$1,625,000	Will provide computer software, licensing, and software support for proprietary workers' compensation claims management system. Modification for implementation of upgraded web-based system.	Modification	06/30/11
4163-07/08	Public Utilities Commission	Increase Amount \$1,300,000 New Amount \$1,900,000	Will provide a High Efficiency Toilet (HET) Direct Install Program for Low Income Customers in the retail services area. Services include installation, coordination of recycling of replaced fixture, and some leak and audit activities.	Modification	06/30/12
4021-09/10	Municipal Transportation Agency	Increase Amount \$26,752,554 New Amount \$56,752,554	Will perform a rehabilitation of key operating systems of the SF Municipal Transportation Agency's (SFMTA's) Light Rail Vehicles (LRVs) to restore systems to their original operating specifications to extend component life and improve vehicle reliability.	Modification	08/31/16

Action: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0065-09-7 Determination of future employability: permanent part time appointment of Antoine Oliver, Library Page (Job Code 3602), San Francisco Public Library. (Item No. 7)

June 15, 2009: No future employment with the San Francisco Public Library. (Vote of 2 to 1; Commissioner Boatwright dissents.) Continue to the meeting of July 6, 2009. (Three (3) votes are needed for Commission action.)

July 6, 2009: Continue to the meeting of August 17, 2009 pending the resolution of arbitration.

August 17, 2009: Postpone to the meeting of September 21, 2009.

Speakers: Mark Vandiver, San Francisco Public Library
Steve Pitocchi, SEIU Local 1021

Action: Off calendar pending resolution of arbitration. (Vote of 4 to 0)

0727-07-7 Determination of future employability: permanent civil service appointment of David Chan, Assistant Electronic Maintenance Technician (Job Code 7340), with the Municipal Transportation Agency. (Item No. 8)

August 17, 2009: Postpone to the meeting of September 21, 2009.

Speakers: Erica Mitchell, Municipal Transportation Agency
David Chan, Appellant

- Action:** Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco. (Vote of 4 to 0)
- 0027-07-6 Appeal by Virginia Morgan of the Human Resources Director's decision to dismiss her charge of discrimination. (Item No. 9)**
- August 20, 2007:** Postpone to the meeting of October 1, 2007 at the request of Matthew Ming, Attorney for Virginia Morgan.
- October 1, 2007:** Postpone to the meeting of November 19, 2007 at the request of the Department of Human Resources and concurrence of Matthew Ming, Attorney for the appellant.
- Note:** Commissioners Morgan Gorrone and Yu-Yee Wu addressed their concerns regarding the City Attorney's Opinion on remedies available to the Commission on discrimination complaints.
- November 19, 2007:** Postpone to the meeting of January 7, 2008 pending the City Attorney's Opinion on remedies available to the Commission on discrimination complaints and having all Commissioners present.
- August 17, 2009:** Postpone to the meeting of September 21, 2009 by mutual agreement of the Department of Human Resources and Operating Engineers Local 3.
- Speakers:** None.
- Action:** Postpone to the meeting of October 19, 2009 at the request of the Department of Human Resources. (Vote of 4 to 0)
- 0296-09-1 Annual Report on the Certification of Eligibles - Entry and Promotion - Uniformed Ranks of Police and Fire. (Item No. 10)**
- Speakers:** Jesusa Bushong, San Francisco Fire Department
Micki Callahan, Human Resources Director
- Action:** Accept and file the report. (Vote of 4 to 0)
- 0284-09-3 Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco. (Item No. 11)**
- Speakers:** None.
- Action:** Adopt the report; Forward to Board of Supervisors. (Vote of 4 to 0)
- 0024-09-8 Report from the Human Services Agency on the status of the conditional approval of personal services contract numbers 2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09. (Item No. 12)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-08/09	Human Services Agency	\$7,500,000	Will provide orientations, induction training, home studies and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	Continuing	06/30/14
2001-08/09	Human Services Agency	\$65,000,000	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	Continuing	06/30/14
2004-08/09	Human Services Agency	\$230,000,000	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	Continuing	06/30/14
2007-08/09	Human Services Agency	\$327,750,000	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode IHSS as mandated.	Continuing	06/30/14
2008-08/09	Human Services Agency	\$75,750,000	Will provide homeless individuals and families with emergency shelter services and meals. Service may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities and voluntary case management.	Continuing	06/30/14
2009-08/09	Human Services Agency	\$14,950,000	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	Continuing	06/30/14

February 2, 2009: Postpone PSC #2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021.

- March 2, 2009: Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
- Speakers:** Dave Curto, Human Services Agency
Steve Pitocchi, SEIU Local 1021
- Action:** Accept the oral report. (Vote of 4 to 0)
- 0555-08-3 **Appeal by Nora Hanson, Transit Operator (Job Code 9163) of her battery pay determination. (Item No. 13)**
- July 20, 2009: Postpone to the meeting of September 21, 2009 at the request of Nora Hanson.
- Speakers:** Sharon Van Loon, Municipal Transportation Agency
Nora Hanson, Appellant
- Action:** Deny the request by Nora Hanson to postpone to the meeting of October 5, 2009. (Vote of 4 to 0).

Grant the appeal by Nora Hanson and award battery pay as authorized by Section 16.170 of the Administrative Code. (Vote of 4 to 0)
- 0332-08-6 **Appeal by Edward Campos of the Human Resources Director's finding of insufficient evidence to support his discrimination, harassment and retaliation complaints. (Item No. 14)**
- August 3, 2009: Postpone to the meeting of September 21, 2009 at the request of Edward Campos.
- Speakers:** None.
- Action:** Postpone to the meeting of October 5, 2009 at the request of Edward Campos. The Commission stipulated this will be the last continuance granted. (Vote of 4 to 0)
- 0650-06-6 **Appeal by Micki Jones of the Human Resources Director's finding of insufficient evidence to support her complaint of retaliation. (Item No. 15)**
- Speakers:** Janie White, Department of Human Resources
Micki Jones, Appellant
- Action:** Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Micki Jones. (Vote of 3 to 1; Commissioner Boatwright dissents.)
- 0263-09-2 **Appeal by IFPTE Local 21 of Classification Action #20, FY 08-09 Related to Amending the Job Specifications of the 6230 and 6231 Street Inspector Classifications. (Item No. 16)**
- Speakers:** None.
- Action:** Postpone to the meeting of October 5, 2009 at the request of IFPTE Local 21. The Commission stipulated this will be the last continuance granted. (Vote of 4 to 0)
- 0297-09-1 **Department of Human Resources' Report on the Position-Based Testing Program. (Item No. 17)**
- Speakers:** Laura Dancer, Department of Human Resources
- Action:** Accept and file the report. (Vote of 4 to 0)
- 0298-09-1 **Department of Human Resources Report on Provisional Appointments. (Item No. 18)**
- Speakers:** Laura Dancer, Department of Human Resources
- Action:** Accept and file the report. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 19)

Kevin Hughes, IBEW Local 5 requested a copy of the Report on the Position-Based Testing Program. He also made brief comments on unpaid administrative leave, the California Public Utilities Commission considering proposed regulations regarding cell phone usage by transit operators and he thanked the Commissioners for their time and the great job they do on the issues and information with which they work.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 20)

None.

ADJOURNMENT (Item No. 21)

6:05 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

2004-08/09
Initial

February 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-08/09 THROUGH 2009-08/09; 4086-08/09 THROUGH 4095-08/09; 3090-07/08; 4148-07/08 AND 4192-07/08.

At its meeting of February 2, 2009 the Civil Service Commission had for its consideration the above matter.

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.*

It was the decision of the Commission to:

- (1) Postpone PSC #2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021.
- (2) Adopt the Human Resources Director's report on PSC #4087-08/09 on the condition that over the next six (6) months IFPTE Local 21 and the Department of the Environment actively collaborate with each other to identify civil service classifications and personnel which could perform all or part of the work and that a report of its joint collaborative findings be submitted to the Commission at the end of the six month period. Notify the offices of the Controller and the Purchaser.
- (3) Withdraw PSC #3090-07/08 at the request of the Public Utilities Commission.
- (4) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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:
- Rachel Buerkle, Department of the Environment
 - Jesusa Bushong, San Francisco Fire Department
 - Micki Callahan, Human Resources Director
 - Gordon Choy, Department of Public Works
 - David Curto, Human Services Agency
 - Rion Dugan, Department of Technology
 - Nancy Gonchar, Arts Commission
 - Shamica Jackson, Public Utilities Commission
 - Jennifer Johnston, Department of Human Resources
 - Florence Kyaun, Public Utilities Commission
 - William Lee, Emergency Communications Department
 - Julian Low, Mayor's Office of Business & Economic Development
 - Mary Ng, Department of Human Resources
 - Brigitte Rockett, Department of Human Resources
 - Commission File
 - Chron

POSTING . JR
February 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
2000-08/09	45	Human Services Agency	Continuing	\$ 7,500,000.00	Will provide orientations, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	30-Jun-14
2001-08/09	45	Human Services Agency	Continuing	\$ 65,000,000.00	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	30-Jun-14
2002-08/09	45	Human Services Agency	Continuing	\$ 26,500,000.00	Will provide services to Community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention.	30-Jun-14
2003-08/09	45	Human Services Agency	Continuing	\$ 160,000,000.00	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	30-Jun-14
2004-08/09	45	Human Services Agency	Continuing	\$ 230,000,000.00	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	30-Jun-14
2005-08/09	45	Human Services Agency	Continuing	\$ 38,500,000.00	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES(Personal Assisted Employment Services) and other low-income individuals.	30-Jun-14
2006-08/09	45	Human Services Agency	Continuing	\$ 25,415,000.00	Will provide support services to the Agency include but not are limited to the following: legal process service, courier service, fiscal intermediary (employer agent/payroll services for welfare to work clients), credit checks, and equipment maintenance.	30-Jun-14
2007-08/09	45	Human Services Agency	Continuing	\$ 327,750,000.00	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode IHSS as mandated.	30-Jun-14
2008-08/09	45	Human Services Agency	Continuing	\$ 75,750,000.00	Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, and voluntary case management.	30-Jun-14
2009-08/09	45	Human Services Agency	Continuing	\$ 14,950,000.00	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	30-Jun-14
4086-08/09	22	Department of the Environment	Regular	\$ 90,000.00	Will provide Charter bus transportation for the School Education Program's environmental field trips for grades K-12 students.	31-Dec-13
4087-08/09	22	Department of the Environment	Regular	\$ 264,000.00	Will provide consulting to develop long-term strategy for Clean Air Program, advise on latest technology, and support and outline funding options for Clean Air projects.	30-Jun-13





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

2004-08/09
Initial

March 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-08/09 THROUGH 2009-08/09.

At its meeting of March 2, 2009 the Civil Service Commission had for its consideration the above matter.

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.

It was the decision of the Commission to:

- (1) Postpone PSC #2002-08/09; 2003-08/09 and 2005-08/09 to the meeting of March 16, 2009 at the request of SEIU Local 1021. The Commission stipulated this will be the last continuance granted.
- (2) Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser.
- (3) Adopt the Human Resources Director's report on PSC #2006-08/09. Notify the offices of the Controller and the Purchaser.

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

- cc: Micki Callahan, Human Resources Director
- David Curto, Human Services Agency
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- Brigitte Rockett, Department of Human Resources
- Ben Rosenfield, Controller
- Alexis Torres, IFPTE Local 21, 1182 Market Street, Ste. 425, SF, CA 94102
- Margot Reed, SEIU Local 1021, 350 Rhode Island St., Ste. 100 South Bldg, SF, CA 94103
- Commission File
- Chron

POSTING FOR
February 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept/No	Dept/Name	Approval Type	Contract Amount	Description of work	Duration
2000-08/09	45	Human Services Agency	Continuing	\$ 7,500,000.00	Will provide orientation, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	30-Jun-14
2001-08/09	45	Human Services Agency	Continuing	\$ 65,000,000.00	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	30-Jun-14
2002-08/09	45	Human Services Agency	Continuing	\$ 25,500,000.00	Will provide services to Community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention.	30-Jun-14
2003-08/09	45	Human Services Agency	Continuing	\$ 180,000,000.00	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	30-Jun-14
2004-08/08	45	Human Services Agency	Continuing	\$ 230,800,000.00	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	30-Jun-14
2005-08/09	45	Human Services Agency	Continuing	\$ 35,500,000.00	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES (Personal Assisted Employment Services) and other low-income individuals.	30-Jun-14
2006-08/09	45	Human Services Agency	Continuing	\$ 25,415,000.00	Will provide support services to the Agency include but not be limited to the following: legal process services, courier services, fiscal intermediary (employer agent/payroll) services for vendors to work (clients), credit checks, and equipment maintenance.	30-Jun-14
2007-08/09	45	Human Services Agency	Continuing	\$ 927,750,000.00	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 15,000 homeless workers. Provide the contract mode (HSS as mandated).	30-Jun-14
2008-08/09	46	Human Services Agency	Continuing	\$ 75,750,000.00	Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, and voluntary case management.	30-Jun-14
2009-08/09	46	Human Services Agency	Continuing	\$ 14,550,000.00	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	30-Jun-14
4088-08/09	22	Department of the Environment	Regular	\$ 80,000.00	Will provide Charter bus transportation for the School Education Program's environmental field trips for grades K-12 students.	31-Dec-13
4087-08/09	22	Department of the Environment	Regular	\$ 264,000.00	Will provide consulting to develop long-term strategy for Clean Air Program, advise on latest technology, and support and outline funding options for Clean Air projects.	30-Jun-13

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 2, 2009

DEPARTMENT NAME: Human Services Agency DEPARTMENT NUMBER 45

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

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

TYPE OF SERVICE: Supportive Housing and Services for Homeless and Low-Income Individuals and Families

FUNDING SOURCE: County, State and Federal Funds

PSC AMOUNT: \$46,000,000/annual \$230,000,000/term PSC DURATION: 7/1/09-6/30/14

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

To provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing. Clients include recipients of SSI, SSA, PAES, CalWorks and/or low-incomes.

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

These support services provide recipients the support necessary to access and remain in housing. Consequences of denial are an increase in homelessness, and for emergency shelter and hospitalization services.

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):

PSC# 2024-04/05

D. Will the contract(s) be renewed: Yes, based upon funding, performance and procurement.

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

Local 1021 Union Name Larry Chatmon Signature of person mailing/faxing form 12-10-08 Date

Local 21 Union Name Larry Chatmon Signature of person mailing/faxing form 12-10-08 Date

RFP sent to 1021,21 Union Name, on August 2008 Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Required skills and expertise in providing housing related services to the homeless, including those with substance abuse and physical and mental illnesses. Expertise in developing and administering community functions and social programs. Expertise in linking clients to service providers and payee services and developing money management skills.

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

Civil service classes 1424, 2604, 2708.

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

Yes, the contractors will provide the facilities and equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Work is performed 24 hours a day, seven days a week. The supportive housing services are often crisis driven, do not involve predictable tasks and serve fluctuating populations.

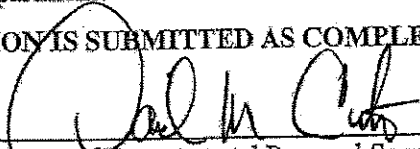
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

It would not be practical due to the hours and the required expertise for serving the target population.

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? • 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.	<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 checked="" type="checkbox"/>	<input type="checkbox"/>
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"/>

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


Signature of Departmental Personal Services Contract Coordinator

David Curto, Director

(415) 557-5581

Print or Type Name

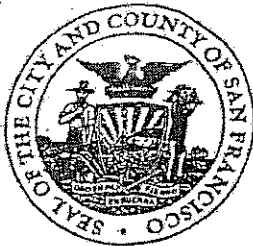
Telephone Number

1650 Mission Street, Suite 300

San Francisco, CA 94103

Address

2024-04/05



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

June 9, 2005

GAVIN NEWSOM
MAYOR

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2011-04/05 THROUGH 2026-04/05 AND 4096-04/05 THROUGH 4110-04/05 AND 4107-97/98.

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRANO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

At its meeting of June 6, 2005 the Civil Service Commission had for its consideration the above matter.

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

If this matter is subject to the 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

KATE FAVETTI
Executive Officer

Attachment

- c: Shalonda Baldwin, Mayor's Office of Public Finance & Business Affairs
- Herberth Campos, Department of Human Resources
- Gordon Choy, Department of Public Works
- David Curto, Department of Human Services
- Philip Ginsburg, Human Resources Director
- Elizabeth Jacobi, Department of Human Resources
- Galen Leung, Department of Public Health
- John Marquez, Airport Commission
- Lee Okumoto, Public Utilities Commission
- Shawn Wallace, San Francisco Police Department
- Commission File
- Commissioners Binder
- Chron

POSTING FOR

May 16, 2005

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC#	Department	Amount	Description of work	Type of Approval	Duration
2020-04/05	Human Services	\$2,625,000	Will provide homeless individuals with drop-in services and respite from the streets.	Continuing	6/30/2009
2021-04/05	Human Services	\$3,500,000	Will provide services that are designed as Community based family resource centers that operate to serve all parents for specific parenting skills, counseling and referral to other services.	Continuing	6/30/2009
2022-04/05	Human Services	\$6,300,000	Will continue to provide existing services with multiple community agencies to provide outreach, counseling, employment services, vocational training, work readiness, and referral and placement services.	Continuing	6/30/2009
2023-04/05	Human Services	\$15,300,000	Will provide homeless individuals and families with emergency shelter and light meals.	Continuing	6/30/2009
2024-04/05	Human Services	\$22,000,000	Will provide case management and support services to homeless individuals and families living in shelters, single resident occupancy hotels, or transitional housing.	Continuing	6/30/2009
2025-04/05	Human Services	\$45,500,000	Will provide childcare services to low-income and CalWORKS families through partnerships with other licensed providers in various identified target neighborhoods.	Continuing	6/30/2009

55000

2004-04/05

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 19, 2005

DEPARTMENT NAME HUMAN SERVICES DEPARTMENT NUMBER 45

TYPE OF APPROVAL: [] EXPEDITED [] REGULAR (OMIT POSTING _____)

[X] CONTINUING [] ANNUAL

TYPE OF REQUEST:

INITIAL REQUEST x MODIFICATION (PSC# 2004-03-04 Qualified Approval)

TYPE OF SERVICE: Supportive Housing and Supportive Services for the Homeless.

FUNDING SOURCE: City and County of San Francisco

PSC AMOUNT: \$22,000,000 (annual estimated amount) PSC DURATION : 7/1/04 - ongoing

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide case management and support services to homeless individuals and families living in shelters, single resident occupancy hotels, or transitional housing. Clients include recipients of SSI, SSA, General Assistance, or TANF and those who have low income. Operation of housing facility centers to provide case management, money management and tenant services.

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

Along with consultation services for client-related activities, these supportive services offer clients an exit from the streets and help stabilize their current situation. Without these services, clients will return to the streets and increase the demand for emergency shelter services, which are already in short supply. Supportive housing services are necessary for aiding homeless adults by directing them to solutions to end homelessness.

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):

086C-94/95.

D. Will the contract(s) be renewed:

Yes, contingent on available funding.

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

Local 790 Union Name Signature of person mailing / faxing form Date

Local 535 Union Name Signature of person mailing / faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Ability to work with the homeless population; ability to coordinate activities and social programs; advocacy and representational skills; ability to communicate with community groups and link clients to service providers; representative payee services; money management skills; ability to deal with disabled substance abusers and with physically and mentally handicapped clients.

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

There is no civil service class which provides all the necessary elements of supportive housing services to the homeless population.

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

Some contractors provide services at their own facilities. In some cases, the City will provide the facility; contractor shall provide all beds, bedding, furniture, equipment, etc.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

This operation does not involve predictable tasks, but deals with crisis and fluctuating populations, socially determined needs, weather, the economy, on a 24-hour basis.

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

No. See 4.A. Non-traditional type of work, work setting, and work hours. Service must be provided in the community at 24 hours per day.

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

- | | <u>Yes</u> | <u>No</u> |
|---|-------------------------------------|-------------------------------------|
| 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?
- 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. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there policy mandates requiring the use of contractual services?
Proposition N | <input checked="" type="checkbox"/> | <input 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? Human Services Commission Board of Supervisors, Voters | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 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"/> |

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

Signature of Departmental Personal Services Contract Coordinator

David Curto, Director of Contracts, Human Services Agency (415) 557-5680
Department of Human Services
1650 Mission Street Suite #300
San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS Dept. Code: DSS

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

Type of Approval: Expedited Continued (Omit Posting)

Type of Service: Support Services for the Human Services Agency

Funding Source: Support Services for the Human S PSC Duration: annual memo required
PSC Amount: \$25,415,000/term PSC Est. Start Date: 07/01/2009 PSC Est. End Date: Continued

1. Description of Work

A. Scope of Work:

Support services to the Agency include but not are limited to the following: legal process service, courier service, fiscal intermediary (employer agent/payroll services for welfare to work clients), credit checks, equipment maintenance and repairs, files and records management (i.e. recycling, shredding, destruction, removal), translation, consultants for grant writing, Security Services, planning and evaluation.

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

These services are required to process client and court mandated information, and are necessary for the day to day operation of the Agency. Without these services, operations would be interrupted and the Agency could not fulfill welfare and institutions code compliance.

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.

PSC# 2000-05/06 (Dept. cannot locate the CSC-NDA report) *W*

D. Will the contract(s) be renewed? Yes, based upon funding, performance and procurement

2. **Union Notification:** On ~~none~~ ^{12/10/2008} *W* the Department notified the following employee organizations of this PSC/RFP request: all unions were notified Local 1021, Local 21

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2006-08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/02/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Requires expertise in the following specialized areas: legal process service, courier service, fiscal intermediary (employer agent/payroll services for welfare to work clients), credit checks, equipment maintenance, files and records management (i.e. recycling, shredding, destruction, removal), translation, consultants for grant writing, planning and evaluation

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

none,

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

Yes, contractor will provided facilities and equipment to perform the services

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

These are very specialized services. There are no current civil services classification to provided theses services.

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

No, it would not be practical to create a new class because of the immediate, short-term and on demand need for these services.

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? Board of Supervisors, ordinance 185-95
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Multiple contractors under PSC

(Dept. unable to locate ordinance) M

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

ON 12/10/2008 BY: DC

Name: David Curto Phone: 415-557-5581 Email: david.curto@sfgov.org

Address: 1650 Mission Street Suite 300 San Francisco, CA

City and County of San Francisco



Edwin M. Lee, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

Date: May 21, 2014

To: Civil Service Commission

From: David Curto, PSC Coordinator
Human Services Agency (Dept. 45)

Re: Annual Report of Continuing PSCs

Per the policy established by the Commission, please accept this report of our annual activity under Continuing PSC approval #2006-08/09 for Fiscal Year 13-14. This Continuing PSC contains contracts related to Development and Support of Community Facilities, such as property management services, fiscal agent services, database tracking services and other support activities for the services provided by HSA and DAAS.

These contracts are provided under the authority of 14127 Article 3.9, Sections 1115, 14127-14128
14132 Article 4, Sections 14132-14138
14186 Article 5.7, Sections 14186-14186.4
9625 Chapter 9.5, Sections 9625-9626

of the California Welfare and Institutions code and policies adopted by the State Department of Social Services, the Human Services Commission and the Adult and Aging Services Commission of San Francisco.

As always we will be happy to provide any additional information or answer any questions the

Note:

To view the California Welfare & Institutions code and policies please go to <http://leginfo.legislature.ca.gov>
(document too large to attach)

Contractor	Program Description	PSC #	Budget Name	Term Start	Term End	Annual Budget Amount
ACE TECHNOLOGIES	Appointments and Lobby Management System	2006-08/09	Lobby	7/1/2013	6/30/2014	\$477,463
BULSEYTRANSLATION	Oral Translation	2006-08/09	Misc	7/1/2013	6/30/2014	\$30,000
CENTRAL COMMUNICATIONS INC	Hotline Answering Services for FCS & APPS	2006-08/09	MISC	7/1/2013	6/30/2014	\$14,500
CHI PARTNERS, LLC	Grant Writing and Technical Services	2006-08/09	Misc	7/1/2013	6/30/2014	\$5,000
CITYSPAN TECHNOLOGIES	CARBON Development	2006-08/09	CARBON	7/1/2013	6/30/2014	\$134,000
CIVICACTIONS	Eatfresh.org	2006-08/09	Eatfresh.org launch	10/1/2013	6/30/2014	\$328,000
CN SOLUTIONS	Document Management	2006-08/09	MISC	7/1/2013	6/30/2014	\$187,200
GUARDSMARK	Security Renewal	2006-08/09	MISC	2/1/2014	1/31/2015	\$4,868,240
INTERNATIONAL EFFECTIVENESS CENTER	Oral Interpretation and Written Translation Services	2006-08/09	MISC	7/1/2013	6/30/2014	\$180,000
KATE BRISTOL CONSULTING	Grant Writing and Technical Services	2006-08/09	MISC	7/1/2013	6/30/2014	\$18,999
KIWI CONSTRUCTION INC DBA WEST BAY PROPERTY MANAGEMENT	Property Management Services	2006-08/09	Misc	7/15/2013	6/30/2014	\$1,400,000
MICROBIZ SECURITY CO INC	Security	2006-08/09	MISC	7/1/2013	6/30/2014	\$140,000
PANORAMIC SOFTWARE INC	Licensing Agreement- IT	2006-08/09	MISC	7/1/2013	6/30/2014	\$240,000
PARTNERS IN COMMUNICATION	Oral Interpretation Services	2006-08/09	MISC	7/1/2013	6/30/2014	\$12,000
RALPH ANDERSEN & ASSOCIATES	HSA IT Director Search	2006-08/09	For profit fee for service	4/14/2014	8/31/2014	\$28,995
SOCIAL SOLUTIONS	HMS	2006-08/09	MISC	7/1/2013	5/31/2014	\$48,270
TOM ELLIOT FISCH ARCHITECTS	Space Planning	2006-08/09	Space Planning	3/1/2014	2/28/2015	\$42,965
TRUSTFORTE LANGUAGE SERVICES	Written Translation	2006-08/09	MISC	7/1/2013	6/30/2014	\$30,000
					Total	\$8,180,632

Receipt of Union Notification(s)

◆ **Local 1021**

◆ **Local 21**

***** -COMM. JOURNAL- ***** DATE DEC-10-2008 ***** TIME 10:39 *****

MODE = MEMORY TRANSMISSION

START=DEC-10 10:35

END=DEC-10 10:39

FILE NO.=560

STN NO.	COMM.	STATION NAME/EMAIL ADDRESS/TELEPHONE NO.	PAGES	DURATION
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-D H S, O.C.M

***** UF-8000 ***** -415 557 5679 - ***** - 415 557 5679- *****

City and County of San Francisco



Gavin Newsom, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rorer, Executive Director

FAX

To: LOCAL 1021 From: LARRY CHATMON
 Fax: (415) 431-6241 Fax: (415) 557-5879
 Phone: Phone: (415) 557-5330
 Pages: 23 Date: 12-10-08
 Re: PSC Summaries

Urgent For Review Please Comment Please Reply

COMMENTS:

Attached are eleven (11) PSC Summaries that are to be scheduled for the January 5, 2009 Civil Service Commission for your review.

Larry Chatmon
557-5330

MODE = MEMORY TRANSMISSION

START=DEC-10 10:41

END=DEC-10 10:46

FILE NO.=561

STN NO.	COMM.	STATION NAME/EMAIL ADDRESS/TELEPHONE NO.	PAGES	DURATION
001	OK	898642166	023/023	00:04:23

-D H S, O.C.M

***** UF-8000 ***** -415 557 5679 - ***** - 415 557 5679- *****

City and County of San Francisco



Gavin Newsom, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

FAX

To: LOCAL 21 From: LARRY CHATMON

Fax: (415) 864-2166 Fax: (415) 557-5679

Phone: Phone: (415) 557-5330

Pages: Date: 12-10-08

Re: PSC Summaries

Urgent For Review Please Comment Please Reply

COMMENTS:

Attached are eleven (11) PSC Summaries that are to be scheduled for the January 5, 2009 Civil Service Commission for your review.

Larry Chatmon
557-5330

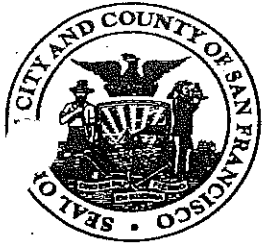
Additional Attachment(s) of Explanation

◇ **Section 1. Description of Work**

**1C. 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.**

PSC # 20010-08/09

PSC # 20000-05/06



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

2006-08/09
Initial

February 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-08/09 THROUGH 2009-08/09; 4086-08/09 THROUGH 4095-08/09; 3090-07/08; 4148-07/08 AND 4192-07/08.

At its meeting of February 2, 2009 the Civil Service Commission had for its consideration the above matter.

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.*

It was the decision of the Commission to:

- (1) Postpone PSC #2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021.
- (2) Adopt the Human Resources Director's report on PSC #4087-08/09 on the condition that over the next six (6) months IFPTE Local 21 and the Department of the Environment actively collaborate with each other to identify civil service classifications and personnel which could perform all or part of the work and that a report of its joint collaborative findings be submitted to the Commission at the end of the six month period. Notify the offices of the Controller and the Purchaser.
- (3) Withdraw PSC #3090-07/08 at the request of the Public Utilities Commission.
- (4) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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: Rachel Buerkle, Department of the Environment
- Jesusa Bushong, San Francisco Fire Department
- Micki Callahan, Human Resources Director
- Gordon Choy, Department of Public Works
- David Curto, Human Services Agency
- Rion Dugan, Department of Technology
- Nancy Gonchar, Arts Commission
- Shamica Jackson, Public Utilities Commission
- Jennifer Johnston, Department of Human Resources
- Florence Kyaun, Public Utilities Commission
- William Lee, Emergency Communications Department
- Julian Low, Mayor's Office of Business & Economic Development
- Mary Ng, Department of Human Resources
- Brigitte Rockett, Department of Human Resources
- Commission File
- Chron

POSTING FOR
February 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
2000-08/09	45	Human Services Agency	Continuing	\$ 7,500,000.00	Will provide orientations, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	30-Jun-14
2001-08/09	45	Human Services Agency	Continuing	\$ 65,000,000.00	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	30-Jun-14
2002-08/09	45	Human Services Agency	Continuing	\$ 26,500,000.00	Will provide services to Community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention.	30-Jun-14
2003-08/09	45	Human Services Agency	Continuing	\$ 160,000,000.00	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	30-Jun-14
2004-08/09	45	Human Services Agency	Continuing	\$ 230,000,000.00	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	30-Jun-14
2005-08/09	45	Human Services Agency	Continuing	\$ 38,500,000.00	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES(Personal Assisted Employment Services) and other low-income individuals.	30-Jun-14
2006-08/09	45	Human Services Agency	Continuing	\$ 25,415,000.00	Will provide support services to the Agency include but not are limited to the following: legal process service, courier service, fiscal intermediary (employer agent/payroll services for welfare to work clients), credit checks, and equipment maintenance.	30-Jun-14
2007-08/09	45	Human Services Agency	Continuing	\$ 327,750,000.00	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode IHSS as mandated.	30-Jun-14
2008-08/09	45	Human Services Agency	Continuing	\$ 75,750,000.00	Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, and voluntary case management.	30-Jun-14
2009-08/09	45	Human Services Agency	Continuing	\$ 14,950,000.00	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	30-Jun-14
4086-08/09	22	Department of the Environment	Regular	\$ 90,000.00	Will provide Charter bus transportation for the School Education Program's environmental field trips for grades K-12 students.	31-Dec-13
4087-08/09	22	Department of the Environment	Regular	\$ 264,000.00	Will provide consulting to develop long-term strategy for Clean Air Program, advise on latest technology, and support and outline funding options for Clean Air projects.	30-Jun-13



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

2006-08/09
Initial

March 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-08/09 THROUGH 2009-08/09.

At its meeting of March 2, 2009 the Civil Service Commission had for its consideration the above matter.

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.

It was the decision of the Commission to:

- (1) Postpone PSC #2002-08/09; 2003-08/09 and 2005-08/09 to the meeting of March 16, 2009 at the request of SEIU Local 1021. The Commission stipulated this will be the last continuance granted.
- (2) Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser.
- (3) Adopt the Human Resources Director's report on PSC #2006-08/09. Notify the offices of the Controller and the Purchaser.

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: Micki Callahan, Human Resources Director
David Curto, Human Services Agency
Jennifer Johnston, Department of Human Resources
Naomi Kelly, Office of Contract Administration
Brigitte Rockett, Department of Human Resources
Ben Rosenfield, Controller
Alexis Torres, IFPTE Local 21, 1182 Market Street, Ste. 425, SF, CA 94102
Margot Reed, SEIU Local 1021, 350 Rhode Island St., Ste. 100 South Bldg, SF, CA 94103
Commission File
Chron

POSTING FOR
February 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

Proj No.	Dept/No	Dept/Name	Approval Type	Contract Amount	Description of work	Duration
2000-08/09	45	Human Services Agency	Continuing	\$ 7,500,000.00	Will provide orientations, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system. Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	30-Jun-14
2001-08/09	45	Human Services Agency	Continuing	\$ 65,000,000.00	Will provide services to Community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention.	30-Jun-14
2002-08/09	45	Human Services Agency	Continuing	\$ 25,500,000.00	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	30-Jun-14
2003-08/09	45	Human Services Agency	Continuing	\$ 180,000,000.00	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	30-Jun-14
2004-08/09	45	Human Services Agency	Continuing	\$ 230,000,000.00	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES (Personal Assisted Employment Services) and other low-income individuals.	30-Jun-14
2005-08/09	45	Human Services Agency	Continuing	\$ 38,500,000.00	Will provide support services to the Agency include but not be limited to the following: legal process services, courier services, fiscal intermediary (employer agent/payroll services for welfare to work clients), credit checks, and equipment maintenance.	30-Jun-14
2006-08/09	45	Human Services Agency	Continuing	\$ 23,415,000.00	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 18,000 homeless workers. Provide the contract mode HSS as mandated.	30-Jun-14
2007-08/09	45	Human Services Agency	Continuing	\$ 327,750,000.00	Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, and voluntary case management.	30-Jun-14
2008-08/09	45	Human Services Agency	Continuing	\$ 70,750,000.00	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	30-Jun-14
2009-08/09	45	Human Services Agency	Continuing	\$ 14,850,000.00	Will provide Charter bus transportation for the School Education Program's environmental field trips for grades K-12 students.	31-Dec-13
4886-08/09	22	Department of the Environment	Regular	\$ 90,000.00	Will provide consulting to develop long-term strategy for Clean Air Program, advise on latest technology, and support and outline funding options for Clean Air projects.	30-Jun-13
4887-08/09	22	Department of the Environment	Regular	\$ 284,000.00		30-Jun-13

2006-08/09
Initial

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: JANUARY 5, 2009

DEPARTMENT NAME: HUMAN SERVICES DEPARTMENT NUMBER: 45

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING)

CONTINUING ANNUAL

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

TYPE OF SERVICE: Support Services for the Human Services Agency.

FUNDING SOURCE: County, State and Federal

PSC AMOUNT: \$4,420,000 est annual/ \$25,415,000 term PSC DURATION: 7/1/09-6/30/14

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Support services to the Agency include but not are limited to the following: legal process service, courier service, fiscal intermediary (employer agent/payroll services for welfare to work clients), credit checks, equipment maintenance, files and records management (i.e. recycling, shredding, destruction, removal), translation, consultants for grant writing, planning and evaluation.

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

These services are required to process client and court mandated information, and are necessary for the day to day operation of the Agency. Without these services, operations would be interrupted and the Agency could not fulfill welfare and institutions code compliance.

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

PSC# 2000-05/06.

D. Will the contract be renewed:

Contracts may be renewed based upon funding availability and contract performance and competitive procurement process.

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

Local 1021		
Union Name	Signature of person mailing/faxing form	Date
Local 21		
Union Name	Signature of person mailing/faxing form	Date
RFP sent to: 1021, 21	November 2008	
Union Name	Date	Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:
Expertise in providing the listed services in these specialized areas.
- B. Which, if, any, civil services class normally performs this work?
None.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City?
Yes, contractor will provide facilities and equipment to perform the services.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable:
These are very specialized services. There are no current civil service classification to provide these services.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain:
No. It would not be practical to create a new class because of the immediate, short-term and on demand need for these services.

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?
- 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. | <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 and 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?
Human Services Commission | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? See attached | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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

 12-9-08

 Signature of Departmental Personal Services Contract Coordinator

David Curto, Director, Office of Contract Management
 Department of Human Services, PO Box 7988, S.F. CA 94120

(415) 557-5581

3000-05/06

PERSONAL SERVICES CONTRACT SUMMARY

DATE: MARCH 28, 2006

DEPARTMENT NAME: HUMAN SERVICES DEPARTMENT NUMBER: 45

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING)

CONTINUING ANNUAL

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

TYPE OF SERVICE: Support Services for the Human Services Agency.

FUNDING SOURCE: County, State and Federal

PSC AMOUNT: \$289,000 PSC DURATION: 7/01/06-6/30/09

1. DESCRIPTION OF WORK

- A. Concise description of proposed work:
Support services for the Department which include but not limited to the following: legal process service, courier service, credit check, and recycling and shredding of paper products.
- B. Explain why this service is necessary and the consequences of denial:
These services are required to process client and court mandated information, and are necessary for the smooth operation of the Department. Without these services, operations would be interrupted.
- C. Explain how this service has been provided in the past(if this services was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
The Department, with the approval of the Controller and the City Purchaser, has historically acquired operational support commodities and services as an administrative process through the Department's Purchasing Unit, under the City's purchasing guidelines. Recently, the Controller revised his interpretation of the Administrative code and determined that these services are considered "Professional Services," subject to regulations governing contracting. Previous PSC# 4010-03/04, 4012-03/04..
- D. Will the contract be renewed:
Contract may be renewed based upon funding availability and contract performance.

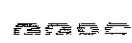
2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

<u>Local 790, 535, 21</u>	_____	_____
Union Name	Signature of person mailing/faxing form	Date
_____	_____	_____
Union Name	Signature of person mailing/faxing form	Date
RFP sent to: _____	_____	_____
Union Name	Date	Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS Dept. Code: DSS

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

Type of Approval: Expedited Continued (Omit Posting)

Type of Service: In-Homecare Supportive Services and Health Plan

Funding Source: County, State and Federal Funds PSC Duration: annual memo required

PSC Amount: \$327,750,000 / term PSC Est. Start Date: 02/02/2009 PSC Est. End Date: Continued

57,000,000/annual w

1. Description of Work

A. Scope of Work:

Serves as the employer of record for the In-Home Supportive Services Program (IHSS), an entitlement program of the federal and state government. Provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode IHSS as mandated.

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

The San Francisco IHSS Public Authority was established by the Board of Supervisors, ordinance 185-95 as required by the State Statute. Consequences of denial would be the violation of the local ordinance and State law

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.

PSC# 2026-04/05

D. Will the contract(s) be renewed? Yes, based upon funding, performance and procurement

2. Union Notification: On 12/10/2008, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified Local 1091, Local 21

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2007-08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/02/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:
Requires the maintenance of the independent "In-Home Service Providers" and administers health and dental benefits to these providers. Note: The providers are not employed by the City and are not eligible for benefits through the City's health service system

B. Which, if any, civil service class(es) normally perform(s) this work?
none,

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:

In accordance with ordinance 185-94/95, "employees of the Public Authority shall not be employees of the City for any purpose." Note: The providers are not employed by the City and are not eligible for benefits through the City's health service system. (department unable to locate ordinance)

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
It would not be practical due to state and local laws

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? see resolution 291-06	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services? see resolution 291-06	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service? Board of Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Multiple contractors under PSC	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

ON 12/10/15 BY:

Name: David Curto Phone: 415-557-5581 Email: david.curto@sfgov.org

Address: 1650 Mission Street Suite 300 San Francisco, CA

City and County of San Francisco



Edwin M. Lee, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

Date: May 21, 2014

To: Civil Service Commission

From: David Curto, PSC Coordinator
Human Services Agency (Dept. 45)

Re: Annual Report of Continuing PSCs

Per the policy established by the Commission, please accept this report of our annual activity under Continuing PSC approval #2007-08/09 for Fiscal Year 13-14. This Continuing PSC contains contracts related to In Home supportive Services for Seniors and Younger Adults with Disabilities

These contracts are provided under the authority of 11100.1 Article 3, Sections 11100-11105. of the California Welfare and Institutions code and policies adopted by the State Department of Social Services, the Human Services Commission and the Adult and Aging Services Commission of San Francisco.

As always we will be happy to provide any additional information or answer any questions the Commission may have.

Thank you

Note:

To view the California Welfare & Institutions code and policies please go to <http://leginfo.legislature.ca.gov> (document too large to attach)

Contractor	Program Description	PSC #	Budget Name	Term Start	Term End	Annual Budget Amount
CAREACCESS OF THE SILICON VALLEY	REVA	2007-08/09	MISC	7/1/2013	6/30/2014	\$10,800
CATHOLIC CHARITIES CYO	Case Management	2007-08/09	DAAS	7/1/2013	6/30/2014	\$136,195
EDGEWOOD CENTER FOR CHILDREN AND FAMILIES	Family Caregiver	2007-08/09	DAAS	7/1/2013	6/30/2014	\$51,765
EPISCOPAL COMMUNITY SVCS OF S F INC	Case Management	2007-08/09	STANDARD	7/1/2013	6/30/2014	\$208,734
FAMILY CAREGIVER ALLIANCE	Family Caregiver	2007-08/09	DAAS	7/1/2013	6/30/2014	\$394,547
IHSS CONSORTIUM	IHSS Contract Mode	2007-08/09	STANDARD	7/1/2013	6/30/2014	\$19,444,011
IHSS CONSORTIUM	Provider Skills Development Training & Supports	2007-08/09	Program Budget	7/1/2013	6/30/2014	\$884,934
INSTITUTE ON AGING	Case Management	2007-08/09	DAAS	7/1/2013	6/30/2014	\$199,185
INSTITUTE ON AGING	Clinical Supervisor Collaborative	2007-08/09	DAAS	7/1/2013	6/30/2014	\$196,240
INSTITUTE ON AGING	Community Living Fund	2007-08/09	DAAS	7/1/2013	6/30/2014	\$3,074,024
INSTITUTE ON AGING	Linkages	2007-08/09	DAAS	7/1/2013	6/30/2014	\$325,483
SF IN-HOME SPRTIV SVCS (IHSS) PUBL AUTH	IHSS IP Mode PA Admin, Health, Dental	2007-08/09	STANDARD	7/1/2013	6/30/2014	\$53,351,114
					Total	\$78,277,032

Receipt of Union Notification(s)

◆ **Local 1021**

◆ **Local 21**

MODE = MEMORY TRANSMISSION

START=DEC-10 10:35

END=DEC-10 10:39

FILE NO.=560

STN NO.	COMM.	STATION NAME/EMAIL ADDRESS/TELEPHONE NO.	PAGES	DURATION
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-D H S, O.C.M

***** UF-8000 ***** -415 557 5679 - ***** - 415 557 5679- *****

City and County of San Francisco



Gavin Newsom, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

FAX

To: LOCAL 1021 From: LARRY CHATMON
 Fax: (415) 431-6241 Fax: (415) 557-5679
 Phone: Phone: (415) 557-5330
 Pages: 23 Date: 12-10-08
 Re: PSC Summaries

Urgent For Review Please Comment Please Reply

COMMENTS:

Attached are eleven (11) PSC Summaries that are to be scheduled for the January 5, 2009 Civil Service Commission for your review.

Larry Chatmon
557-5330

***** -COMM. JOURNAL- ***** DATE DEC-10-2008 ***** TIME 10:46 *****

MODE = MEMORY TRANSMISSION

START=DEC-10 10:41

END=DEC-10 10:46

FILE NO.=561

STN NO.	COMM.	STATION NAME/EMAIL ADDRESS/TELEPHONE NO.	PAGES	DURATION
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-D H S, O.C.M

***** UF-8000 ***** -415 557 5679 - ***** - 415 557 5679- *****

City and County of San Francisco



Gavin Newsom, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

FAX

To: LOCAL 21 From: LARRY CHATMON

Fax: (415) 864-2166 Fax: (415) 557-5679

Phone: Phone: (415) 557-5330

Pages: Date: 12-10-08

Re: PSC Summaries

Urgent For Review Please Comment Please Reply

COMMENTS:

Attached are eleven (11) PSC Summaries that are to be scheduled for the January 5, 2009 Civil Service Commission for your review.

Larry Chatmon
557-5330

Additional Attachment(s) of Explanation

◇ **Section 1. Description of Work**

**1C. 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.**

PSC # 2007-08/09

PSC # 2026-04/05

2007-08/09
Initial

Meeting Information

Archive Center >> Civil Service Commission >> 2009

back to Civil Service Commission home page

2009 2008 2007 2006 2005 2004 2003 2002 2001 2000 1999 1998 1997 METAMETALINKLINK

AMENDED

MINUTES

Regular Meeting

September 21, 2009

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:09 p.m.

ROLL CALL

President Morgan R. Gorrone	Present
Vice President E. Dennis Normandy	Not Present (Notified Absence)
Commissioner Joy Y. Boatwright	Present
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present

President Morgan R. Gorrone presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Virginia Morgan, appellant in Item #9 expressed her desire to reach a resolution on her appeal.

APPROVAL OF MINUTES

Regular Meeting of August 17, 2009

0267-09-8 Action: Approved. (Vote of 4 to 0)
 Review of request for approval of proposed personal services contracts,
 (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4028-09/10	GSA-Fleet Management	\$500,000	Will provide car-sharing services to supplement City's vehicle fleet to make additional vehicles available during peak demands for City employees to use on official City business.	Regular	08/23/12

August 17, 2009: Adopt the Human Resources Director's report on PSC #4028-09/10 on the condition that the General Services Administration meet and/or share the data gleaned from the experiment with TWU Local 250A and Auto Machinists Local 1414 to evaluate the effectiveness of the program on a quarterly basis. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 2 to 1; Commissioner Gorrone dissents.) Continue to the meeting of September 21, 2009. (Three (3) votes are needed for Commission action.)

Speakers: None.

Action: Approve the request for proposed personal services contract. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0295-09-8 Review of request for approval of proposed personal services contracts,
 (Item No. 6)

RSC#	Department	Amount	Type of Service	Type of Approval	Duration
4030-09/10	Public Works - Bureau of Architecture	\$4,000,000	Will provide as-needed design services for Health Facilities involving renovation, adaptive re-use of existing facilities, installations of specialized medical equipment, modifications to life safety systems and other infrastructure, and facilities.	Regular	04/28/15
4031-09/10	Public Works	\$3,000,000	Will provide all necessary services required for a turnkey management solution for the following: procurement process for furniture, fixtures, and equipment (FF&E) for the San Francisco General Hospital-Rebuild Program.	Regular	12/31/16
4032-09/10	Arts Commission	\$306,000	Will conduct creative writing classes with youth in need at up to 10 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated or in crisis.	Regular	06/30/10
4033-09/10	Public Utilities Commission	\$2,500,000	Will provide professional construction management services to oversee a Wastewater Enterprise construction project, the Sunnydale Sewer Auxiliary Tunnel, on behalf of the SFPUC.	Regular	03/01/12
4034-09/10	Public Utilities Commission	\$400,000	Will provide at minimum, daily aerial patrol of Watershed lands during CALFIRE declared fire season to be coordinated by the respective parties' designated representatives.	Regular	10/01/17
4035-09/10	Treasurer and Tax Collector's Office	\$400,000	Will provide new payment processing system; licensing fees and annual software maintenance costs and professional services in custom programming, installation and training.	Regular	12/31/14
4036-09/10	Municipal Transportation Agency	\$217,634	Will provide labor, materials, consumables and supervision to repair, restore and rebuild two accident damaged LRVs from SFMTA's fleet of 151 vehicles.	Regular	11/01/10
4037-09/10	Building Inspection	\$4,200,000	Will install, configure, customize, test, and train City staff on the design, configuration, implementation, maintenance, and operation of a new proprietary Permit and Project Tracking System (PPIS).	Regular	12/31/16
4038-09/10	Controller's Office	\$1,500,000	Will provide municipal financing advisory services to Office of Public Finance, Controller's Office, and other City department staff in the following areas: general obligation bonds, certificates of participation and lease revenue bonds.	Regular	10/16/14
4112-06/07	Human Resources	Increase Amount \$125,000 New Amount \$1,625,000	Will provide computer software, licensing, and software support for proprietary workers' compensation claims management system. Modification for implementation of upgraded web-based system.	Modification	06/30/11
4163-07/08	Public Utilities Commission	Increase Amount \$1,300,000 New Amount \$1,900,000	Will provide a High Efficiency Toilet (HET) Direct Install Program for Low Income Customers in the retail services area. Services include installation, coordination of recycling of replaced fixture, and some leak and audit activities.	Modification	06/30/12
4023-09/10	Municipal Transportation Agency	Increase Amount \$26,752,554 New Amount \$56,752,554	Will perform a rehabilitation of key operating systems of the SF Municipal Transportation Agency's (SFMTA's) Light Rail Vehicles (LRVs) to restore systems to their original operating specifications to extend component life and improve vehicle reliability.	Modification	08/31/16

Action: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0065-09-7 Determination of future employability: permanent part time appointment of Antoine Oliver, Library Page (Job Code 3602), San Francisco Public Library. (Item No. 7)

June 15, 2009: No future employment with the San Francisco Public Library. (Vote of 2 to 1; Commissioner Boatwright dissents.) Continue to the meeting of July 6, 2009. (Three (3) votes are needed for Commission action.)
July 6, 2009: Continue to the meeting of August 17, 2009 pending the resolution of arbitration.

August 17, 2009: Postpone to the meeting of September 21, 2009.

Speakers: Mark Vancouver, San Francisco Public Library
Steve Pitocchi, SEIU Local 1021

Action: Off calendar pending resolution of arbitration. (Vote of 4 to 0)

0727-07-7 Determination of future employability: permanent civil service appointment of David Chan, Assistant Electronic Maintenance Technician (Job Code 7340), with the Municipal Transportation Agency. (Item No. 8)

August 17, 2009: Postpone to the meeting of September 21, 2009.

Speakers: Erica Mitchell, Municipal Transportation Agency
David Chan, Appellant

- Action:** Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco. (Vote of 4 to 0)
- 0027-07-6 Appeal by Virginia Morgan of the Human Resources Director's decision to dismiss her charge of discrimination. (Item No. 9)**
- August 20, 2007:** Postpone to the meeting of October 1, 2007 at the request of Matthew Ming, Attorney for Virginia Morgan.
- October 1, 2007:** Postpone to the meeting of November 19, 2007 at the request of the Department of Human Resources and concurrence of Matthew Ming, Attorney for the appellant.
- Note:** Commissioners Morgan Gorrone and Yu-Yee Wu addressed their concerns regarding the City Attorney's Opinion on remedies available to the Commission on discrimination complaints.
- November 19, 2007:** Postpone to the meeting of January 7, 2008 pending the City Attorney's Opinion on remedies available to the Commission on discrimination complaints and having all Commissioners present.
- August 17, 2009:** Postpone to the meeting of September 21, 2009 by mutual agreement of the Department of Human Resources and Operating Engineers Local 3.
- Speakers:** None.
- Action:** Postpone to the meeting of October 19, 2009 at the request of the Department of Human Resources. (Vote of 4 to 0)
- 0296-09-1 Annual Report on the Certification of Eligibles - Entry and Promotion - Uniformed Ranks of Police and Fire. (Item No. 10)**
- Speakers:** Jesusa Bushong, San Francisco Fire Department
Micki Callahan, Human Resources Director
- Action:** Accept and file the report. (Vote of 4 to 0)
- 0284-09-3 Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco. (Item No. 11)**
- Speakers:** None.
- Action:** Adopt the report; Forward to Board of Supervisors. (Vote of 4 to 0)

0024-09-8 Report from the Human Services Agency on the status of the conditional approval of personal services contract numbers 2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09. (Item No. 12)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-08/09	Human Services Agency	\$7,500,000	Will provide orientations, induction training, home studies and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	Continuing	06/30/14
2001-08/09	Human Services Agency	\$65,000,000	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	Continuing	06/30/14
2004-08/09	Human Services Agency	\$230,000,000	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	Continuing	06/30/14
2007-08/09	Human Services Agency	\$327,750,000	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode IHSS as mandated.	Continuing	06/30/14
2008-08/09	Human Services Agency	\$75,750,000	Will provide homeless individuals and families with emergency shelter services and meals. Service may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities and voluntary case management.	Continuing	06/30/14
2009-08/09	Human Services Agency	\$14,950,000	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	Continuing	06/30/14

February 2, 2009: Postpone PSC #2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021.

- March 2, 2009: Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
- Speakers: Dave Curto, Human Services Agency
Steve Pitocchi, SEIU Local 2021
- Action: Accept the oral report. (Vote of 4 to 0)
- 0555-08-3 Appeal by Nora Hanson, Transit Operator (Job Code 9163) of her battery pay determination. (Item No. 13)
- July 20, 2009: Postpone to the meeting of September 21, 2009 at the request of Nora Hanson.
- Speakers: Sharon Van Loon, Municipal Transportation Agency
Nora Hanson, Appellant
- Action: Deny the request by Nora Hanson to postpone to the meeting of October 5, 2009. (Vote of 4 to 0)
- Grant the appeal by Nora Hanson and award battery pay as authorized by Section 16.170 of the Administrative Code.
(Vote of 4 to 0)
- 0332-08-6 Appeal by Edward Campos of the Human Resources Director's finding of insufficient evidence to support his discrimination, harassment and retaliation complaints. (Item No. 14)
- August 3, 2009: Postpone to the meeting of September 21, 2009 at the request of Edward Campos.
- Speakers: None.
- Action: Postpone to the meeting of October 5, 2009 at the request of Edward Campos. The Commission stipulated this will be the last continuance granted. (Vote of 4 to 0)
- 0650-06-6 Appeal by Micki Jones of the Human Resources Director's finding of insufficient evidence to support her complaint of retaliation. (Item No. 15)
- Speakers: Janie White, Department of Human Resources
Micki Jones, Appellant
- Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Micki Jones. (Vote of 3 to 1; Commissioner Boatwright dissents.)
- 0263-09-2 Appeal by IFPTE Local 21 of Classification Action #20, FY 08-09 Related to Amending the Job Specifications of the 6230 and 6231 Street Inspector Classifications. (Item No. 16)
- Speakers: None.
- Action: Postpone to the meeting of October 5, 2009 at the request of IFPTE Local 21. The Commission stipulated this will be the last continuance granted. (Vote of 4 to 0)
- 0297-09-1 Department of Human Resources' Report on the Position-Based Testing Program. (Item No. 17)
- Speakers: Laura Dancer, Department of Human Resources
- Action: Accept and file the report. (Vote of 4 to 0)
- 0298-09-1 Department of Human Resources Report on Provisional Appointments. (Item No. 18)
- Speakers: Laura Dancer, Department of Human Resources
- Action: Accept and file the report. (Vote of 4 to 0)

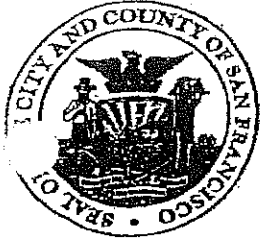
REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 19)

Kevin Hughes, IBEW Local 6 requested a copy of the Report on the Position-Based Testing Program. He also made brief comments on unpaid administrative leave, the California Public Utilities Commission considering proposed regulations regarding cell phone usage by transit operators and he thanked the Commissioners for their time and the great job they do on the issues and information with which they work.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 20)

None.

ADJOURNMENT (Item No. 21)
6:05 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

2007-08/09
Initial

March 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-08/09 THROUGH 2009-08/09.

At its meeting of March 2, 2009 the Civil Service Commission had for its consideration the above matter.

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.*

It was the decision of the Commission to:

- (1) Postpone PSC #2002-08/09; 2003-08/09 and 2005-08/09 to the meeting of March 16, 2009 at the request of SEIU Local 1021. The Commission stipulated this will be the last continuance granted.
- (2) Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser.
- (3) Adopt the Human Resources Director's report on PSC #2006-08/09. Notify the offices of the Controller and the Purchaser.

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

- cc: Micki Callahan, Human Resources Director
- David Curto, Human Services Agency
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- Brigitte Rockett, Department of Human Resources
- Ben Rosenfield, Controller
- Alexis Torres, IFPTE Local 21, 1182 Market Street, Ste. 425, SF, CA 94102
- Margot Reed, SEIU Local 1021, 350 Rhode Island St, Ste. 100 South Bldg, SF, CA 94103
- Commission File
- Chron

POSTING FOR
February 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept/Title	Approval Type	Contract Amount	Description of work	Duration
2000-08/09	Human Services Agency	Continuing	\$ 7,600,000.00	Will provide orientations, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	30-Jun-14
2001-08/09	Human Services Agency	Continuing	\$ 65,000,000.00	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	30-Jun-14
2002-08/09	Human Services Agency	Continuing	\$ 28,500,000.00	Will provide services to Community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention.	30-Jun-14
2003-08/09	Human Services Agency	Continuing	\$ 180,000,000.00	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	30-Jun-14
2004-08/09	Human Services Agency	Continuing	\$ 230,000,000.00	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	30-Jun-14
2005-08/09	Human Services Agency	Continuing	\$ 38,500,000.00	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES (Paratour Assisted Employment Services) and other low-income individuals.	30-Jun-14
2000-08/09	Human Services Agency	Continuing	\$ 23,416,000.00	Will provide support services to the Agency include but not are limited to the following: legal process services, courier service, fiscal intermediary (employer agency payroll services for welfare to work clients), credit checks, and equipment maintenance.	30-Jun-14
2007-08/09	Human Services Agency	Continuing	\$ 327,750,000.00	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 18,000 homeless workers. Provides the contract mode HSS as mandated.	30-Jun-14
2008-08/09	Human Services Agency	Continuing	\$ 76,750,000.00	Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, and voluntary case management.	30-Jun-14
2009-08/09	Human Services Agency	Continuing	\$ 14,960,000.00	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	30-Jun-14
4096-08/09	Department of the Environment	Regular	\$ 90,000.00	Will provide Charter bus transportation for the School Education Program's environmental field trips for grades K-12 students.	31-Dec-13
4087-08/09	Department of the Environment	Regular	\$ 284,500.00	Will provide consulting to develop long-term strategy for Clean Air Program, advise on latest technology, and support and outline funding options for Clean-Air projects.	30-Jun-13

2007-08/09
Initial

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: JANUARY 5, 2009

DEPARTMENT NAME: HUMAN SERVICES DEPARTMENT NUMBER: 45

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING)

CONTINUING ANNUAL

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

TYPE OF SERVICE: In-Homecare Supportive Services and Health Plan

FUNDING SOURCE: County, State and Federal

PSC AMOUNT: \$57,000,000 est annual/\$327,750,000 term

PSC DURATION: 7/1/09-6/30/14

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Serves as the employer of record for the In-Home Supportive Services Program (IHSS) an entitlement program of the federal and state government, establish a central registry, provide enrollment in a comprehensive health benefit system, advocacy and other support services for 16,000 homecare workers. Also provides for contract mode IHSS as mandated by the State and local policy.

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

The San Francisco IHSS Public Authority was established by the Board of Supervisors (ordinance 185-95) as required by State Statute. If this service is denied, it would violate the local ordinance and State law.

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

Previous PSC# 2026-04/05.

D. Will the contract be renewed:

Contract may be renewed based upon funding availability and contract performance and competitive procurement process.

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

Local 1021

Union Name Signature of person mailing/faxing form Date

Local 21

Union Name Signature of person mailing/faxing form Date

RFP sent to: 1021, 21 February 2005

Union Name

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:
Maintains registry of independent "In-Home Service Providers" and administer health and dental benefits to these providers. Note the providers are not employed by the City and are not eligible for benefits through the City's health service system.
- B. Which, if, any, civil services class normally performs this work? **None.**
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? **No.**

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable:
In accordance with ordinance 185-94/95, "employees of the Public Authority shall not be employees of the City for any purpose". Note these providers are not employed by the City and County and are not eligible for benefits through the City's health service system
- B. Would it be practical to adopt a new civil service class to perform this work? Explain:
No. Due to state and local laws.

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?
- 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. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| D. Are there federal and state grant requirements regarding the use of contractual services? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?
Department of Adult and Aging Services Commission, Human Services Commission | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 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"/> |

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

 12-9-08

 Signature of Departmental Personal Services Contract Coordinator

David Curto, Director, Office of Contract Management
 Department of Human Services, PO Box 7988, S.F. CA 94120

(415) 557-5581

FILE NO. 060333

RESOLUTION NO. 291-06

1 [IHSS Provider Benefits and Administration Contract Approval – San Francisco IHSS Public
2 Authority]

3
4 **Resolution approving the contract between the City and County of San Francisco and**
5 **San Francisco In-Home Supportive Services (IHSS) Public Authority for the provision**
6 **of Administration, health and dental benefits to IHSS Independent Providers for the**
7 **period of July 1, 2006 to June 30, 2012, in the amount of \$201,786,117.00**

8
9 WHEREAS, The State of California, under Welfare and Institutions Code 12300,
10 mandates that all counties provide the In-Home Supportive Services (IHSS) Program, which
11 provides supportive services to eligible blind, aged, and disabled persons in order to enable
12 these individuals to remain safely in their homes; and,

13 WHEREAS, The City and County of San Francisco, pursuant to California Welfare and
14 Institutions Code 12301.6, has created through legislation the San Francisco In-Home
15 Supportive Services Public Authority to provide for the delivery of In-Home Supportive
16 Services and to be the employer of record for the Independent Providers; and,

17 WHEREAS, The City and County of San Francisco also wishes to provide health and
18 dental benefits to the Independent Providers of IHSS; therefore be it

19 RESOLVED, That the Board of Supervisors hereby approves the contract with the San
20 Francisco In-Home Supportive Services Public Authority to provide administration, health and
21 dental benefits to the IHSS Independent Providers, for the period of July 1, 2006 to June 30,
22 2012, in the amount of \$201,786,117.

23
24
25
Human Services Agency

BOARD OF SUPERVISORS



City and County of San Francisco

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

Tails
Resolution

File Number: 060333

Date Passed:

Resolution approving the contract between the City and County of San Francisco and San Francisco In-Home Supportive Services (IHSS) Public Authority for the provision of Administration, health and dental benefits to IHSS Independent Providers for the period of July 1, 2006 to June 30, 2012, in the amount of \$201,786,117.00

May 9, 2006 Board of Supervisors — ADOPTED

Ayes: 11 - Alioto-Pier, Ammiano, Daly, Dufty, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval

File No. 060333

I hereby certify that the foregoing Resolution was ADOPTED on May 9, 2006 by the Board of Supervisors of the City and County of San Francisco.

5/19/06

Date Approved

Gloria L. Young
Clerk of the Board

Mayor Gavin Newsom

Item ?
File 11-0581

Department:
Human Services Agency (HSA)

EXECUTIVE SUMMARY

Legislative Objective

- Resolution amending an existing agreement between the City and County of San Francisco, on behalf of the Human Services Agency (HSA), and the San Francisco In-Home Supportive Services (IHSS) Public Authority for a total agreement amount of \$419,058,271 for the period from July 1, 2006 through June 30, 2016 to provide administrative services and benefits to IHSS independent providers.

Key Points

- The San Francisco IHSS Public Authority is an independent public agency, which, pursuant to California Welfare and Institutions Code Section 12301.6, is the designated public authority for the County of San Francisco to (a) provide administrative and operations support services for IHSS independent providers and (b) administer health and dental benefits to IHSS independent providers.
- The existing six-year, \$201,786,117 agreement between HSA and the San Francisco IHSS Public Authority, which was previously approved by the Board of Supervisors on May 9, 2006, commenced on July 1, 2006 and will expire on June 30, 2012.

Fiscal Impact

- HSA is projected to expend \$208,825,203 by the end of FY 2011-2012 such that HSA will exceed the \$201,786,117 authorization under the existing six-year agreement by \$7,039,086.
- During the past six years, average annual expenditures were \$34,804,201. The proposed ten-year \$419,187,190 amended agreement, which would provide for an additional four years of revenue, reflects an increase in expenditures for the remaining four fiscal years (FY 2012-2013 through FY 2015-2016) of \$210,362,707 (\$419,187,910 less \$208,825,203). Therefore, the proposed four-year extension of the existing six-year agreement reflects projected average annual expenditures of \$52,590,677 over the remaining four years. This is an increase in average annual expenditures of \$17,786,476 or 51.1 percent (\$52,590,677 less \$34,804,201).
- The proposed HSA FY 2011-12 budget contains \$45,026,867 to provide support for IHSS independent providers. This includes \$40,148,919 for health benefits, \$2,941,761 for dental benefits, and \$1,936,187 for administrative and operations support services.

Recommendations

- Amend the proposed resolution in the last line of the title and on page 1, line 23 to change the total amended amount of the IHSS Public Authority agreement from \$419,058,271 to \$419,187,910.
- Approval of the proposed resolution, as amended, is a policy decision for the Board of Supervisors.

MANDATE STATEMENT & BACKGROUND

Mandate Statement

In accordance with Charter Section 9.118, any amendment of over \$500,000 to an agreement over \$10,000,000 in anticipated expenditures is subject to Board of Supervisors approval.

Background

In May of 1995, the Board of Supervisors established the San Francisco IHSS Public Authority as an independent public agency, pursuant to California Welfare and Institutions Code Section 12301.6, to be the designated public authority for the County of San Francisco to (a) provide administrative and operations support services for In-Home Supportive Services (IHSS) independent providers and (b) administer health and dental benefits to IHSS independent providers. The existing six-year, \$201,786,117 agreement between HSA and the San Francisco IHSS Public Authority, initially approved by the Board of Supervisors on May 9, 2006, provides for (a) administrative and operations support services and (b) health and dental benefits to IHSS independent providers. IHSS independent providers are personal assistance workers who deliver care and services to IHSS clients.

According to Ms. Martha Peterson, Finance and Planning, Human Services Agency (HSA), there are approximately 22,000 clients in San Francisco's IHSS program served by either IHSS independent providers or outside agencies. Under the IHSS program, HSA provides funding for low-income seniors and disabled persons to receive non-medical personal care and other household assistance in their homes from visiting workers. Ms. Peterson advises that approximately 85 percent of IHSS services are provided by 15,041 IHSS independent providers based in San Francisco.

On May 3, 2006, the Board of Supervisors approved an initial six-year agreement between the HSA and the San Francisco IHSS Public Authority (File No. 06-0333) to provide (a) administrative and operations support services and (b) health and dental benefits for IHSS independent providers from July 1, 2006 through June 30, 2012, at an estimated total cost of \$201,786,117, or an average annual cost of \$33,631,019. While the existing agreement will not expire until June 30, 2012, or in approximately one year, HSA projects that IHSS program expenses will exceed the amount approved in the current agreement before the expiration of the agreement.

DETAILS OF PROPOSED LEGISLATION

The proposed resolution would amend the existing agreement between the HSA and the San Francisco IHSS Public Authority to provide (a) administrative and operations support services to IHSS independent providers and (b) health and dental benefits for IHSS independent providers for an additional four years, or a total of ten years from July 1, 2006 through June 30, 2016, at a

total estimated cost of \$419,058,271.¹ The proposed amended agreement would not change the types of services provided by the IHSS Public Authority, but would reflect the increasing costs for health, dental, and administrative services, as described below.

Table I below, provided by Ms. Peterson, provides actual expenditures for health, dental and administrative costs for FY 2006-2007 through FY 2010-2011, as well as projected expenditures for health, dental, and administrative costs for FY 2011-2012 through FY 2015-2016. These are expenditures by the IHSS Public Authority to provide health and dental benefits and administrative support services to IHSS independent providers.

Table I

Actual/Projected Costs					
FY	Administrative	Dental	Health	Other Costs*	Total
06/07	2,088,300	2,014,538	23,906,505	-	28,009,343
07/08	2,192,715	2,385,544	25,720,401	-	30,298,660
08/09	2,280,424	2,548,029	27,534,297	-	32,362,750
09/10	2,394,445	2,746,502	29,722,637	-	34,863,584
10/11	2,514,167	2,915,087	31,576,498	-	37,005,752
11/12	1,936,187	2,941,761	41,067,565	339,602	46,285,115
Six-year Subtotal					\$208,825,203
Six-year Average					\$34,804,201
12/13	1,936,187	3,135,550	43,396,001	339,602	48,807,340
13/14	1,936,187	3,329,339	45,724,436	339,602	51,329,564
14/15	1,936,187	3,523,128	48,052,872	339,602	53,851,789
15/16	1,936,187	3,716,917	50,381,308	339,602	56,374,014
Four-year Subtotal					\$210,362,707
Four-year Average					\$52,590,677
Ten-Year Total	\$21,150,985	\$29,256,395	\$367,082,520	\$1,698,010	\$419,187,910

*Other Costs includes fingerprinting, on-call services, and advisory committee services. These are existing services and costs that were included in the existing six-year agreement under Administrative Costs. For FY 2011-2012 and all future fiscal years, fingerprinting, on-call services, and advisory committee services will be broken out into separate categories in order to more clearly identify where IHSS Public Authority contract funds are allocated.

FISCAL IMPACT

Under the existing six-year agreement, HSA is projected to expend \$208,825,203 by the end of FY 2011-2012 as shown in Table I above. Therefore, the projected \$208,825,203 will exceed the \$201,786,117 authorized expenditures under the current six-year agreement by \$7,039,086, an increase of 3.5 percent.

¹ The Budget and Legislative Analyst notes that the amount of \$419,058,271 which is included in the proposed resolution is incorrect. The correct amount is \$419,187,910. Therefore, the Budget and Legislative Analyst uses the correct amount in this report and includes a recommendation to amend the proposed resolution to include this corrected amount.

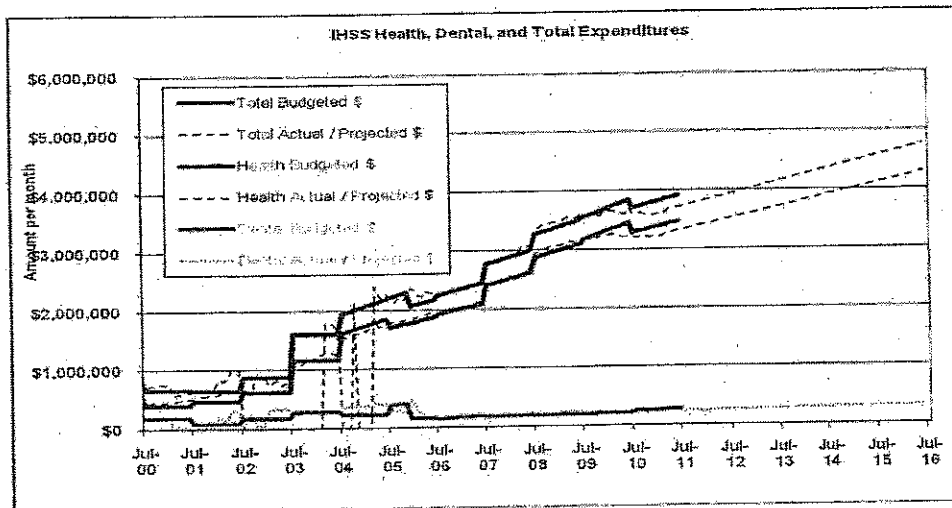
As shown in Table I above, based on the total projected \$208,825,203, average annual expenditures for the last six years (FY 2006-2007 through FY 2011-2012) totaled \$34,804,201. The proposed ten-year \$419,187,910 amended agreement reflects an increase in expenditures for the remaining four fiscal years (FY 2012-2013 through FY 2015-2016) of \$210,362,707 (\$419,187,910 less \$208,825,203). Therefore, the proposed four-year extension of the existing six-year agreement reflects projected average annual expenditures of \$52,590,677 over the remaining four years, or an increase in average annual costs of \$17,786,476 or 51.1 percent (\$52,590,677 less \$34,804,201).

Attachment I, provided by Ms. Peterson, outlines key assumptions used to calculate the cost increases for health and dental benefits, and the administrative and operations support services for FY 2011-2012 through FY 2015-2016.

- Currently, IHSS independent providers who work at least 20 hours per week may qualify for health and dental benefits.
- According to Ms. Peterson, an increasingly older demographic in San Francisco has led to a higher caseload for IHSS independent providers. As a result of rising caseload, the number of IHSS independent providers has increased. Additionally, existing IHSS independent providers, who previously did not work enough hours to qualify for benefits, are working more hours due to higher caseloads and are now qualifying for benefits.
- IHSS independent providers currently contribute \$3 per month toward the full cost of health and dental benefits. In an effort to offset the rising costs of providing these benefits, for the proposed FY 2011-2012 budget, HSA increased the IHSS independent provider contribution from \$3 per month to \$10 per month. The Budget and Finance Committee has recommended to the Board of Supervisors a total proposed \$680,000 General Fund add-back to the IHSS FY 2011-2012 budget in order to reduce the proposed IHSS independent provider contribution from \$10 to \$7 per month.
- According to Ms. Peterson, relative to other counties in California, the City and County of San Francisco provides a generous benefits plan for IHSS independent providers. In addition, the hourly wage of \$11.54 paid to IHSS independent providers is higher than almost every other California county, and the current \$3 co-pay is lower than all but Santa Clara County. Additionally, the monthly work requirement of 25 hours per month for two consecutive months is low compared to the 80 hours per month required by many other counties.

Figure I below, provided by Ms. Peterson, shows projected expenditure increases for health and dental benefits for FY 2000-2001 through FY 2015-2016.

Figure I



The projected increase in health expenditures between July 2011 and July 2016 is approximately \$950,000 or a total increase of about 29 percent over those five years. Dental expenditures are expected to remain relatively flat during the same period.

Ms. Peterson indicated that the primary reason for the increase in average annual cost of \$52,590,677 for the proposed ten-year amended agreement is an increase in the number of cases served by the IHSS independent providers. Higher caseloads have led to an increase in the number of IHSS independent providers and subsequently an increase in the number of IHSS independent providers who qualify for health and dental benefits. According to Ms. Peterson, both health and dental enrollments for IHSS independent providers have increased by approximately 50 percent since July 2006. The proposed amended ten-year agreement reflects the expected continuing increase in caseloads and the expected continuing increase in the number of IHSS independent providers qualifying for health and dental benefits.

The projected increase in average annual costs under the proposed ten-year agreement does not reflect an increase in the annual cost of providing health and dental benefits, but rather reflects the increase in the number of IHSS independent providers enrolled in health and dental benefits. According to Ms. Peterson, the costs of providing health and dental benefits have been flat since FY 2009-2010 and are expected to remain relatively flat through FY 2015-2016. [Following up with the Department to further clarify this.]

According to Ms. Peterson, General Fund revenue for the program is assumed to remain constant at 32 percent. Likewise, Federal contributions of roughly 60 percent of program costs and State contributions of roughly 8 percent of program costs are expected to remain constant.

POLICY ISSUES

With rising overall IHSS program expenditures, as shown in Table 1 above, the assumed 32 percent General Fund support will place an increasing burden on the City's General Fund. In order to sustain an increase in program expenditures through FY 2015-2016 without significantly increasing support from the City's General Fund, HSA has, since FY 2009-2010, proposed to increase monthly contributions toward the cost of health and dental benefits from IHSS independent providers. In previous fiscal years, however, the Board of Supervisors has reversed HSA's proposed increases to the IHSS provider's co-pay and has used General Fund monies to pay for the increased costs. In the proposed FY 2011-12 budget pending before the Board of Supervisors, the Board's proposed add-back of \$680,000 would allow for an increase in monthly co-pays from \$3 to \$7 per month, instead of \$3 to \$10 per month. If the monthly contribution of IHSS independent providers was further increased, the City would be able to offset a portion of the impact on the City's General Fund.

While the program faces important budgetary constraints at the City level, the IHSS program also faces budgetary constraints at the State level. The recently approved FY 2011-12 State Budget includes significant reductions to IHSS programs in FY 2011-2012. The State will no longer provide services to recipients without medical certification, resulting in a likely decrease in caseload (totaling \$67.4 million Statewide in FY 2011-2012). Additionally, the State has eliminated funding for IHSS Advisory Committees, resulting in a decrease of \$1.5 million in funding Statewide. With the elimination of the mandate for counties to establish advisory committees, counties will have the option to continue using advisory committees but funding will be limited to \$3,000 annually in State General Fund support. HSA has factored in these State-level budget reductions into the HSA projected expenditures under the proposed amended ten-year agreement. HSA's projections do not, however, taken into account more significant reductions that may be necessary under alternative State Budget scenarios. A potential State budget reduction, not factored into HSA's current projections, includes an across-the-board reduction of 20 percent for all IHSS hours.

RECOMMENDATIONS

1. Amend the proposed resolution in the last line of the title and on page 1, line 23 to change the total amended amount of the IHSS Public Authority agreement from \$419,058,271 to \$419,187,910.
2. Approval of the proposed resolution, as amended, is a policy decision for the Board of Supervisors.

1 [In-Home Supportive Services - Public Authority.]

2
3 Ordinance amending Administrative Code Chapter 70, regarding the In-Home
4 Supportive Services Public Authority, to eliminate obsolete terms and amending
5 Section 70.2 to provide compensation for members of the governing body for attending
6 meetings.

7 Note: Additions are single-underline italics Times New Roman,
8 deletions are ~~strikethrough italics Times New Roman~~.
9 Board amendment additions are double underlined.
Board amendment deletions are ~~strikethrough normal~~.

10 Be it ordained by the People of the City and County of San Francisco:

11 Section 1. The San Francisco Administrative Code is hereby amended by Section
12 70.1, to read as follows:

13 **SEC. 70.1. PURPOSE.**

14 The Board of Supervisors for the City and County of San Francisco (hereinafter, City)
15 by this Chapter establishes a public authority whose powers are derived from and consistent
16 with the provisions of Welfare and Institutions Code Section 12301.6. The name of this public
17 authority shall be the In-Home Supportive Services Public Authority, and shall be referred to in
18 this Chapter as the "Authority." Its purpose is to ~~provide assistance in finding personnel~~ assure the
19 availability of independent providers for the In-Home Supportive Services Program (IHSS)
20 through the establishment of a central registry, and related functions, and to perform any other
21 functions, as may be necessary for the operation of the Authority, or related to the delivery of
22 IHSS in San Francisco, subject to all applicable federal and State laws and regulations, and to
23 the limitations set forth in this Chapter.

24 Section 2. The San Francisco Administrative Code is hereby amended by Section
25 70.2, to read as follows:

103:

1 **SEC. 70.2. MEMBERSHIP OF GOVERNING BODY.**

2 (a) The governing body of the Authority shall be composed of ~~11~~ 13 members
3 appointed by the Board of Supervisors. The Board of Supervisors shall solicit
4 recommendations for appointment of qualified members through a fair and open process,
5 including reasonable written notice to, and affording reasonable response time from, members
6 of the general public and interested persons and organizations. No fewer than 50 percent of
7 the membership shall be individuals who are current or past users of personal assistance
8 services paid for through public or private funds or who are recipients of IHSS, referred to in
9 this Chapter as "consumers."

10 (b) Membership categories on the governing body shall be as follows:

11 (1) Two consumers over the age of ~~60~~ 55 years, each authorized to represent
12 organizations that advocate for aging people with disabilities;

13 (2) Two consumers between the ages of 18 and 60 years, each authorized to
14 represent organizations that advocate for younger people with disabilities;

15 (3) One consumer at-large over the age of ~~60~~ 55 years;

16 (4) One consumer at-large between the ages of 18 and 60 years;

17 (5) One worker who provides personal assistance services to a consumer;

18 (6) One Commissioner from the Human Services Commission, recommended to the
19 Board by the Commission;

20 (7) One Commissioner from the Commission on Aging, recommended to the Board by
21 the Commission;

22 (8) One Commissioner from the Public Health Commission, recommended to the
23 Board by the Commission;

1 (9) One member of the Mayor's Disability Council, recommended to the Board by the
2 Council.

3 (c) For purposes of Government Code Section 87103, and 2 California Code of
4 Regulations 18703.3, it is hereby found and declared that the persons appointed to this
5 governing body are appointed to represent and further the interests of the specific economic
6 interest which an individual member is appointed to represent.

7 (d) Initial appointment of both the consumer and worker members shall be made from
8 a list of recommendations based on applications designed by, and submitted to, the IHSS
9 Task Force of Planning for Elders in the Central City. ~~Succeeding appointments of consumer and~~
10 ~~worker members shall be based on a procedure developed by the governing body of the Authority,~~
11 ~~within the first six months of operation, after receiving recommendations from the IHSS Task Force of~~
12 ~~Planning for Elders in the Central City. The governing body of the Authority may make~~
13 ~~recommendations to the Board of Supervisors for establishing procedures for consumer and worker~~
14 ~~member appointments.~~ Every attempt shall be made to assure that each appointee will be able
15 to serve the full term to which he or she has been appointed, in order to ensure continuity in
16 the work of the Authority.

17 (e) If during his or her term as a member of the governing body of the Authority, a
18 ~~Human Services, Aging, or Health~~ Commissioner or member of the Mayor's Disability Council no
19 longer serves on ~~the~~ their respective Commission or Council, the body from which that member
20 came shall make another recommendation for appointment and notify the Board of
21 Supervisors of the end of that member's formal service ~~on their respective Commission or on the~~
22 ~~Council.~~

23 (f) After the terms of the initial period are complete, each appointment to the governing
24 body shall thereafter be for a three-year term. A member may be reappointed, but may not
25

1 serve more than a total of nine consecutive years on the governing body. ~~The initial~~
2 ~~appointment periods shall be staggered as follows:~~

3 ~~(1) Three one-year terms;~~

4 ~~(2) Four two-year terms; and~~

5 ~~(3) Four three-year terms.~~

6 ~~Upon appointment, members shall draw lots to determine the length of each member's initial~~
7 ~~term. Members shall serve without compensation.~~

8 (g) Qualified applicants must reside in San Francisco and have: familiarity with, or
9 knowledge of, personal assistance services; the capacity to understand their role to aid and
10 assist the Authority in the administration of its duties; and the ability to attend regularly
11 scheduled meetings, which shall occur only in facilities which meet disability access
12 requirements. Those City departments from which Authority members are drawn shall
13 provide appropriate assistance to their respective representative in fulfilling his or her duties to
14 the Authority. ~~Within the first 90 days, the members of the governing body of the Authority shall~~
15 ~~receive orientation and training from the IHSS Task Force of Planning for Elders in the Central City~~
16 ~~and the Department of Human Services regarding the functions and duties of the Authority, current~~
17 ~~issues related to delivery of IHSS and the responsibilities of the Authority's governing body.~~ Each
18 subsequent new member shall receive similar orientation and training from Authority staff
19 within 60 days of appointment.

20 (h) Regulations governing the grounds for removal from, ~~and use of alternates on,~~ the
21 governing body shall be ~~proposed by~~ established in the Bylaws of the Authority. ~~governing body and~~
22 ~~submitted to the Board of Supervisors within 90 days of the date of the first meeting of the governing~~
23 ~~body. These regulations and any proposed amendments shall be initiated exclusively by the governing~~
24 ~~body and submitted to the Board of Supervisors for review, and shall become effective within 90 days of~~

1 ~~the date of receipt by the Board, unless disapproved by the Board by resolution. In exercising these~~
2 ~~review powers, the Board of Supervisors may only approve or disapprove; it may not modify such~~
3 ~~regulations and proposed amendments.~~

4 (i) Members of the governing body shall receive compensation as established in the Annual
5 Salary Ordinance for attending meetings of the governing body. Additionally, members shall be
6 reimbursed for all necessary expenses incurred for representing the governing body at regional, state
7 and/or national meetings conferences and workshops or other activities as authorized by the governing
8 body.

9 Section 3. The San Francisco Administrative Code is hereby amended by Section
10 70.3, to read as follows:

11 **SEC. 70.3. POWERS.**

12 (a) The Authority shall be an entity separate from the City and County of San
13 Francisco and shall file the Statement of Fact for the Roster of Public Agencies required by
14 Section 53051 of the Government Code.

15 (b) The Authority shall be a corporate public body, exercising public and essential
16 governmental functions with all powers necessary and convenient to carry out the delivery of
17 IHSS, including the power to contract for services pursuant to Sections 12302 and 12302.1 of
18 the Welfare and Institutions Code, subject to any limitations set forth in this Chapter.

19 (c) The Authority shall only engage in the following duties and functions involving IHSS
20 until such time that the requirements for the transferring of additional functions, as set forth in
21 Section 70.6 of this Chapter, are met: planning and advocacy for IHSS consumers and
22 personnel-independent providers; operation of a registry, including investigation of the
23 qualifications and background of potential personnel-independent providers, and referral of
24
25

1 potential ~~personnel~~ independent providers to consumers; and acting as the employer of IHSS
2 ~~personnel~~ independent providers in conformance with Subsection (g) of this Section.

3 (d) Any obligation or legal liability of the Authority, whether statutory, contractual or
4 otherwise, shall be the obligation or liability solely of the Authority and shall not be the
5 obligation or the liability of the City. All contracts between the Authority and third parties shall
6 contain an express provision advising the contractor that the Authority is a separate
7 governmental entity and that such agreement does not bind the City.

8 (e) All contracts, leases, or other agreements of any nature, including collective
9 bargaining agreements, between the Authority and any party, except those with the City, shall
10 contain the following statement: "The Authority is an independent legal entity, separate and
11 apart from the City and County of San Francisco. The Authority has no power to bind the City
12 to any contractual or legal obligations. Nor may the obligees of the Authority seek recourse
13 against the City for any financial or legal obligation of the Authority."

14 (f) Employees of the Authority shall not be employees of the City for any purpose.

15 (g) The Authority shall be deemed to be the employer of IHSS ~~personnel~~ independent
16 providers referred to consumers, under Paragraph (3) of Subdivision (d) within the meaning of
17 Chapter 10 (commencing with Section 3500) of Division 4 of Title 1 of the Government Code,
18 commonly known as the Meyers-Millias-Brown Act. The Authority shall not be deemed to be
19 the employer of IHSS ~~personnel referred to consumers~~ independent providers under this Chapter
20 for purposes of liability due to the negligence or intentional torts of ~~the~~ IHSS ~~personnel~~.

21 (h) Nothing in these enumerated powers shall be construed to limit or interfere with the
22 consumers' right to retain, select, terminate, and direct the work of any ~~worker~~ independent
23 provider providing ~~services~~ IHSS to them.

1 (i) Nothing in these enumerated powers shall be construed to alter, require the
2 alteration of, or interfere with the State's payroll system and other provisions of Section
3 12302.2 of the Welfare and Institutions Code for independent providers of IHSS, or to affect
4 the State's responsibilities with respect to unemployment insurance, or workers' compensation
5 for independent providers of IHSS.

6 (j) The Authority shall maintain general liability insurance in an amount determined to
7 be adequate by the City's Risk Manager, and shall name the City as an additional insured.

8 (k) The governing body of the Authority shall hire ~~staff~~ the Executive Director of the
9 Authority, and adopt rules and regulations, not inconsistent with the provisions of this Chapter,
10 in order to implement and interpret this Chapter.

11 Section 4. The San Francisco Administrative Code is hereby amended by Section
12 70.4, to read as follows:

13 **SEC. 70.4. FISCAL PROVISIONS.**

14 (a) In order to facilitate the implementation of the Authority in a timely manner, the City
15 Treasurer and the City Controller may enter into contracts with the Authority for the provision
16 of fiscal services, with or without compensation from the Authority, under such terms and
17 conditions as the Treasurer and Controller may require. If any such contract is executed, the
18 Controller shall establish and maintain a specific account or accounts for this purpose. In
19 addition, other City departments may enter into contracts with the Authority, with or without
20 compensation, for the provision of various services that may be needed by the Authority. All
21 such contracts are subject to the applicable approval process as required by the San
22 Francisco Charter, the San Francisco Administrative Code and the respective department
23 regulation and policy.

1 (b) In adopting this Chapter, the Board recognizes that the funding of IHSS is the
2 product of a complex relationship of federal, State and City financing, and that the ability of
3 the Authority to operate and to negotiate the wages and benefits of the independent providers
4 of IHSS is contingent upon the availability of adequate funding from all sources. Nothing in
5 this Chapter is intended to require the City to appropriate any funds for the operation of the
6 Authority or for the payment of wages or benefits to the independent providers of IHSS.

7 (c) The *Department of Human Services Agency through the Department of Aging and Adult*
8 *Services* shall be the financial liaison between the City and County of San Francisco and the
9 Authority. The *Department of Human Services Agency* shall take appropriate action in order to
10 procure all available federal and State funds for the administration and delivery of IHSS, and
11 by contract, grant or agreement, transfer monies procured from these sources and from any
12 funds that the City may appropriate, to the Authority for the operation of its designated
13 functions, subject to the budgetary and fiscal provisions of the San Francisco Charter and the
14 San Francisco Administrative Code. The Authority shall submit its annual funding request to
15 the Department of Human Services no later than the deadline determined by the *Department of*
16 *Human Services Agency* to enable the *Department Agency* to prepare and submit its budget to
17 the Mayor's office. The Authority shall comply with all claiming and reporting deadlines set by
18 the *Department of Human Services Agency and the Department of Aging and Adult Services*.

19 The total of all operating costs, wages and benefits proposed or established by the
20 Authority must be consistent with the provisions of the final City budget.

21 The Authority may not establish a payment rate that includes the costs of wages,
22 benefits and operation, until the governing body of the Authority makes a finding that the
23 funds necessary for payment of that rate are legally available.
24
25

1 (d) If and when the federal or State agencies responsible for IHSS promulgate
2 regulations that authorize and create direct funding mechanisms for the Authority, the
3 Authority and the ~~Department~~ of Human Services Agency may modify their agreements to
4 facilitate that direct financial relationship.

5
6 APPROVED AS TO FORM:
7 DENNIS J. HERRERA, City Attorney

8 By: VIRGINIA DARIO ELIZONDO
9 Deputy City Attorney

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2026-04/05



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

June 9, 2005

GAVIN NEWSOM
MAYOR

NOTICE OF CIVIL SERVICE COMMISSION ACTION

LINDA RICHARDSON
PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2011-04/05 THROUGH 2026-04/05 AND 4096-04/05 THROUGH 4110-04/05 AND 4107-97/98.

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

At its meeting of June 6, 2005 the Civil Service Commission had for its consideration the above matter.

DONALD A. CASPER
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.

MORGAN R. GORRONO
COMMISSIONER

If this matter is subject to the 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.

KATE FAVETTI
EXECUTIVE OFFICER

CIVIL SERVICE COMMISSION

KATE FAVETTI
Executive Officer

Attachment

- c: Shalonda Baldwin, Mayor's Office of Public Finance & Business Affairs
- Herberth Campos, Department of Human Resources
- Gordon Choy, Department of Public Works
- David Curto, Department of Human Services
- Philip Ginsburg, Human Resources Director
- Elizabeth Jacobi, Department of Human Resources
- Galen Leung, Department of Public Health
- John Marquez, Airport Commission
- Lee Okumoto, Public Utilities Commission
- Shawn Wallace, San Francisco Police Department
- Commission File
- Commissioners Binder
- Chron

POSTING FOR

May 16, 2005

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC#	Department	Amount	Description of work	Type of Approval	Duration
2026-04/05	Human Services	\$48,000,000	Will provide services as the employer of record for the In-Home Supportive Services Program (IHSS), establish a central registry, provide enrollment in a comprehensive health benefit system, advocacy and other support services for 12,000 homecare workers.	Continuing	6/30/2009
4096-04/05	Airport Commission	\$60,000	Will prepare SFO's Cost Allocation Plan ("CAP") for the year ended June 30, 2004 and advise SFO on the proper establishment of responsibility accounting within SFO's on-line Financial and Management Information System ("FAMIS").	Regular	6/30/2005
4097-04/05	Airport Commission	\$80,000	Will provide parking citation and hearing services.	Regular	6/30/2006
4098-04/05	Airport Commission	\$5,000,000	Will provide a fully-functional Parking Access Control System (PARCS) at Domestic Garage, IT Garage "A", IT Garage "G", Lot C, Lot D, Garage and Lot DD, and Westfield Garage.	Regular	1/31/2007

2026-04/05

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 19, 2005

DEPARTMENT NAME HUMAN SERVICES DEPARTMENT NUMBER 45

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

TYPE OF REQUEST:

INITIAL REQUEST x MODIFICATION (PSC#2003-03-04 Qualified approval)

TYPE OF SERVICE: In-Homecare Supportive Services and Health Plan.

FUNDING SOURCE: 58% County general funds; 42% federal funds

PSC AMOUNT: \$48,000,000 (Annual Estimated Amount) PSC DURATION : 7/1/04 - ongoing

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Serve as the employer of record for the In-Home Supportive Services Program (IHSS), establish a central registry, provide enrollment in a comprehensive health benefit system, advocacy and other support services for 12,000 homecare workers.

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

The Public Authority was established by the Board of Supervisors (ordinance 185-95). If this service is denied, it would violate this ordinance.

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):

PSC #2024-95/96, 2024-98/99.

D. Will the contract(s) be renewed: YES

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

Locals 790, 535, 21

Union Name

Signature of person mailing / faxing form

Date

Union Name

Signature of person mailing / faxing form

Date

RFP sent to N/A, on Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Requires specific knowledge to establish and maintain a registry of independent "In-Home Service Providers" and administer health benefits to these providers. Note the providers are not employed by the City and County and are not eligible for benefits through the City's health service 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:
No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. **Explain why civil service classes are not applicable:**

In accordance with ordinance 185-94/95, "employees of the Public Authority shall not be employees of the City for any purpose". Note these providers are not employed by the City and County and are not eligible for benefits through the City's health service system.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. See IV. A. above (prohibited by ordinance).

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

- | | <u>Yes</u> | <u>No</u> |
|---|-------------------------------------|-------------------------------------|
| 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?
- 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. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal/policy mandates requiring the use of contractual services?
State mandate for contract mode/ Local ordinance for IP mode/State and local policies.
Welfare and institutions Code 12300-12316/Ordinance 185-94/95 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? S | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? Human Services Commission | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 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"/> |

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

Signature of Departmental Personal Services Contract Coordinator
David Curto, Director of Contracts, Human Services Agency (415) 557-5581
1650 Mission Street Suite 300
San Francisco, CA 94103

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS Dept. Code: DSS

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

Type of Approval: Expedited Continued (Omit Posting)

Type of Service: Emergency Shelter Services for Homeless Individuals and Families

Funding Source: City and County of San Francisco PSC Duration: annual memo required

PSC Amount: \$75,750,000 / term PSC Est. Start Date: 02/02/2009 PSC Est. End Date: Continued

\$12,150,000/annual W

1. Description of Work

A. Scope of Work:

Provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, voluntary case management, substance abuse, mental health group sessions, shelter reservations, employment services, housing access and health activities.

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

This service is necessary for the provision of shelter and food to homeless individuals and families. Consequences of denial would be an increase in the number of malnourished people living on the streets due to lack of shelter and meals. In addition, denial would limit the opportunity to become self-sufficient

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.

PSC# 2023-04/05

D. Will the contract(s) be renewed? Yes, based upon funding, performance and procurement

2. Union Notification: On ~~none~~ ^{12/10/2023}, the Department notified the following employee organizations of this PSC/RFP request: ~~no unions notified~~ Local 1024, Local 21

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2008-08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/02/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Skills and expertise in providing shelter, support services and food preparation to homeless individuals and families.

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

1424,2604,2708,

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

Some contractors provide the facilities and equipment such as beds, sanitary facilities and cooking facilities for meal preparation.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Work is performed during irregular business hours, i.e. evenings and weekends (24 hours a day/seven days a week)

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

It would not be practical due to the hours, required expertise for serving this population and fiscal impact

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? Board of Supervisors, ordinance 185-95

(Dept. unable to locate ordinance) W

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Multiple contractors under PSC

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

ON 12/10/2008 BY: W

Name: David Curto

Phone: 415-557-5581

Email: david.curto@sfgov.org

Address: 1650 Mission Street Suite 300

San Francisco, CA

City and County of San Francisco



Edwin M. Lee, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

Date: May 21, 2014

To: Civil Service Commission

From: David Curto, PSC Coordinator
Human Services Agency (Dept. 45)

Re: Annual Report of Continuing PSCs

Per the policy established by the Commission, please accept this report of our annual activity under Continuing PSC approval #2008-08/09 for Fiscal Year 13-14. This Continuing PSC contains contracts related to services for Homeless Single Adults.

These contracts are provided under the authority of 11266 Article 2, Sections 11250-112-70, of the California Welfare and Institutions code and policies adopted by the State Department of Social Services, the Care Not Cash Act, the Human Services Commission and the Adult and Aging Services Commission of San Francisco.

As always we will be happy to provide any additional information or answer any questions the Commission may have.

Thank you

Note:

To view the California Welfare & Institutions code and policies please go to <http://leginfo.legislature.ca.gov>
(document too large to attach)

Contractor	Program Description	PSC #	Budget Name	Term Start	Term End	Annual Budget Amount
CATHOLIC CHARITIES CYO	St. Joseph's Family Center	2008-08/09	STANDARD	7/1/2013	6/30/2014	\$801,457
CENTRAL CITY HOSPITALITY HOUSE	Hospitality House	2008-08/09	STANDARD	7/1/2013	6/30/2014	\$426,939
COMPASS FAMILY SERVICES	Clara House	2008-08/09	STANDARD	7/1/2013	6/30/2014	\$256,685
COMPASS FAMILY SERVICES	Family Center	2008-08/09	STANDARD	7/1/2013	6/30/2014	\$738,314
COMPASS FAMILY SERVICES	Rental Assistance Program	2008-08/09	STANDARD	7/1/2013	9/30/2013	\$75,584
COMPASS FAMILY SERVICES	SF Home	2008-08/09	SF Home	7/1/2013	9/30/2013	\$325,186
DOLORES STREET COMMUNITY CENTER	Emergency Shelter Services	2008-08/09	STANDARD	7/1/2013	6/30/2014	\$1,363,347
EPISCOPAL COMMUNITY SVCS OF S F INC	Interfaith Winter Shelter	2008-08/09	STANDARD	11/1/2013	2/28/2014	\$124,236
GLIDE FOUNDATION	CHANGES	2008-08/09	STANDARD	7/1/2013	6/30/2014	\$166,207
LARKIN STREET YOUTH CENTER	Lark Inn	2008-08/09	Lark Inn	7/1/2013	6/30/2014	\$902,024
PROVIDENCE FOUNDATION OF SAN FRANCISCO	350 Jones Homeless Storage	2008-08/09	STANDARD	7/1/2013	6/30/2014	\$105,967
PROVIDENCE FOUNDATION OF SAN FRANCISCO	Emergency Shelter	2008-08/09	STANDARD	7/1/2013	6/30/2014	\$624,215
PROVIDENCE FOUNDATION OF SAN FRANCISCO	First Friendship Family Shelter	2008-08/09	STANDARD	7/1/2013	6/30/2014	\$546,904
ST VINCENT DE PAUL SOCIETY	Emergency Shelter Services- MSC South	2008-08/09	STANDARD	7/1/2013	6/30/2014	\$4,295,435
					Total	\$10,752,500

Receipt of Union Notification(s)

◆ **Local 1021**

◆ **Local 21**

***** -COMM. JOURNAL- ***** DATE DEC-10-2008 ***** TIME 10:39 *****

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City and County of San Francisco

Human Services Agency



Gavin Newsom, Mayor

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

FAX

To: LOCAL 1021 From: LARRY CHATMON

Fax: (415) 431-6241 Fax: (415) 557-5679

Phone: Phone: (415) 557-5330

Pages: 23 Date: 12-10-08

Re: PSC Summaries

Urgent For Review Please Comment Please Reply

COMMENTS:

Attached are eleven (11) PSC Summaries that are to be scheduled for the January 5, 2009 Civil Service Commission for your review.

Larry Chatmon
557-5330

***** -COMM. JOURNAL- ***** DATE DEC-10-2008 ***** TIME 10:46 *****

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City and County of San Francisco



Gavin Newsom, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

FAX

To: LOCAL 21 From: LARRY CHATMON

Fax: (415) 864-2166 Fax: (415) 557-5678

Phone: Phone: (415) 557-5330

Pages: Date: 12-10-08

Re: PSC Summaries

Urgent For Review Please Comment Please Reply

COMMENTS:

Attached are eleven (11) PSC Summaries that are to be scheduled for the January 5, 2009 Civil Service Commission for your review.

Larry Chatmon
557-5330

2008-08/09
Initial

Meeting Information

Archive Center >> Civil Service Commission >> 2009

back to Civil Service Commission home page

2009 2008 2007 2006 2005 2004 2003 2002 2001 2000 1999 1998 1997 METAMETALINKLINK

AMENDED

MINUTES

Regular Meeting
September 21, 2009

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

CALL TO ORDER

2:09 p.m.

ROLL CALL

President Morgan R. Gorrone	Present
Vice President E. Dennis Normandy	Not Present (Notified Absence)
Commissioner Joy Y. Boatwright	Present
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present

President Morgan R. Gorrone presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Virginia Morgan, appellant in Item #9 expressed her desire to reach a resolution on her appeal.

APPROVAL OF MINUTES

Regular Meeting of August 17, 2009

0267-09-8 Action: Approved. (Vote of 4 to 0)
 Review of request for approval of proposed personal services contracts.
 (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4028-09/10	GSA-Fleet Management	\$500,000	Will provide car-sharing services to supplement City's vehicle fleet to make additional vehicles available during peak demands for City employees to use on official City business.	Regular	08/23/12

August 17, 2009: Adopt the Human Resources Director's report on PSC #4028-09/10 on the condition that the General Services Administration meet and/or share the data gleaned from the experiment with TWU Local 250A and Auto Machinists Local 1414 to evaluate the effectiveness of the program on a quarterly basis. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 2 to 1; Commissioner Gorrone dissents.) Continue to the meeting of September 21, 2009. (Three (3) votes are needed for Commission action.)

Speakers: None.

Action: Approve the request for proposed personal services contract. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0295-09-8 Review of request for approval of proposed personal services contracts.
 (Item No. 6)

ESC#	Department	Amount	Type of Service	Type of Approval	Duration
4030-09/10	Public Works -- Bureau of Architecture	\$4,000,000	Will provide as-needed design services for Health Facilities involving renovation, adaptive re-use of existing facilities, installations of specialized medical equipment, modifications to life safety systems and other infrastructure, and facilities.	Regular	04/28/15
4031-09/10	Public Works	\$3,000,000	Will provide all necessary services required for a turnkey management solution for the following: procurement process for furniture, fixtures, and equipment (FF&E) for the San Francisco General Hospital-Rebuild Program.	Regular	12/31/16
4032-09/10	Arts Commission	\$306,000	Will conduct creative writing classes with youth in need at up to 10 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated or in crisis.	Regular	06/30/10
4033-09/10	Public Utilities Commission	\$2,500,000	Will provide professional construction management services to oversee a Wastewater Enterprise construction project, the Sunnydale Sewer Auxiliary Tunnel, on behalf of the SEPUC.	Regular	02/01/12
4034-09/10	Public Utilities Commission	\$400,000	Will provide at minimum, daily aerial patrol of Watershed lands during CALFIRE declared fire season to be coordinated by the respective parties' designated representatives.	Regular	10/01/17
4035-09/10	Treasurer and Tax Collector's Office	\$400,000	Will provide a new payment processing system; licensing fees and annual software maintenance costs and professional services in custom programming, installation and training.	Regular	12/31/14
4036-09/10	Municipal Transportation Agency	\$217,534	Will provide labor, materials, consumables and supervision to repair, restore and rebuild two accident damaged LRVs from SFMTA's fleet of 151 vehicles.	Regular	11/01/10
4037-09/10	Building Inspection	\$4,200,000	Will install, configure, customize, test, and train City staff on the design, configuration, implementation, maintenance, and operation of a new proprietary Permit and Project Tracking System (PPTS).	Regular	12/31/16
4038-09/10	Controller's Office	\$1,500,000	Will provide municipal financing advisory services to Office of Public Finance, Controller's Office, and other City department staff in the following areas: general obligation bonds, certificates of participation and lease revenue bonds.	Regular	10/16/14
4112-06/07	Human Resources	Increase Amount \$125,000 New Amount \$1,625,000	Will provide computer software, licensing, and software support for proprietary workers' compensation claims management system. Modification for implementation of upgraded web-based system.	Modification	06/30/11
4163-07/08	Public Utilities Commission	Increase Amount \$1,300,000 New Amount \$1,900,000	Will provide a High Efficiency Toilet (HET) Direct Install Program for Low Income Customers in the retail services area. Services include installation, coordination of recycling of replaced fixture, and some leak and audit activities.	Modification	06/30/12
4021-09/10	Municipal Transportation Agency	Increase Amount \$26,752,554 New Amount \$56,752,554	Will perform a rehabilitation of key operating systems of the SF Municipal Transportation Agency's (SFMTA's) Light Rail Vehicles (LRVs) to restore systems to their original operating specifications to extend component life and improve vehicle reliability.	Modification	08/31/16

Action: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0065-09-7 Determination of future employability: permanent part time appointment of Antoine Oliver, Library Page (Job Code 3602), San Francisco Public Library. (Item No. 7)

June 15, 2009: No future employment with the San Francisco Public Library. (Vote of 2 to 1; Commissioner Boatwright dissents.) Continue to the meeting of July 6, 2009. (Three (3) votes are needed for Commission action.)

July 6, 2009: Continue to the meeting of August 17, 2009 pending the resolution of arbitration.

August 17, 2009: Postpone to the meeting of September 21, 2009.

Speakers: Mark Vandiver, San Francisco Public Library
Steve Pitocchi, SEIU Local 1021

Action: Off calendar pending resolution of arbitration. (Vote of 4 to 0)

0727-07-7. Determination of future employability: permanent civil service appointment of David Chan, Assistant Electronic Maintenance Technician (Job Code 7340), with the Municipal Transportation Agency. (Item No. 8)

August 17, 2009: Postpone to the meeting of September 21, 2009.

Speakers: Erica Mitchell, Municipal Transportation Agency
David Chan, Appellant

Action: Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco. (Vote of 4 to 0)

0027-07-6 Appeal by Virginia Morgan of the Human Resources Director's decision to dismiss her charge of discrimination. (Item No. 9)

August 20, 2007: Postpone to the meeting of October 1, 2007 at the request of Matthew Ming, Attorney for Virginia Morgan.

October 1, 2007: Postpone to the meeting of November 19, 2007 at the request of the Department of Human Resources and concurrence of Matthew Ming, Attorney for the appellant.

Note: Commissioners Morgan Gorrone and Yu-Yee Wu addressed their concerns regarding the City Attorney's Opinion on remedies available to the Commission on discrimination complaints.

November 19, 2007: Postpone to the meeting of January 7, 2008 pending the City Attorney's Opinion on remedies available to the Commission on discrimination complaints and having all Commissioners present.

August 17, 2009: Postpone to the meeting of September 21, 2009 by mutual agreement of the Department of Human Resources and Operating Engineers Local 3.

Speakers: None.

Action: Postpone to the meeting of October 19, 2009 at the request of the Department of Human Resources. (Vote of 4 to 0)

0296-09-1 Annual Report on the Certification of Eligibles - Entry and Promotion - Uniformed Ranks of Police and Fire. (Item No. 10)

Speakers: Jesusa Bushong, San Francisco Fire Department
Micki Callahan, Human Resources Director

Action: Accept and file the report. (Vote of 4 to 0)

0284-09-3 Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco. (Item No. 11)

Speakers: None.

Action: Adopt the report; Forward to Board of Supervisors. (Vote of 4 to 0)

0024-09-8 Report from the Human Services Agency on the status of the conditional approval of personal services contract numbers 2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09. (Item No. 12)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-08/09	Human Services Agency	\$7,500,000	Will provide orientations, induction training, home studies and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	Continuing	06/30/14
2001-08/09	Human Services Agency	\$65,000,000	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	Continuing	06/30/14
2004-08/09	Human Services Agency	\$230,000,000	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	Continuing	06/30/14
2007-08/09	Human Services Agency	\$327,750,000	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode IHSS as mandated.	Continuing	06/30/14
2008-08/09	Human Services Agency	\$75,750,000	Will provide homeless individuals and families with emergency shelter services and meals. Service may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities and voluntary case management.	Continuing	06/30/14
2009-08/09	Human Services Agency	\$14,950,000	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	Continuing	06/30/14

February 2, 2009: Postpone PSC #2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021.

- March 2, 2009: Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
- Speakers: Dave Curio, Human Services Agency
Steve Pitocchi, SEIU Local 1021
- Action: Accept the oral report. (Vote of 4 to 0)
- 0555-08-3 Appeal by Nora Hanson, Transit Operator (Job Code 9163) of her battery pay determination. (Item No. 13)
- July 20, 2009: Postpone to the meeting of September 21, 2009 at the request of Nora Hanson.
- Speakers: Sharon Van Loon, Municipal Transportation Agency
Nora Hanson, Appellant
- Action: Deny the request by Nora Hanson to postpone to the meeting of October 5, 2009. (Vote of 4 to 0)
- Grant the appeal by Nora Hanson and award battery pay as authorized by Section 16.170 of the Administrative Code.
(Vote of 4 to 0)
- 0332-08-6 Appeal by Edward Campos of the Human Resources Director's finding of insufficient evidence to support his discrimination, harassment and retaliation complaints. (Item No. 14)
- August 3, 2009: Postpone to the meeting of September 21, 2009 at the request of Edward Campos.
- Speakers: None.
- Action: Postpone to the meeting of October 5, 2009 at the request of Edward Campos. The Commission stipulated this will be the last continuance granted. (Vote of 4 to 0)
- 0650-06-6 Appeal by Micki Jones of the Human Resources Director's finding of insufficient evidence to support her complaint of retaliation. (Item No. 15)
- Speakers: Janie White, Department of Human Resources
Micki Jones, Appellant
- Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Micki Jones. (Vote of 3 to 1; Commissioner Boatwright dissents.)
- 0263-09-2 Appeal by IFPTE Local 21 of Classification Action #20, FY 08-09 Related to Amending the Job Specifications of the 6230 and 6231 Street Inspector Classifications. (Item No. 16)
- Speakers: None.
- Action: Postpone to the meeting of October 5, 2009 at the request of IFPTE Local 21. The Commission stipulated this will be the last continuance granted.
(Vote of 4 to 0)
- 0297-09-1 Department of Human Resources' Report on the Position-Based Testing Program. (Item No. 17)
- Speakers: Laura Dancer, Department of Human Resources
- Action: Accept and file the report. (Vote of 4 to 0)
- 0298-09-1 Department of Human Resources Report on Provisional Appointments. (Item No. 18)
- Speakers: Laura Dancer, Department of Human Resources
- Action: Accept and file the report. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 19)

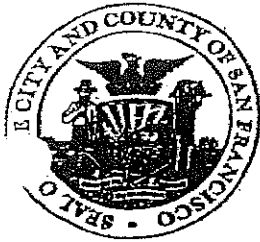
Kevin Hughes, IBEW Local 5 requested a copy of the Report on the Position-Based Testing Program. He also made brief comments on unpaid administrative leave, the California Public Utilities Commission considering proposed regulations regarding cell phone usage by transit operators and he thanked the Commissioners for their time and the great job they do on the issues and information with which they work.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 20)

None.

ADJOURNMENT (Item No. 21)

6:05 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

2008-08/09
Initial

March 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-08/09 THROUGH 2009-08/09.

At its meeting of March 2, 2009 the Civil Service Commission had for its consideration the above matter.

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.

It was the decision of the Commission to:

- (1) Postpone PSC #2002-08/09; 2003-08/09 and 2005-08/09 to the meeting of March 16, 2009 at the request of SEIU Local 1021. The Commission stipulated this will be the last continuance granted.
- (2) Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser.
- (3) Adopt the Human Resources Director's report on PSC #2006-08/09. Notify the offices of the Controller and the Purchaser.

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

- cc: Micki Callahan, Human Resources Director
- David Curto, Human Services Agency
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- Brigette Rockett, Department of Human Resources
- Ben Rosenfield, Controller
- Alexis Torres, IFPTE Local 21, 1182 Market Street, Ste. 425, SF, CA 94102
- Margot Reed, SEIU Local 1021, 350 Rhode Island St., Ste. 100 South Bldg. SF, CA 94103
- Commission File
- Chron

POSTING FOR
February 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Depth	Dept Name	Approval Type	Contract Amount	Description of work	Duration
2000-08/09	45	Human Services Agency	Continuing	\$ 7,600,000.00	Will provide orientation, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	30-Jun-14
2001-08/09	45	Human Services Agency	Continuing	\$ 85,000,000.00	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	30-Jun-14
2002-08/09	45	Human Services Agency	Continuing	\$ 28,800,000.00	Will provide services to Community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention.	30-Jun-14
2003-08/09	45	Human Services Agency	Continuing	\$ 160,000,000.00	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	30-Jun-14
2004-08/09	45	Human Services Agency	Continuing	\$ 230,000,000.00	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	30-Jun-14
2006-08/09	45	Human Services Agency	Continuing	\$ 38,600,000.00	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES (Personal Assisted Employment Services) and other low-income individuals.	30-Jun-14
2006-08/09	45	Human Services Agency	Continuing	\$ 25,416,000.00	Will provide support services to the Agency include but not are limited to the following: legal process service, courier services, fiscal intermediary (employer agency payroll services for welfare to work clients), credit checks, and equipment maintenance.	30-Jun-14
2007-08/09	45	Human Services Agency	Continuing	\$ 327,750,000.00	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 18,000 homecare workers. Provides the contract mode HSS as mandated.	30-Jun-14
2008-08/09	45	Human Services Agency	Continuing	\$ 76,750,000.00	Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, and voluntary case management.	30-Jun-14
2009-08/09	45	Human Services Agency	Continuing	\$ 14,850,000.00	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	30-Jun-14
4088-08/09	22	Department of the Environment	Regular	\$ 80,000.00	Will provide Charter bus transportation for the School Education Program's environmental field trips for grades K-12 students.	31-Dec-13
4087-08/09	22	Department of the Environment	Regular	\$ 284,000.00	Will provide consulting to develop long-term strategy for Clean Air Program, advise on latest technology, and support and outline funding options for Clean Air projects.	30-Jun-13

2008-08-09 Initial

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 2, 2009

DEPARTMENT NAME: Human Services Agency DEPARTMENT NUMBER 45

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

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

TYPE OF SERVICE: Emergency Shelter Services for Homeless Individuals and Families

FUNDING SOURCE: City and County of San Francisco Funds

PSC AMOUNT: \$15,150,000 annual PSC DURATION: 7/1/09-6/30/14 \$75,750,000 term

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, voluntary case management, substance abuse, mental health group sessions, shelter reservations, employment services, housing access and health activities.

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

This service is necessary for the provision of shelter and food to homeless individuals and families. Consequences of denial would be an increase in the number of malnourished people living on the streets due to lack of shelter and meals. In addition, denial would limit the opportunity to become self-sufficient.

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):

PSC# 2023-04/05

D. Will the contract(s) be renewed: Yes, based upon funding, performance and procurement.

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

Local 1021 Union Name Larry Chaturon Signature of person mailing/faxing form 12-10-08 Date

Local 21 Union Name Larry Chaturon Signature of person mailing/faxing form 12-10-08 Date

RFP sent to 1021, 21 Union Name on February 2005 Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

VIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Skills and expertise in providing shelter, support services and food preparation to homeless individuals and families.

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

Civil service classes 1424, 2604 and 2708. However, there are no civil service class for shelter staffing.

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

Some contractors provide the facilities and equipment such as beds, sanitary facilities and cooking facilities for meal preparation.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Work is performed during irregular business hours, i.e. evenings and weekends (24 hours a day/seven days a week)

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

It would not be practical due to the hours, required expertise for serving this population and fiscal impact.

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"/> |
| <ul style="list-style-type: none"> • 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 checked="" type="checkbox"/> | <input type="checkbox"/> |
| 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"/> |

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

Signature of Departmental Personal Services Contract Coordinator

David Curto, Director

(415) 557-5581

Print or Type Name

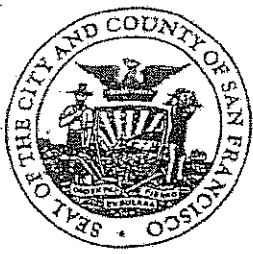
Telephone Number

1650 Mission Street, Suite 300

San Francisco, CA 94103

Address

2023-04/05



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

June 9, 2005

GAVIN NEWSOM
MAYOR

NOTICE OF CIVIL SERVICE COMMISSION ACTION

LINDA RICHARDSON
PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2011-04/05 THROUGH 2026-04/05 AND 4096-04/05 THROUGH 4110-04/05 AND 4107-97/98.

THOMAS T. NG
VICE PRESIDENT

At its meeting of June 6, 2005 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 the 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. GORRONO
COMMISSIONER

CIVIL SERVICE COMMISSION

KATE FAVETTI
EXECUTIVE OFFICER

KATE FAVETTI
Executive Officer

Attachment

- c: Shalonda Baldwin, Mayor's Office of Public Finance & Business Affairs
- Herberth Campos, Department of Human Resources
- Gordon Choy, Department of Public Works
- David Curto, Department of Human Services ✓
- Philip Ginsburg, Human Resources Director
- Elizabeth Jacobi, Department of Human Resources
- Galen Leung, Department of Public Health
- John Marquez, Airport Commission
- Lee Okumoto, Public Utilities Commission
- Shawn Wallace, San Francisco Police Department
- Commission File
- Commissioners Binder
- Chron

POSTING FOR

May 16, 2005

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC#	Department	Amount	Description of work	Type of Approval	Duration
2020-04/05	Human Services	\$2,625,000	Will provide homeless individuals with drop-in services and respite from the streets.	Continuing	6/30/2009
2021-04/05	Human Services	\$3,500,000	Will provide services that are designed as Community based family resource centers that operate to serve all parents for specific parenting skills, counseling and referral to other services.	Continuing	6/30/2009
2022-04/05	Human Services	\$6,300,000	Will continue to provide existing services with multiple community agencies to provide outreach, counseling, employment services, vocational training, work readiness, and referral and placement services.	Continuing	6/30/2009
2023-04/05	Human Services	\$15,300,000	Will provide homeless individuals and families with emergency shelter and light meals.	Continuing	6/30/2009
2024-04/05	Human Services	\$22,000,000	Will provide case management and support services to homeless individuals and families living in shelters, single resident occupancy hotels, or transitional housing.	Continuing	6/30/2009
2025-04/05	Human Services	\$45,500,000	Will provide childcare services to low-income and CalWORKS families through partnerships with other licensed providers in various identified target neighborhoods.	Continuing	6/30/2009



2023-04/05

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May19, 2005

DEPARTMENT NAME HUMAN SERVICES DEPARTMENT NUMBER 45

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

TYPE OF REQUEST: INITIAL REQUEST X MODIFICATION (PSC#2007-03-04 Qualified Approval)

TYPE OF SERVICE: Emergency Shelter Services for the Homeless

FUNDING SOURCE: City and County of San Francisco

PSC AMOUNT: \$15,300,000 (annual estimated amount) PSC DURATION: 7/1/04 - ongoing

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: To provide homeless individuals and families with emergency shelter and light meals.
B. Explain why this service is necessary and the consequences of denial: This service is necessary to provide beds to the homeless, the supply of which is lower than the demand. Denial would result in further reduction in the supply of beds and loss of opportunity for homeless to exit from the streets and be stabilized.
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): 085C-94/95
D. Will the contract(s) be renewed: Yes, contingent on available funding

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

Local 790 Union Name Signature of person mailing / faxing form Date
Local 535 Union Name Signature of person mailing / faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:
Experience in working with homeless population and running a shelter; familiarity with available social services resources; ability to communicate effectively; and other skills including clerical and food handling.
- B. Which, if any, civil service class normally performs this work?
1424, 2604, 2708. However, there are no civil service classes for shelter staffing.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Some contractors provide the facility and equipment, i.e. beds, sanitary facilities, cooking facilities, food, etc.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable:
 Work is performed during non-business hours, i.e. 8:00 p.m. to 7:00 a.m., seven days a week. The civil service classes reference are supervisory and there are no civil service shelter worker classifications.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
 No. See 3.B. and 4.A.

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?
- 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. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal/policy mandates requiring the use of contractual services?
Welfare and Institutions Code Section 17000-17001, Proposition N | <input checked="" type="checkbox"/> | <input 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? Human Services Commission, Board of Supervisors, Voters | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 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"/> |

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

 Signature of Departmental Personal Services Contract Coordinator
 David Curto, Director of Contracts Human Services Agency (415) 557-5680
 1650 Mission Street Suite #300
 San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS Dept. Code: DSS

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

Type of Approval: Expedited Continued (Omit Posting)

Type of Service: Resource Center Drop-In Services for Homeless and At-Risk for Homelessness

Funding Source: City and County of San Francisco PSC Duration: annual memo required
PSC Amount: \$14,950,000 Ann PSC Est. Start Date: 02/02/2009 PSC Est. End Date: Continued

\$ 2,600,000/annual

1. **Description of Work**

A. Scope of Work:

To provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.

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

This service is necessary so that individuals and families who are homeless and/or at risk of homelessness can access referrals, make shelter reservations and access support services. Denial would result in an increased amount of homelessness and further deteriorate the physical and mental health of individuals and families on the streets

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.
PSC# 2020-04/05

D. Will the contract(s) be renewed? Yes, based upon funding, performance and procurement

2. **Union Notification:** On ~~none~~ ^{12/10/2008} *scope letter* the Department notified the following employee organizations of this PSC/RFP request: no unions notified *Local 1021, Local 271*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2009-08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/02/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Requires skills and expertise in helping individuals who are homeless or at-risk of homelessness, making shelter and other support service referrals and crisis intervention.

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

1424,2604,2708,

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

Either the contractors provide the facilities or the contractors occupies a facility that the City owns and/or leases

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Work is performed during irregular business hours, i.e. evenings and weekends (24 hours a day/seven days a week).

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

It would not be practical due to the hours, required expertise for serving this population and fiscal impact

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

YES NO

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

YES NO

B. Will the contractor train City and County employee?

YES NO

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

YES NO

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

YES NO

E. Has a board or commission determined that contracting is the most effective way to provide this service? Board of Supervisors, ordinance 185-95

YES NO

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Multiple contractors under PSC

YES NO

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

ON 12/10/2008 BY: *W*

Name: David Curto Phone: 415-557-5581 Email: david.curto@sfgov.org

Address: 1650 Mission Street Suite 300 San Francisco, CA

City and County of San Francisco



Edwin M. Lee, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

Date: May 21, 2014

To: Civil Service Commission

From: David Curto, PSC Coordinator
Human Services Agency (Dept. 45)

Re: Annual Report of Continuing PSCs

Per the policy established by the Commission, please accept this report of our annual activity under Continuing PSC approval #2009-08/09 for Fiscal Year 13-14. This Continuing PSC contains contracts related to services for Homeless Families.

These contracts are provided under the authority of 17601 Article 2.5, Sections 17601.25-17601.75, of the California Welfare and Institutions code and policies adopted by the State Department of Social Services, the Human Services Commission of San Francisco.

As always we will be happy to provide any additional information or answer any questions the Commission may have.

Thank you

Note:

To view the California Welfare & Institutions code and policies please go to <http://leginfo.legislature.ca.gov> (document too large to attach)

Contractor	Program Description	PSC #	Budget Name	Term Start	Term End	Annual Budget Amount
CHINATOWN COMMUNITY DEVELOPMENT CENTER	Housing Advocacy & Counseling Services for Seniors	2009-08/09	STANDARD	7/1/2013	6/30/2014	\$24,112
MISSION NEIGHBORHOOD HEALTH CENTER	Homeless Resource Center	2009-08/09	STANDARD	7/1/2013	6/30/2014	\$1,214,302
					Total	\$1,238,414

Receipt of Union Notification(s)

◆ **Local 1021**

◆ **Local 21**

MODE = MEMORY TRANSMISSION

START=DEC-10 10:35

END=DEC-10 10:39

FILE NO.=560

STN NO.	COMM.	STATION NAME/EMAIL ADDRESS/TELEPHONE NO.	PAGES	DURATION
001	OK	94316241	023/023	00:03:54

-D H S, O.C.M

***** UF-8000 ***** -415 557 5679 - ***** - 415 557 5679- *****

City and County of San Francisco



Gavin Newsom, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trant Rhorer, Executive Director

FAX

To: LOCAL 1021 From: LARRY CHATMON
 Fax: (415) 431-6241 Fax: (415) 557-5679
 Phone: Phone: (415) 557-5330
 Pages: 23 Date: 12-10-08
 Re: PSC Summaries

Urgent For Review Please Comment Please Reply

COMMENTS:

Attached are eleven (11) PSC Summaries that are to be scheduled for the January 5, 2009 Civil Service Commission for your review.

Larry Chatmon
557-5330

MODE = MEMORY TRANSMISSION

START=DEC-10 10:41

END=DEC-10 10:46

FILE NO.=561

STN NO.	COMM.	STATION NAME/EMAIL ADDRESS/TELEPHONE NO.	PAGES	DURATION
001	OK	298642166	023/023	00:04:23

-D H S, O.C.M

***** UF-8000 ***** -415 557 5679 - ***** - 415 557 5679- *****

City and County of San Francisco



Gavin Newsom, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

FAX

To: LOCAL 21 From: LARRY CHATMON

Fax: (415) 864-2166 Fax: (415) 557-5679

Phone: Phone: (415) 557-5330

Pages: Date: 12-10-08

Re: PSC Summaries

Urgent For Review Please Comment Please Reply

COMMENTS:

Attached are eleven (11) PSC Summaries that are to be scheduled for the January 5, 2009 Civil Service Commission for your review.

Larry Chatmon
557-5330

Additional Attachment(s) of Explanation

◇ **Section 1. Description of Work**

**1C. 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.**

PSC # 2009-08/09

PSC # 2020-08/09

2009-08/09
Initial

Meeting Information

Archive Center >> Civil Service Commission >> 2009

back to Civil Service Commission home page

2009 2008 2007 2006 2005 2004 2003 2002 2001 2000 1999 1998 1997 METAMETALINKLINK

AMENDED

MINUTES

Regular Meeting
September 21, 2009

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

CALL TO ORDER

2:09 p.m.

ROLL CALL

President Morgan R. Gorrone	Present
Vice President E. Dennis Normandy	Not Present (Notified Absence)
Commissioner Joy Y. Boatwright	Present
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present

President Morgan R. Gorrone presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Virginia Morgan, appellant in Item #9 expressed her desire to reach a resolution on her appeal.

APPROVAL OF MINUTES

Regular Meeting of August 17, 2009

Action: Approved. (Vote of 4 to 0)
0267-09-8 Review of request for approval of proposed personal services contracts.
(Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4028-09/10	GSA-Fleet Management	\$500,000	Will provide car-sharing services to supplement City's vehicle fleet to make additional vehicles available during peak demands for City employees to use on official City business.	Regular	08/23/12

August 17, 2009: Adopt the Human Resources Director's report on PSC #4028-09/10 on the condition that the General Services Administration meet and/or share the data gleaned from the experiment with TWU Local 250A and Auto Machinists Local 1414 to evaluate the effectiveness of the program on a quarterly basis. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 2 to 1; Commissioner Gorrone dissents.) Continue to the meeting of September 21, 2009. (Three (3) votes are needed for Commission action.)

Speakers: None

Action: Approve the request for proposed personal services contract. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0295-09-8 Review of request for approval of proposed personal services contracts.
(Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4030-09/10	Public Works - Bureau of Architecture	\$4,000,000	Will provide as-needed design services for Health Facilities involving renovation, adaptive re-use of existing facilities, installations of specialized medical equipment, modifications to life safety systems and other infrastructure, and facilities.	Regular	04/28/15
4031-09/10	Public Works	\$3,000,000	Will provide all necessary services required for a turnkey management solution for the following: procurement process for furniture, fixtures, and equipment (FF&E) for the San Francisco General Hospital-Rebuild Program.	Regular	12/31/16
4032-09/10	Arts Commission	\$306,000	Will conduct creative writing classes with youth in need at up to 10 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated or in crisis.	Regular	06/30/10
4033-09/10	Public Utilities Commission	\$2,500,000	Will provide professional construction management services to oversee a Wastewater Enterprise construction project, the Sunnydale Sewer Auxiliary Tunnel, on behalf of the SFPUC.	Regular	03/01/12
4034-09/10	Public Utilities Commission	\$400,000	Will provide at minimum, daily aerial patrol of Watershed lands during CALFIRE declared fire season to be coordinated by the respective parties' designated representatives.	Regular	10/01/17
4035-09/10	Treasurer and Tax Collector's Office	\$400,000	Will provide new payment processing system; licensing fees and annual software maintenance costs and professional services in custom programming, installation and training.	Regular	12/31/14
4036-09/10	Municipal Transportation Agency	\$217,634	Will provide labor, materials, consumables and supervision to repair, restore and rebuild two accident damaged LRVs from SFPMTA's fleet of 151 vehicles.	Regular	11/01/10
4037-09/10	Building Inspection	\$4,200,000	Will install, configure, customize, test, and train City staff on the design, configuration, implementation, maintenance, and operation of a new proprietary Permit and Project Tracking System (PPTS).	Regular	12/31/16
4038-09/10	Controller's Office	\$1,500,000	Will provide municipal financing advisory services to Office of Public Finance, Controller's Office, and other City department staff in the following areas: general obligation bonds, certificates of participation and lease revenue bonds.	Regular	10/15/14
4112-06/07	Human Resources	Increase Amount \$125,000 New Amount \$1,625,000	Will provide computer software, licensing, and software support for proprietary workers' compensation claims management system. Modification for implementation of upgraded web-based system.	Modification	06/30/11
4163-07/08	Public Utilities Commission	Increase Amount \$1,300,000 New Amount \$1,900,000	Will provide a High Efficiency Toilet (HET) Direct Install Program for Low Income Customers in the retail services area. Services include installation, coordination of recycling of replaced fixture, and some leak and audit activities.	Modification	06/30/12
4021-09/10	Municipal Transportation Agency	Increase Amount \$26,752,554 New Amount \$56,752,554	Will perform a rehabilitation of key operating systems of the SF Municipal Transportation Agency's (SFPMTA's) Light Rail Vehicles (LRVs) to restore systems to their original operating specifications to extend component life and improve vehicle reliability.	Modification	08/31/18

Action: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0065-09-7 Determination of future employability: permanent part time appointment of Antoine Oliver, Library Page (Job Code 3602), San Francisco Public Library. (Item No. 7)

June 15, 2009: No future employment with the San Francisco Public Library. (Vote of 2 to 1; Commissioner Boatwright dissents.) Continue to the meeting of July 6, 2009. (Three (3) votes are needed for Commission action.)
July 6, 2009: Continue to the meeting of August 17, 2009 pending the resolution of arbitration.

August 17, 2009: Postpone to the meeting of September 21, 2009.

Speakers: Mark Vandiver, San Francisco Public Library
Steve Pirocchi, SEIU Local 1021

Action: Off calendar pending resolution of arbitration. (Vote of 4 to 0)

0727-07-7 Determination of future employability: permanent civil service appointment of David Chan, Assistant Electronic Maintenance Technician (Job Code 7340), with the Municipal Transportation Agency. (Item No. 8)

August 17, 2009: Postpone to the meeting of September 21, 2009.

Speakers: Erica Mitchell, Municipal Transportation Agency
David Chan, Appellant

Action: Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco.
(Vote of 4 to 0)

0027-07-6 **Appeal by Virginia Morgan of the Human Resources Director's decision to dismiss her charge of discrimination. (Item No. 9)**

August 20, 2007: Postpone to the meeting of October 1, 2007 at the request of Matthew Ming, Attorney for Virginia Morgan.

October 1, 2007: Postpone to the meeting of November 19, 2007 at the request of the Department of Human Resources and concurrence of Matthew Ming, Attorney for the appellant.

Note: Commissioners Morgan Gorrone and Yu-Yee Wu addressed their concerns regarding the City Attorney's Opinion on remedies available to the Commission on discrimination complaints.

November 19, 2007: Postpone to the meeting of January 7, 2008 pending the City Attorney's Opinion on remedies available to the Commission on discrimination complaints and having all Commissioners present.

August 17, 2009: Postpone to the meeting of September 21, 2009 by mutual agreement of the Department of Human Resources and Operating Engineers Local 3.

Speakers: None.

Action: Postpone to the meeting of October 19, 2009 at the request of the Department of Human Resources. (Vote of 4 to 0)

0029-09-1 **Annual Report on the Certification of Eligibles - Entry and Promotion - Uniformed Ranks of Police and Fire. (Item No. 10)**

Speakers: Jesusa Bushong, San Francisco Fire Department
Micki Callahan, Human Resources Director

Action: Accept and file the report. (Vote of 4 to 0)

0024-09-3 **Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco. (Item No. 11)**

Speakers: None.

Action: Adopt the report; Forward to Board of Supervisors.
(Vote of 4 to 0)

0024-09-8 **Report from the Human Services Agency on the status of the conditional approval of personal services contract numbers 2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09. (Item No. 12)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-08/09	Human Services Agency	\$7,500,000	Will provide orientations, induction training, home studies and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	Continuing	06/30/14
2001-08/09	Human Services Agency	\$65,000,000	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	Continuing	06/30/14
2004-08/09	Human Services Agency	\$230,000,000	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	Continuing	06/30/14
2007-08/09	Human Services Agency	\$327,750,000	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 16,000 homecare workers. Provides the contract mode IHSS as mandated.	Continuing	06/30/14
2008-08/09	Human Services Agency	\$75,750,000	Will provide homeless individuals and families with emergency shelter services and meals. Service may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities and voluntary case management.	Continuing	06/30/14
2009-08/09	Human Services Agency	\$14,950,000	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	Continuing	06/30/14

February 2, 2009: Postpone PSC #2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021.

- March 2, 2009: Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
- Speakers:** Dave Curto, Human Services Agency
Steve Pitocchi, SEIU Local 1021
- Action:** Accept the oral report. (Vote of 4 to 0)
- 0555-08-3 **Appeal by Nora Hanson, Transit Operator (Job Code 9163) of her battery pay determination. (Item No. 13)**
- July 20, 2009: Postpone to the meeting of September 21, 2009 at the request of Nora Hanson.
- Speakers:** Sharon Van Loon, Municipal Transportation Agency
Nora Hanson, Appellant
- Action:** Deny the request by Nora Hanson to postpone to the meeting of October 5, 2009; (Vote of 4 to 0).

Grant the appeal by Nora Hanson and award battery pay as authorized by Section 16.170 of the Administrative Code.
(Vote of 4 to 0)
- 0332-08-6 **Appeal by Edward Campos of the Human Resources Director's finding of insufficient evidence to support his discrimination, harassment and retaliation complaints. (Item No. 14)**
- August 3, 2009: Postpone to the meeting of September 21, 2009 at the request of Edward Campos.
- Speakers:** None.
- Action:** Postpone to the meeting of October 5, 2009 at the request of Edward Campos. The Commission stipulated this will be the last continuance granted. (Vote of 4 to 0)
- 0650-06-6 **Appeal by Micki Jones of the Human Resources Director's finding of insufficient evidence to support her complaint of retaliation. (Item No. 15)**
- Speakers:** Janie White, Department of Human Resources
Micki Jones, Appellant
- Action:** Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Micki Jones. (Vote of 3 to 1; Commissioner Boatwright dissents.)
- 0263-09-2 **Appeal by IFPTE Local 21 of Classification Action #20, FY 08-09 Related to Amending the Job Specifications of the 6230 and 6231 Street Inspector Classifications. (Item No. 16)**
- Speakers:** None.
- Action:** Postpone to the meeting of October 5, 2009 at the request of IFPTE Local 21. The Commission stipulated this will be the last continuance granted. (Vote of 4 to 0)
- 0297-09-1 **Department of Human Resources' Report on the Position-Based Testing Program. (Item No. 17)**
- Speakers:** Laura Dancer, Department of Human Resources
- Action:** Accept and file the report. (Vote of 4 to 0)
- 0298-09-1 **Department of Human Resources Report on Provisional Appointments. (Item No. 18)**
- Speakers:** Laura Dancer, Department of Human Resources
- Action:** Accept and file the report. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 19)

Kevin Hughes, IBEW Local 6 requested a copy of the Report on the Position-Based Testing Program. He also made brief comments on unpaid administrative leave, the California Public Utilities Commission considering proposed regulations regarding cell phone usage by transit operators and he thanked the Commissioners for their time and the great job they do on the issues and information with which they work.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 20)

None.

ADJOURNMENT (Item No. 21)

6:05 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

2009-08/09
Initial

March 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-08/09 THROUGH 2009-08/09.

At its meeting of March 2, 2009 the Civil Service Commission had for its consideration the above matter.

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.

It was the decision of the Commission to:

- (1) Postpone PSC #2002-08/09; 2003-08/09 and 2005-08/09 to the meeting of March 16, 2009 at the request of SEIU Local 1021. The Commission stipulated this will be the last continuance granted.
- (2) Adopt the Human Resources Director's report on PSC #2000-08/09; 2001-08/09; 2004-08/09 and 2007-08/09 through 2009-08/09 on the condition that: 1) IFPTE Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTE Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser.
- (3) Adopt the Human Resources Director's report on PSC #2006-08/09. Notify the offices of the Controller and the Purchaser.

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: Micki Callahan, Human Resources Director
- David Curto, Human Services Agency
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- Brigitte Rockett, Department of Human Resources
- Ben Rosenfield, Controller
- Alexis Torres, IFPTE Local 21, 1182 Market Street, Ste. 425, SF, CA 94102
- Margot Reed, SEIU Local 1021, 350 Rhode Island St., Ste. 100 South Bldg. SF, CA 94103
- Commission File
- Chron

POSTING FOR
February 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

Proc No.	Dept No	Dept Name	Approval Type	Contract Amount	Description of work	Duration
2000-08/08	45	Human Services Agency	Continuing	\$ 7,500,000.00	Will provide orientations, induction training, home studies, and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.	30-Jun-14
2001-08/08	45	Human Services Agency	Continuing	\$ 65,000,000.00	Will provide training, respite care, counseling, crisis intervention, childcare and reunification efforts to help maintain foster children in their communities.	30-Jun-14
2002-08/09	45	Human Services Agency	Continuing	\$ 28,500,000.00	Will provide services to Community-based family resource centers that operate to serve all parents for specific parenting skills, parenting guides, crisis counseling and intervention.	30-Jun-14
2003-08/09	46	Human Services Agency	Continuing	\$ 180,000,000.00	Will provide childcare services to low-income and CalWorks families through partnerships with other state licensed providers in various identified target neighborhoods.	30-Jun-14
2004-08/08	45	Human Services Agency	Continuing	\$ 230,000,000.00	Will provide supportive housing services including case management, money management and tenant support to individuals and families living in shelters, single resident occupancy hotels and transitional or permanent housing.	30-Jun-14
2005-08/09	45	Human Services Agency	Continuing	\$ 48,500,000.00	Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support and follow-up to CalWorks and PAES (Personal Assisted Employment Services) and other low-income individuals.	30-Jun-14
2006-08/08	45	Human Services Agency	Continuing	\$ 25,415,000.00	Will provide support services to the Agency include but not are limited to the following: legal process services, counter services, fiscal intermediary (employer agent/payroll services for welfare to work clients), credit checks, and equipment maintenance.	30-Jun-14
2007-08/08	45	Human Services Agency	Continuing	\$ 327,750,000.00	Will provide a central registry, enrollment in a comprehensive health benefit system, advocacy and support services for 15,000 homecare workers. Provides the contract mode HSS as mandated.	30-Jun-14
2008-08/09	45	Human Services Agency	Continuing	\$ 75,750,000.00	Will provide homeless individuals and families with emergency shelter services and meals. Services may include sleeping facilities (bed, bedding and storage space), meals/groceries, laundry facilities, and voluntary case management.	30-Jun-14
2009-08/09	45	Human Services Agency	Continuing	\$ 14,850,000.00	Will provide individuals and families who are homeless or at-risk for homelessness with drop-in access to services, shelter bed reservations and respite from the streets.	30-Jun-14
4008-08/09	22	Department of the Environment	Regular	\$ 80,000.00	Will provide Charter bus transportation for the School Education Program's environmental field trips for grades K-12 students.	31-Dec-13
4067-08/09	22	Department of the Environment	Regular	\$ 284,000.00	Will provide consulting to develop long-term strategy for Clean Air Program, advise on latest technology, and support and outline funding options for Clean-Air projects.	30-Jun-13

2009-08/09 Initial

PERSONAL SERVICES CONTRACT SUMMARY

DATE: JANUARY 5, 2009

DEPARTMENT NAME HUMAN SERVICES

DEPARTMENT NUMBER 45

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

TYPE OF REQUEST:
INITIAL REQUEST [X]

TYPE OF SERVICE: Resource Centers/Drop-in Services for the Homeless and At-Risk of Homelessness

FUNDING SOURCE: City and County of San Francisco

PSC AMOUNT: \$2,600,000 est. annual/\$14,950,000 term PSC DURATION : 7/1/09-6/30/14

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

To provide individuals/families who are homeless or at-risk of being homeless with drop-in access to services, shelter bed reservations and respite from the streets.

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

This service is necessary so that individuals who are homeless and/or at risk of homelessness can access referrals, make shelter reservations and access support services. Denial would result in an increased amount of homelessness and further deteriorate the physical and mental health of individuals and families on the streets.

C. Explain how this service has been provided in the past (if this service was previously approved by the Previous PSC # 2020-04/05

D. Will the contract(s) be renewed:

Yes, contingent on available funding, contractor performance and competitive procurement process.

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

Local 1021
Union Name Signature of person mailing / faxing form Date

Local 21
Union Name Signature of person mailing / faxing form Date

RFP sent to 1021, 21, on September 2004
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:
Requires skills and expertise in helping individuals who are homeless or at-risk of homelessness, making shelter and other support service referrals and crisis intervention.
- B. Which, if any, civil service class normally performs this work?
Civil service classes 1424, 2604, 2708.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Either the contractors provide the facilities or the contractors occupies a facility that the City owns/leases.

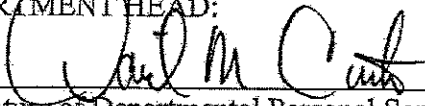
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable:
Work is performed during irregular business hours, i.e. evenings and weekends(24-7).
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. It would not be practical due to the hours and the required expertise for the target population. Please see 3B and 4A.

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

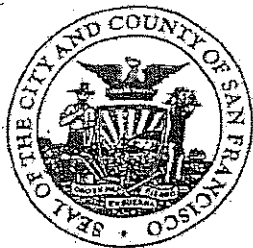
- | | <u>Yes</u> | <u>No</u> |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?
- 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. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there policy 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? Human Services Commission, Board of Supervisors, Voters | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 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"/> |

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

 12-9-08

Signature of Departmental Personal Services Contract Coordinator
 David Curto, Director of Contracts Human Services Agency (415) 557-5581
 1650 Mission Street Suite #300
 San Francisco, CA 94103

2020-04/05



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

June 9, 2005

GAVIN NEWSOM
MAYOR

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2011-04/05 THROUGH 2026-04/05 AND 4096-04/05 THROUGH 4110-04/05 AND 4107-97/98.

LINDA RICHARDSON
PRESIDENT

THOMAS T. NG
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

At its meeting of June 6, 2005 the Civil Service Commission had for its consideration the above matter.

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

If this matter is subject to the 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

KATE FAVETTI
Executive Officer

Attachment

- c: Shalonda Baldwin, Mayor's Office of Public Finance & Business Affairs
- Herberth Campos, Department of Human Resources
- Gordon Choy, Department of Public Works
- David Curto, Department of Human Services ✓
- Philip Ginsburg, Human Resources Director
- Elizabeth Jacobi, Department of Human Resources
- Galen Leung, Department of Public Health
- John Marquez, Airport Commission
- Lee Okumoto, Public Utilities Commission
- Shawn Wallace, San Francisco Police Department
- Commission File
- Commissioners Binder
- Chron

POSTING FOR

May 16, 2005

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

RSC#	Department	Amount	Description of Work	Type of Approval	Duration
2020-04/05	Human Services	\$2,625,000	Will provide homeless individuals with drop-in services and respite from the streets.	Continuing	6/30/2009
2021-04/05	Human Services	\$3,500,000	Will provide services that are designed as Community based family resource centers that operate to serve all parents for specific parenting skills, counseling and referral to other services.	Continuing	6/30/2009
2022-04/05	Human Services	\$6,300,000	Will continue to provide existing services with multiple community agencies to provide outreach, counseling, employment services, vocational training, work readiness, and referral and placement services.	Continuing	6/30/2009
2023-04/05	Human Services	\$15,300,000	Will provide homeless individuals and families with emergency shelter and light meals.	Continuing	6/30/2009
2024-04/05	Human Services	\$22,000,000	Will provide case management and support services to homeless individuals and families living in shelters, single resident occupancy hotels, or transitional housing.	Continuing	6/30/2009
2025-04/05	Human Services	\$45,500,000	Will provide childcare services to low-income and CalWORKS families through partnerships with other licensed providers in various identified target neighborhoods.	Continuing	6/30/2009



3 1 1 1 1

2020-04/05

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 19, 2005

DEPARTMENT NAME HUMAN SERVICES DEPARTMENT NUMBER 45

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

TYPE OF REQUEST:

INITIAL REQUEST X

TYPE OF SERVICE: Drop-in Services for the Homeless

FUNDING SOURCE: City and County of San Francisco

PSC AMOUNT: \$2,625,000 (annual estimated amount) PSC DURATION: 7/1/04 - ongoing

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

To provide homeless individuals with drop-in services and respite from the streets.

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

This service is necessary to provide intake services to the homeless, Denial would result in loss of opportunity for homeless to exit from the streets and become stabilized.

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):

085C-94/95

D. Will the contract(s) be renewed:

Yes, contingent on available funding

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

Local 790 Union Name Signature of person mailing / faxing form Date

Local 535 Union Name Signature of person mailing / faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience in working with homeless population and the City's shelter system; familiarity with available social services resources; ability to communicate effectively; and other skills including clerical and crisis intervention.

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

1424, 2604, 2708. However, there are no civil service classes for shelter staffing.

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

In some cases yes and others the City owns/leases the facility and the Contractors occupy the sites.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Work is performed during non-business hours, i.e. 8:00 p.m. to 7:00 a.m., seven days a week. The civil service classes reference are supervisory and there are no civil service shelter worker classifications.

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

No. See 3.B. and 4.A.

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

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

Yes No

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 policy mandates requiring the use of contractual services?
Yes

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? **Human Services Commision, Board of Supervisors, Voters**

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
David Curto, Director of Contracts Human Services Agency (415) 557-5680
1650 Mission Street Suite #300
San Francisco, CA 94103