



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
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VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

AGENDA Regular Meeting September 15, 2014

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

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

CALL TO ORDER & ROLL CALL

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

APPROVAL OF MINUTES

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**A. Commission Office**

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

B. Policy Requiring Written Reports

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

C. Policy on Written Submissions by Appellants

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

D. Policy on Materials being Considered by the Commission

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

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

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

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

F. Policy and Procedure on Hearing Items Out of Order

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

G. Procedure for Commission Hearings

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

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

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

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

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

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

H. Policy on Audio Recording of Commission Meetings

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

I. Speaking before the Civil Service Commission

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

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

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

Information on Disability Access

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

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

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

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

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

San Francisco Lobbyist Ordinance

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

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
September 15, 2014
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

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

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

APPROVAL OF MINUTES - Action Items

(3) Regular Meeting of August 18, 2014

Recommendation: Adopt the minutes.

(4) Special Meeting of August 22, 2014

Recommendation: Adopt the minutes.

(5) ANNOUNCEMENTS

Announcement of changes to the agenda.

Other announcements.

(6) HUMAN RESOURCES DIRECTOR'S REPORT

(7) EXECUTIVE OFFICER'S REPORT

RATIFICATION AGENDA

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

**(8) Review of Request for Approval of Proposed Personal Services Contracts.
(File No. 0191-14-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
46384-13/14	Controller	\$200,000	Vendor will provide installation and configuration support of Oracle’s Engineered Systems (Exadata and Exalogic) in order to ensure that the systems are installed and configured correctly in order to provide the performance and redundancy necessary to support the mission critical human resources, benefits and payroll processes of eMerge PeopleSoft 9.0 that will run on the Exadata and Exalogic systems. The Engineered Systems are new to the City and the pay period ending 6/6/2014 will be the first payperiod that the Engineered Systems are used to pay employees. Additional support during the first year of operations is requested in order to ensure that the systems, people and processes the City has deployed to support the new Exadata and Exalogic systems are functioning as expected.	Regular	6/30/2015
41873-14/15	Public Utilities Commission	\$16,000,000	The Water Enterprise is responsible for managing the transmission, treatment, storage and distribution of potable water to SF’s customers plus the operation and maintenance of the storage of non-potable reservoirs, hydroelectric and power facilities (switchyards, transmission lines and distribution lines) and the roads and bridges within the Hetch Hetchy Water and Power (HHWP) project. Contractors will provide services related to operations and management of the HHWP Division. The work includes short duration services in water supply, storage, and transport services; water quality services; water treatment services, wastewater treatment services; power, and division operations and management services. These as-needed tasks include work to meet Federal and State environmental and regulatory agency reporting requirements, conduct ongoing studies and implementation planning to meet the requirements of the Hetchy System Improvement Program (HSIP), as well as support for projects like the San Joaquin Pipeline (SJPL) inspection program. More highly experienced technical support will be required for dam and facility inspections.	Regular	11/1/2019
49397-14/15	Public Utilities Commission	\$300,000	Administer a program that sells discounted residential “laundry-to-landscape” graywater kits, rain barrels and cisterns and provides training and on-site consultation to participants on proper installation and use. Administration also to include program promotion, screening and verification of participant eligibility per San Francisco Public Utilities Commission (SFPUC) criteria, monthly reporting of program participation and progress.	Regular	12/31/2018
40875-14/15	Public Works	\$7,000,000	DPW is seeking an Architectural/Engineering (A/E) Team to be integrated with a City Staff Team to deliver comprehensive architectural, engineering and related services to plan and develop the functional, performance and technical criteria package, and assist in procurement of Design Build Entity for the design and construction of a new Rehabilitation Detention Facility (RDF).	Regular	9/30/2019

Civil Service Commission Meeting Agenda

Regular Meeting of September 15, 2014

41211-14/15	Public Works	\$4,000,000	Department of Public Works (DPW) is seeking a team of qualified consultants to provide construction management support services to the City staff to address the specialized expertise and temporary peak workloads during the pre-construction and construction phases services of the new Traffic Company & Forensic Services Division (TC&FSD) facility. Services include, but are not limited to, budgeting and cost estimating, construction scheduling, constructability reviews, construction administration, and LEED/sustainable building construction management.	Regular	12/31/2018
49708-13/14	Technology	\$1,500,000	The City is seeking a vendor to design a unified communications system for the New General Hospital (Building 25). The system needs be designed to requirements, staged, implemented so as to be stood up and tested and work with existing Department of Public Health systems. Also, the vendor is expected to give technical and end-user training. Vendor is expected to provide after execution support, until June of 2016 (6 months after Building 25 goes live), be available to ensure that various turnover and Mpyes, Adds and Changes tasks are handled smoothly, and high-level support. After implementation with target date of May 2015, the vendor shall keep resources on-site through move-in and for one month after, with a ramp-down to fewer resources for the six months after that. Ongoing support for the system will be required as well. The vendor as part of the implementation will be required to help users onto the system for approximately 1,000 users.	Regular	6/30/2019
4004-12/13	Arts Commission	Current Approved Amount \$330,000 Increase Amount Requested \$180,000 New Total Amount Requested \$510,000	Eight WritersCorps Artists-in-Residence will conduct creative writing classes with youth in need at up to 14 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach and mentor targeted youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops; compile, design and edit publications of youth writing; and help to organize city-wide literary arts events for participating youth. Artists-in-Residence will work for ten months from September to June.	Modification	Current Approved Duration 9/1/2012-6/30/2013 Additional Duration Requested 7/25/2014-6/30/2015
38452-13/14	Municipal Transportation Agency	Current Approved Amount \$100,000 Increase Amount Requested \$400,000 New Total Amount Requested \$500,000	The scope remains as in the earlier contract in addition to the following reasons. Due to the discovery of fuel leaks from three (3) abandoned underground fuel storage tanks adjacent to the project site, more volumes of the excavated soil is expected to be contaminated with hydrocarbon fuels. It is estimated that 30% of the excavation volumes will be contaminated. The modification reflects the estimated increase in the cost for testing and handling the additional soils.	Modification	Current Approved Duration 5/22/2014-3/31/2018
4102-10/11	Public Works	Current Approved Amount \$12,000,000 Increase Amount Requested \$15,000,000 New Total Amount Requested \$27,000,000	Consultants will perform highly specialized (1) civil engineering tasks that include roadway, curb ramp, and sewer site improvement design, pier and marina renovation related work, traffic and speed data collection; (2) hydrologic engineering tasks that include preparation of sewer system strategic planning, flood control improvements modeling, new developments review, watershed wide system studies, overflow and cumulative impact studies, water quality modeling; and (3) structural engineering tasks that include non-linear analysis, condition assessment reports, field investigations, peer reviews, value engineering, and consultation for various types of structures within Seismic Zone 4. The Department of Public Works (DPW) intends to award four (4) as-needed contracts not to exceed \$2,000,000 and a maximum term of 5 years each. The additional time in the PSC Duration is to allow for any delays in processing and awarding the contracts.	Modification	Current Approved Duration 7/1/2011-1/9/2017 Additional Duration Requested 1/9/2015-3/31/2020

Recommendation: Adopt the report. Approve the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

CONSENT AGENDA

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

- (9) **San Francisco Unified School District's Report on Exempt Positions under Charter Sections 10.104-16 and 10.104-18 for Class 2615 Student Nutrition Worker. (File No. 0192-14-1) – Action Item**

Recommendation: Accept the report.

- (10) **Department of Human Resources' Report on Exempt Positions under Charter Section 10.104.16 through 10.104.18. (File No. 0189-14-1) – Action Item**

Recommendation: Adopt the report.

- (11) **Department of Human Resources' Report on Future Employment Restrictions from January 1 through June 30, 2014. (File No. 0190-14-1) – Action Item**

Recommendation: Adopt the report.

- (12) **Certification of the Highest Prevailing Rate of Wages of Exhibit, Display, or Trade Show Work. (File No. 0193-14-3) – Action Item**

Recommendation: Adopt the report of the Office of Labor Standards Enforcement; Forward to the Board of Supervisors.

REGULAR AGENDA

- (13) **Recommendation for Revisions to the Civil Service Commission's Policy on Personal Services Contracts. (File No. 0196-14-5) – Action Item**

Recommendation: Adopt the Executive Officer's report; direct the Executive Officer to post the proposed revisions to the PSC Policy and to meet and discuss the amendments with any interested stakeholders.

- (14) **Recommendation to Amend Civil Service Rule Series 020, Leave of Absence to Expand the List of Persons for Whom Eligible City Employees may take Sick Leave due to Illness or Medical Appointment – Affecting all Employees. (File No. 0197-14-5) – Action Item**

Recommendation: Accept the Executive Officer's report; direct the Executive Officer to post the proposed revisions for meet and confer with the City's labor unions.

- (15) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (16) **ADJOURNMENT**

CALL TO ORDER
&
ROLL CALL

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



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

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JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

MINUTES Regular Meeting August 18, 2014

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

CALL TO ORDER

2:06 p.m.

ROLL CALL

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

President E. Dennis Normandy presided.

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

Yvonne Johnson-Miller, SEIU Local 1021, expressed her concern regarding the San Francisco Unified School District's nutrition cafeteria workers current employment status since they continue to work with no rights or benefits. She requested that the Department of Human Resources (DHR) look into this matter so that incumbent employees can gain permanent civil service status.

Lorraine Bowser, Nutrition Cafeteria Worker with the San Francisco Unified School District (SFUSD), gave testimony on how frustrating it is to work with the SFUSD for over 25 years and not have any benefits afforded to her.

Josh Davidson, 2672 with the San Francisco Unified School District, expressed his concerns regarding the employment status of the Nutrition Cafeteria Workers and how he believes it is unfair to have no job security.

Daiz Lampars, SEIU Local 1021, voiced his frustration about the SFUSD's Nutrition Cafeteria Workers and requested that the Civil Service Commission take lead in investigating the matter.

President Normandy requested that Executive Officer Jennifer Johnston and Human Resources Director Micki Callaban provide an update on the issues raised during public comment and report back to the Commission. Ms. Johnston indicated that she would arrange for the School District to provide a briefing on the issue at the next Commission meeting in September.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of August 4, 2014

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

ANNOUNCEMENTS (Item No. 4)

President Normandy announced that Executive Officer Jennifer Johnston has accepted a new position as Deputy City Administrative Officer. He, on behalf of the Commission, wished her well and expressed that she will be greatly missed. President Normandy also announced that a Special Meeting will be held on Friday, August 22, 2014 at 1 p.m. in City Hall Room 400, primarily to discuss the recruitment process for filling the Executive Officer position.

HUMAN RESOURCES DIRECTOR'S REPORT

Human Resources Director Micki Callahan provided an update on the Personal Analyst Internship Program. She stated that over five hundred candidates had applied for the position and that the first round of testing had begun.

Ms. Callahan also explained that representatives from DHR and the School District met last week to address the Nutrition Service Worker issue. She assured the Commission that both parties would continue to collaborate in finding a resolution within the Civil Service Commission rules and consistent with merit system requirements.

0170-14-1 Department of Human Resources' Annual Report on Certification of Eligibles – Entry and Promotion – Uniformed Ranks of Fire, Police and Sheriff Departments. (Item No. 5)

Speaker: Dave Johnson, Department of Human Resources

Action Accepted the report. (Vote of 5 to 0)

EXECUTIVE OFFICER'S REPORT (Item No. 6)

Executive Officer Jennifer Johnston made two announcements. First, she reported that there had not been any administrative closures in the preceding month. Second, she announced that she on behalf of the Commission had submitted the 1.5% contingency reduction plan to the Mayor's Office as directed.

RATIFICATION AGENDA**0173-14-8 Review of Request for Approval of Proposed Personal Services Contract Number 4070-09/10 from the Department of Technology. (Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4070-09/10	TECHNOLOGY	Current Approved Amount \$15,000,000 Increase Amount Requested \$26,000,000 New Total Amount Requested \$41,000,000	As needed, project specific services for a variety of highly specialized Telecommunications and Information Technology (IT) projects. Services will include system design, wireless analysis, business analysis, programming, configuration and training, software design, data and voice network architecture, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology and telecommunications equipment.	Modification	Current Approved Duration 1/1/2010-8/31/2014 Additional Duration Requested 8/31/2014-8/31/2016

Speakers: Jolie Gines, Department of Technology

Action: Continued to the Special Meeting scheduled for August 22, 2014 to allow the Department of Technology to submit a memorandum describing the training component. (Vote of 5 to 0)

CONSENT AGENDA**0166-14-1 San Francisco Municipal Transportation Agency's Report on Provisional Appointments. (Item No. 8)**

Speakers: None.

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

0167-14-1 San Francisco Municipal Transportation Agency's Report on Appointments Exempt from Civil Service under Charter Section 10.104.16 through 10.104.18. (Item No. 9)

Speakers: Clare Leung, San Francisco Municipal Transportation Agency

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

0168-14-1 San Francisco Municipal Transportation Agency's Report on Position-Based Testing. (Item No. 10)

Speakers: Clare Leung, San Francisco Municipal Transportation Agency

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

0169-14-1 San Francisco Municipal Transportation Agency's Bi-Annual Summary of Future Employment Restrictions. (Item No. 11)

Speakers: None.

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

REGULAR AGENDA**0176-14-8 Review of Request for Approval of Proposed Personal Services Contract Number 40555-13/14 from the Department of Public Health. (Item No. 12)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
40555-13/14	PUBLIC HEALTH	\$1,778,820	The contractor will provide fiscal intermediary services as needed for community health, planning, support and service projects related to the Safe Routes to School-San Francisco (SRTS-SF) project, which is funded through the California Department of Transportation (Cal Trans) by a grant from Federal Highway Administration. The programs supported by the fiscal intermediary will include coordinating the education, encouragement, enforcement, engineering and evaluation of the SRTS-SF program at participating elementary schools in the San Francisco Unified School District to promote safe walking and biking to and from schools in San Francisco. The contractor will also assist individuals and small organizations with the needed organizational and financial management skills essential to the effective delivery of these projects.	Regular	8/31/2017

Speakers: Jacquie Hale and Tracy Packer, Department of Public Health

Action: Adopted the report; Approved request for Personal Services Contract Number 40555-13/14. Notified the Office of Controller and the Office of Contract Administration. (Vote of 5 to 0)

0177-14-8 Review of Request for Approval of Proposed Personal Services Contract Number 47263-13/14 from the Department of Public Health. (Item No. 13)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
47263-13/14	PUBLIC HEALTH	\$700,000	Outpatient pharmacy services to patients of Special Programs for Youth (SPY) Clinics of the Community Health Network (CHN) who require prescription and over-the-counter medication as part of their treatment. Contractor will provide medication consulting and dispensing functions, as well as medication re-packaging services to SPY programs.	Regular	6/30/2019

Speakers: Jacquie Hale, Department of Public Health
Rita Lam, Department of Public Health
David Woods, Department of Public Health
Diana Bello, SEIU Local 1021
Sin Yee Poon, SEIU Local 1021

Action: Adopted the report; Approved request for Personal Services Contract Number 47263-13/14. Notified the Office of Controller and the Office of Contract Administration. (Vote of 5 to 0)

0178-13/14 Review of Request for Approval of Proposed Personal Services Contract Number 45864-13/14 from the Police Department. (Item No. 14)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
45864-13/14	POLICE	\$150,000	The San Francisco Police Department (SFPD) has a demand for forensic analysis of evidence stemming from criminal investigations. Presently, the demand for analysis exceeds the capacity of the SFPD Crime Lab. Labs across the United States have had great success in improving turnaround times and keeping up with demand by implementing Lean Six Sigma principles. A vendor specializing in Lean Six Sigma training and implementation for crime labs is needed to conduct a project to process mapping of the current forensic Deoxyribonucleic Acid (DNA) process from receipt of evidence to analysis and reporting, provide measurable data to evaluate current productivity, identify "bottlenecks", make recommendations, create a plan, and assist in the implementation of the improvements adopted by the SFPD Crime Lab Forensic Biology Section. A Lean Six Sigma (LSS) method is preferred and training of five staff members in this methodology is requested to ensure the lab can adapt to future staffing and protocol changes.	Regular	12/31/2015

Speakers: Mark Powell, San Francisco Police Department

Action: Adopted the report; Approved request for Personal Services Contract Number 45864-13/14. Notified the Office of Controller and the Office of Contract Administration. (Vote of 5 to 0)

0142-14-5 Recommendation to Adopt the Proposed Amendments to Volumes I and IV of Civil Service Rule Series 11A, Position-Based Testing; 12, Eligible Lists; and 13, Certification of Eligibles—Affecting All Miscellaneous Employees and Service-Critical Employees of the Municipal Transportation Agency. (Item No. 15)

July 7, 2014: Accepted the Department of Human Resources' staff report; accepted the Executive Officer's staff report; and continued the matter to the next Civil Service Commission meeting of July 21, 2014, so that the Department of Human Resources can work with the Executive Officer to redraft the proposed amendments to include appropriate Civil Service Rule language, add definitions and clearly distinguish the proposed changes. (Vote of 5 to 0)

July 21, 2014: Adopted the Executive Officer's staff report, and directed the Executive Officer to:

- Post the proposed revisions to Civil Service Rules 111A—Position-Based Testing, 112—Eligible Lists and 113—Certification of Eligibles;
- Post the proposed revisions to Civil Service Rules 411A—Position-Based Testing, 412—Eligible Lists and 413—Certification of Eligibles; and,
- Meet and discuss the Civil Service Rule amendments with any

interested stakeholders. (Vote of 5 to 0)

Speakers: Jennifer Johnston, Executive Officer

Action: Accepted the Executive Officer's staff report and adopted the amendments to Civil Service Rules Series 11A–Position-Based Testing, 12–Eligible Lists and 13–Certification of Eligibles in Volumes I and IV. (Vote of 5 to 0)

0174-14-1 Request for Status Grants Pursuant to Agreement between the City and County of San Francisco and the Service Employees International Union, Local 1021. (Item No. 16)

Speakers: Micki Callahan, Department of Human Resources
Ron Weigelt, Department of Public Health
Michael Brown, Department of Public Health
David Canham, SEIU Local 1021
Julie Meyers, SEIU Local 1021
Sin Yee Poon, SEIU Local 1021

Notes: Ron Weigelt and Michael Brown confirmed on behalf of the Department of Public Health (DPH) that DPH is in agreement with the classification actions outlined in the Human Services Agency's (HSA) staff report, including the revisions to the 2903 Eligibility Worker (2903) class specification making it specific to DPH only.

David Canham confirmed on behalf of SEIU, Local 1021 that the union is in agreement with the classification actions and status grants.

The Department of Human Resources confirmed that the revised 2903 class specification would be posted as soon as possible, but no later than the end of the week.

Action: Adopted the report and approved the HSA's requests for status grants (effective August 18, 2014), with the following provisos: 1) that the HSA's report be amended to reflect appropriate Civil Service Rule and policy language (i.e., change "rescope" to "amendment") and to include copies of the final classification actions outlined in the staff report; and 2) that the 2903 class specification be amended to specify that it applies to DPH only, and that it be posted as soon as possible. (Vote of 5 to 0)

0117-14-6 Appeal By Tyrone Pruitt on the Human Resources Director's decision of his Discrimination Complaint, EEO File No. 1777. (Item No. 17)

Speakers: Svetlana Vaksberg, Department of Human Resources
Michie Wong, San Francisco Fire Department
Tyrone Pruitt, Appellant

Action: Adopted the staff report; denied the appeal by Tyrone Pruitt. (Vote of 5 to 0)

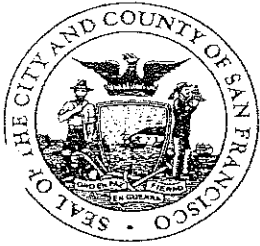
COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 18)

The Commission requested that the Human Resources Director provide the Commission with a report at its next meeting in September regarding best practices on Equal Employment Opportunity complaint timelines.

Commissioner Heldfond confirmed with Executive Officer Jennifer Johnston that there would be a Special Meeting of the Commission scheduled at 1 p.m. on Friday, August 22, 2014; and Ms. Johnston confirmed that she would provide meeting materials in advance of the meeting, as soon as possible. Commissioner Rocanova indicated that she would not be able to attend the Special Meeting, but agreed that it would be acceptable for Ms. Johnston to report to the Commission at its Special Meeting any concerns or thoughts the Commissioner may have regarding the items scheduled for consideration at that meeting. Commissioner Rocanova also requested that non-time sensitive matters be scheduled for the next Regular Meeting.

ADJOURNMENT (Item No. 19)

3:52 p.m.



CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Minutes of Special Meeting

Friday, August 22, 2014

1:00 p.m.

E. DENNIS NORMANDY
PRESIDENT

DOUGLAS S. CHAN
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

IFER C. JOHNSTON
EXECUTIVE OFFICER

I. The Special Meeting was called to order at 1:07 p.m.

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

Not Present: Commissioner Gina Roccanova (Notified Absence)

President E. Dennis Normandy presided.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Review of Request for Approval of Proposed Personal Services Contract Number 4070-09/10 from the Department of Technology. (File No. 0173-14-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4070-09/10	TECHNOLOGY	Current Approved Amount \$15,000,000 Increase Amount Requested \$26,000,000 New Total Amount Requested \$41,000,000	As needed, project specific services for a variety of highly specialized Telecommunications and Information Technology (IT) projects. Services will include system design, wireless analysis, business analysis, programming, configuration and training, software design, data and voice network architecture, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology and telecommunications equipment.	Modification	Current Approved Duration 1/1/2010-8/31/2014 Additional Duration Requested 8/31/2014-8/31/2016

August 18, 2014: Continued to the Special Meeting scheduled for August 22, 2014 to allow the Department of Technology to submit a memorandum describing the training component.

Speakers: Jolie Gines, Department of Technology

THIS DOCUMENT IS UNOFFICIAL
CALENDAR DATE 8/22/14

Action: Adopted the report with the modification to delete the training component. Approved the request for proposed Personal Services Contract; Notified the Office of the Controller and the Office of Contract Administration.
 (Vote of 4 to 0)

IV. Review of Request for Approval of Proposed Personal Services Contract Numbers 42224-13/14, 45945-13/14, and 4108-10/11 from the San Francisco International Airport. (File No. 0180-14-8)

PSC #	DEPARTMENT	TYPE OF APPROVAL	AMOUNT	DESCRIPTION OF WORK	DATE
42224-13/14	Airport	Regular	\$550,000	The Security Operations Center (SOC) at San Francisco International Airport (SFO or Airport) uses a Physical Security Information Manager (PSIM) event management system. The PSIM system is a single platform software tool that integrates all of the Airport's security systems and manages the activities of all including the video management system, access control, computer aided dispatch (CAD) and ID badging software. Also included in the PSIM system is a sophisticated geographic information systems (GIS) mapping element which depicts all of the security sensors and end devices on the Airport's property and an advance management reporting system.	9/1/14-12/1/18
45945-13/14	Airport	Regular	\$17,000,000	Project Management Support Services (PMSS) and Design Build (DB) services to manage the design and construction of the Revenue Enhancement And Customer Hospitality Program (REACH) Boarding Area C (B/A C) and International Terminal Building (ITB) Improvements Project. Work will include project planning, project controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management, and constructability design review for the following projects: 1) Boarding Area C (B/A C) Improvements, 2) ITB Pre-Schematic, and 3) ITB Improvements.	9/1/14-8/31/17
4108-10/11	Airport	Regular	\$135,000 \$885,000	Staffing / consulting services to the airport's noise reduction community forum, known as the Airport / Community Roundtable. The forum is a means for residents from the surrounding communities to voice their concerns about noise from the airport. San Mateo County, as the coordinating lead for the Roundtable, provides staffing and consultants to evaluate the impact of noise on affected communities created by aircraft flying into and out of the airport and the effectiveness of noise reduction programs at the airport to mitigate or abate aircraft noise.	6/1/11-12/31/15

IV. Review of Request for Approval of Proposed Personal Services Contract Numbers 42224-13/14, 45945-13/14, and 4108-10/11 from the San Francisco International Airport. (File No. 0180-14-8)
Cont.

Speakers: Cynthia Avakian, San Francisco International Airport

Action: Adopted the report. Approved the request for proposed Personal Services Contract; Notified the Office of the Controller and the Office of Contract Administration.
(Vote of 4 to 0)

V. Proposed Process, Procedures and Criteria for the Executive Officer, Civil Service Commission Recruitment – (File No. 0181-14-1) (ACTION ITEM)

Speakers: Jennifer Johnston, Civil Service Commission
Ted Yamasaki, Department of Human Resources
Sandra Eng, Civil Service Commission

Action: The Commission agreed on the following actions:

1. Allocated a budget not to exceed \$15,000 for a recruitment firm that will undertake the majority of the work under the joint direction of Ted Yamasaki and a Subcommittee/Task Force working together. (Vote of 4 to 0)
2. Commissioner Favetti will assist Commission President Normandy in screening who to interview, with the agreement that as the process is shaped it will be reported to the Commission. And once the finalists are chosen, the Commission will conduct interviews. (Vote of 4 to 0)
3. The Subcommittee and Mr. Yamasaki will determine the appropriate scope of the recruitment, with the initial preference being the Bay Area and then the State of California in light of concerns to limit costs, as a suggestion for the recruiter to consider. (Vote of 4 to 0)
4. Request the Executive Officer to review interview questions, provide input on the selection process and regularly update the Civil Service Commission on the recruitment process at its meetings. (Vote of 4 to 0)
5. Adopt the staff report subject to the above resolutions, and adopt recommendations 3, 4 and 5 of the Executive Officer's staff report: the Subcommittee is to update the Executive Officer announcement, including amendments to the minimum and desirable qualifications with the advice of the recruiter to ensure a healthy pool of candidates; and schedule closed session hearings of the Commission when appropriate in recognition of the interest of confidentiality of applications and applicants. (Vote of 4 to 0)

VI. Adjournment

1:52 p.m.

ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

SCOTT R. HELDFOND
PRESIDENT

September 4, 2014

E. DENNIS NORMANDY
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION MEETING

DOUGLAS S. CHAN
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS NUMBERS 46384-13/14; 41873-14/15; 49397-14/15; 40875-14/15; 41211-14/15; 49708-13/14; 4004-12/13; 38452-13/14; AND 4102-10/11.

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 **September 15, 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 Ratification 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: Parveen Boparai, Municipal Transportation Agency
Cynthia Hamada, Municipal Transportation Agency
Jolie Gines, Department of Technology
Mary Hom, Controller's Office
Shamica Jackson, Public Utilities Commission
Stacey Lo, Public Utilities Commission
Sung Kim, Department of Public Works
Kevin Quan, Arts Commission
Commission File
Commissioners' Binder
Chron

FINANCIAL DOCUMENT SUPPORTS
SEPTEMBER 2014 8

Bushman, Jennifer (Maglalang) (CSC)

From: Johnston, Jennifer (CSC)
Sent: Wednesday, September 03, 2014 5:23 AM
To: Bushman, Jennifer (Maglalang) (CSC)
Cc: Eng, Sandra (CSC)
Subject: Fwd: PSC Package for 9/15/14 CSC Meeting
Attachments: MOD PSC \$100K + \$400K Soil Laboratory Analytical Testing and Soil Disposal.pdf; ATT00001.htm; PSC 38452-13-14 DHR Union Notification.MOD.pdf; ATT00002.htm

Sincerely,

Jennifer Johnston
Executive Officer
Civil Service Commission
Phone: (415) 252-3247
Fax: (415) 252-3260
www.sfgov.org/Civil_Service

Sent from my iPhone; please excuse any typos.

Begin forwarded message:

From: "Hamada, Cynthia" <Cynthia.Hamada@sfmta.com>
Date: September 2, 2014 at 5:37:52 PM PDT
To: "Eng, Sandra" <Sandra.Eng@sfgov.org>
Cc: "Johnston, Jennifer" <jennifer.johnston@sfgov.org>, "Bushman, Jennifer" <Jennifer.Bushman@sfgov.org>, "DHR-PSCCoordinator, DHR" <DHR-PSCCoordinator@sfgov.org>, "Lewis, Brent" <Brent.Lewis@sfgov.org>, "Boparai, Parveen" <Parveen.Boparai@sfmta.com>
Subject: RE: PSC Package for 9/15/14 CSC Meeting

Hello Sandra,

I was working with DHR last week to assist them with the report part that included SFMTA's modification for PSC #38452-13/14. In so doing, I discovered that the database wasn't working correctly and reported it to DHR via email. They duplicated the exact errors that I pointed out to them. Unfortunately, they were unable to have IT address the problems at that time and today the entire system was taken off line. Apparently, there were even more problems than I identified. Hopefully, DHR and IT have repaired the problems with the database.

To assist in resolving the problem and because of the knowledge acquired as part of the beta test group, I have continued to create a hard copy version for SFMTA. I have also continued to notify the Unions with SFMTA's version of the hard copy as the online system at times has glitched. Therefore, I have attached a hard copy version of what was submitted to the Union(s) and DHR's automatic notification via the database in hope this resolves the current problem.

Additionally, I will see if the database has corrected itself at this time and if not, then I'll make the necessary changes.

Cynthia Hamada

Senior Personnel Analyst
Employee and Labor Relations
San Francisco Municipal Transportation Agency
415.701.5381

From: Eng, Sandra (CSC) [<mailto:sandra.eng@sfgov.org>]
Sent: Tuesday, September 02, 2014 5:00 PM
To: Hamada, Cynthia
Cc: Johnston, Jennifer; Bushman, Jennifer; DHR-PSCCoordinator, DHR
Subject: FW: PSC Package for 9/15/14 CSC Meeting

Hi Cynthia,

The responses to question 5 on PSC 38452-13/14 (Page 126) appear to be contradicting each other. The department checked the "yes" box for training (5B) but typed "none" underneath the same question. Questions 5 D-F have the "yes" boxes checked but the department typed "no" after each question. You may need to contact DHR if you need assistance with the PSC database.

Sandra

Sandra Eng
Assistant Executive Officer
Civil Service Commission
City and County of San Francisco
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102
Direct (415) 252-3254
Main (415) 252-3247
Fax (415) 252-3260

From: Brusaca, Christina
Sent: Friday, August 29, 2014 4:48 PM
To: Johnston, Jennifer (CSC); Eng, Sandra (CSC); Bushman, Jennifer (Maglalang) (CSC)
Cc: DHR-PSCCoordinator, DHR (HRD); Quan, Kevin (ART); Insuaste, Gisela (ART); Hom, Mary (CON); Conover, Lily (CON); Hamada, Cynthia (MTA); Boparai, Parveen (MTA); Jackson, Shamica (PUC); Tang, Grace (PUC); Lo, Stacey (PUC); Kim, Sung; Lim, Michelle; Gines, Jolie; L21PSCReview@ifpte21.org; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; Poon, SinYee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; sfmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; liuna.local261@gmail.com; TWU Local 200 (local200twu@sbcglobal.net); speedy4864@aol.com; camaquey@sfmea.com; ecdemvoter@aol.com; tiya.thlang@seiu1021.org; Lewis, Brent (HRD)
Subject: PSC Package for 9/15/14 CSC Meeting

Greetings,

The Department of Human Resources ("DHR") processed the proposed Personal Services Contracts ("PSC") and posted the PSC package on the DHR website.

Link to the PSC Webpage: <http://www.sfdhr.org/index.aspx?page=455>

Topic: Civil Service Commission Meeting

Date: Monday, September 15, 2014

Time: 2:00 p.m.

Location: City Hall, Room #400

Note:

For union staff, if you are not the correct union representative to receive this PSC notification email, please send me the name and email address for the appropriate person. Thank you.

Sincerely,

Christina Brusaca
Administrative Analyst
Department of Human Resources
City and County of San Francisco
Christina.brusaca@sfgov.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 8, 2014

DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER: 68

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

TYPE OF REQUEST: () INITIAL REQUEST (X) MODIFICATION (PSC# 38452-13/14)

TYPE OF SERVICE: Soil Laboratory Analytical Testing and Soil Disposal

FUNDING SOURCE: Federal, State & Local Funds

PSC ORIG AMOUNT: \$100,000.00 PSC DURATION: May 22, 2014 - March 31, 2018
PSC MOD #1 AMOUNT: \$400,000.00 PSC DURATION: August 8, 2014 - March 31, 2018
PSC TOTAL AMOUNT: \$500,000.00 PSC DURATION: May 22, 2014 - March 31, 2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contractor will provide soil analytical testing and disposal of soil services for the Central Subway projects. A preliminary environmental site assessment revealed screening levels of contamination above what is considered residential reusable soil. City and State codes require construction debris material to be reused to the maximum extent feasible in an efficient and cost-effective manner. Additional laboratory testing will provide a more representative characterization of the excavated materials to allow maximum reuse. Additionally, no opportunity exists to store the excavated materials for further on-site testing due to the densely occupied residential or commercial neighborhoods. The contractor must provide a staging area for the excavated materials, analytical testing, and disposal services. (See attached.)

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

This service is necessary to ensure on-schedule completion of the Central Subway three underground stations currently in progress. The soils will be disposed of in accordance with all applicable laws if found to exceed the reuse criteria. The consequence of denial of this service would result in a delay and possible stoppage in excavation and construction of the three underground stations.

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

This service had been previously provided through construction contracts.

D. Will the contract(s) be renewed:

No

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

IFPTE Local 21 Union Name Signature of person mailing / faxing form Date 8/8/14
SEIU Local 1021 Union Name Signature of person mailing / faxing form Date 8/8/14
Teamsters Local 853 Union Name Signature of person mailing / faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

SFMTA approved 8/8/14 cmh

PSC# 38452-13/14

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The contractor must provide comprehensive soil testing and removal services in compliance with Regional Water Quality Control Board and Bay Area Air Quality Management District. The environmental testing laboratory shall possess California Department of Public Health Environmental Laboratory Accreditation (ELAP). Construction-scale, HS-20 truck drivers shall possess a 40-hour Hazwoper certificate.

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

Civil Service Class 2402 Laboratory Technician I; Class 2416 Laboratory Technician II; and Class 7355 Truck Driver provide similar type of work, but not in this specialized field.

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

International Stem Cell Corporation (ISCO) sampling equipment, spectrometer, chromatograph, HS-20 trucks, excavator, and backhoe.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There are no civil service classes that perform this scale of soil laboratory analysis and transporting construction debris of this capacity.

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


No. It is not practical to adopt new civil service classes for as-needed construction soil laboratory and disposal 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 legal mandates requiring the use of contractual services? () (X)
- D. Are there federal or state grant requirements regarding the use of contractual services? () (X)
- E. Has a board or commission determined that contracting is the most effective way to provide this service? () (x)
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? () (X)

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



Signature of Departmental Personal Services Contract Coordinator

 Parveen Boparai _____ 415-701-5377 _____
Print or Type Name Telephone Number

San Francisco Municipal Transportation Agency, Human Resources

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

Modification for PSC #38452-13/14 (Attachment)

Item 1.A. Continued.

Due to the discovery of fuel leaks from three (3) abandoned underground fuel storage tanks adjacent to the project site, more volumes of the excavated soil is expected to be contaminated with hydrocarbon fuels. It is estimated that 30% of the excavation volumes will be contaminated. The modification reflects the estimated increase in the cost for testing and handling the additional soils.

Hamada, Cynthia

From: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Sent: Friday, May 30, 2014 9:23 AM
To: Hamada, Cynthia
Cc: DHR-PSCCoordinator, DHR; Lewis, Brent; Boparai, Parveen
Subject: Expedited PSC Approval Notice: Soil Laboratory Analytical Testing & Soil Disposal (MTA)
Attachments: 38452-1314_MTA_05302014.pdf

Expedited PSC Approval Notice

Type of Service: Soil Laboratory Analytical Testing & Soil Disposal

PSC#: 38452-13/14

PSC Amount: \$100,000.00

PSC Duration: 05/22/2014 – 03/31/2018

Approved Document Appended.

Sincerely,

Leorah Dang / Citywide Personal Services Contracts / CCSF, Dept. of Human Resources, One South Van Ness Ave. 4th Floor, San Francisco, CA 94103 / Phone (415) 557-4842

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY – MTA Dept. Code: MTA

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Soil Laboratory Analytical Testing and Soil Disposal

Funding Source: Federal, State and Local Funds PSC Duration: 3 years 44 weeks

PSC Amount: \$100,000 PSC Est. Start Date: 05/22/2014 PSC Est. End Date: 03/31/2018

1. **Description of Work**

A. Scope of Work:

The contractor will provide soil analytical testing and disposal of soil services for the Central Subway projects. A preliminary environmental site assessment revealed screening levels of contamination above what is considered residential reusable soil. City and State codes require construction debris material to be reused to the maximum extent feasible in an efficient and cost-effective manner. Additional laboratory testing will provide a more representative characterization of the excavated materials to allow maximum reuse. Additionally, no opportunity exists to store the excavated materials for further on-site testing due to the densely occupied residential or commercial neighborhoods. The contractor must provide a staging area for the excavated materials, analytical testing, and disposal services.

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

This service is necessary to ensure on-schedule completion of the Central Subway three underground stations currently in progress. The soils will be disposed of in accordance with all applicable laws if found to exceed the reuse criteria. The consequence of denial of this service would result in a delay and possible stoppage in excavation and construction of the three underground stations.

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

This service had been previously provided through construction contracts.

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

2. **Union Notification:** On 05/12/2014, the Department notified the following employee organizations of this PSC/RFP request: SEIU 1021 Miscellaneous, Professional & Tech Engrs, Local 21, Bldg Mtl & Constr Teamsters, L 853,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 38452 - 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 05/30/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The contractor must provide comprehensive soil testing and removal services in compliance with Regional Water Quality Control Board and Bay Area Air Quality Management District. The environmental testing laboratory shall possess California Department of Public Health Environmental Laboratory Accreditation (ELAP). Construction-scale, HS-20 truck drivers shall possess a 40-hour Hazwoper certificate.

B. Which, if any, civil service class(es) normally perform(s) this work?
2402,2416,7355.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
International Stem Cell Corporation (ISCO) sampling equipment, spectrometer, chromatograph, HS-20 trucks, excavator, and backhoe.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

There are no civil service classes that perform this scale of soil laboratory analysis and transporting construction debris of this capacity.

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

No. It is not practical to adopt new civil service classes for as-needed construction soil laboratory and disposal services.

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

YES NO

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 05/12/2014 BY:

Name: Cynthia Hamada Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com

Address: 1 South Van Ness Avenue, #219 San Francisco, CA 94103

Hamada, Cynthia

From: dhr-psccordinator@sfgov.org on behalf of cynthia.hamada@sfmta.com
Sent: Friday, August 08, 2014 4:19 PM
To: Hamada, Cynthia; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; Hamada, Cynthia; DHR-PSCCoordinator, DHR; Isen, Richard
Subject: Receipt of Modification Request to PSC # 38452 - 13/14 - MODIFICATIONS
Categories: Green Category

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a modification request for a Personal Services Contract (PSC) for \$400,000 for services for the period August 8, 2014 – March 31, 2018. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/3797>

Email sent to the following addresses: L21PSCReview@ifpte21.org Larry.Bradshaw@seiu1021.org joe.tanner@seiu1021.net david.canham@seiu1021.org



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: August 29, 2014

To: The Honorable Civil Service Commission

Through: Micki Callahan *RA*
Human Resources Director

From: Kevin Quan, ART
Mary Hom, CON
Parveen Boparai/Cynthia Hamada, MTA
Shamica Jackson/Stacey Lo, PUC
Sung Kim, DPW
Jolie Gines, DT

Subject: **Personal Services Contracts Approval Request**

This report contains nine (9) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on October 25, 2013.

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

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

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

Total of this Report	YTD Expedited Approvals FY2014-2015	Total for FY2014-2015
\$44,580,000	\$7,719,527	\$271,963,461

Kevin Quan
Arts Commission
25 Van Ness Avenue, Suite 345
San Francisco CA 94102

Mary Hom
Controller's Office
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Table of Contents
PSC Submissions

Regular PSCs	Department	Page
46384-13/14	Controller	2
41873-14/15	Public Utilities Commission	10
49397-14/15	Public Utilities Commission	14
40875-14/15	Public Works	18
41211-14/15	Public Works	23
49708-13/14	Technology	37
Modification PSCs		
4004-12/13	Arts Commission	102
38452-13/14	Municipal Transportation Agency	125
4102-10/11	Department of Public Works	136

**Posting for September 15, 2014
Regular Proposed Personal Services Contract**

PSC NO.	DEPARTMENT	TYPE OF APPROVAL	AMOUNT	DESCRIPTION OF WORK	DATE
46384-13/14	Controller	Regular	\$200,000	Vendor will provide installation and configuration support of Oracle's Engineered Systems (Exadata and Exalogic) in order to ensure that the systems are installed and configured correctly in order to provide the performance and redundancy necessary to support the mission critical human resources, benefits and payroll processes of eMerge PeopleSoft 9.0 that will run on the Exadata and Exalogic systems. The Engineered Systems are new to the City and the pay period ending 6/6/2014 will be the first pay period that the Engineered Systems are used to pay employees. Additional support during the first year of operations is requested in order to ensure that the systems, people and processes the City has deployed to support the new Exadata and Exalogic systems are functioning as expected.	7/1/2014-6/30/2015

PSC NO.	DEPARTMENT	TYPE OF APPROVAL	AMOUNT	DESCRIPTION OF WORK	DATE
41873-14/15	Public Utilities Commission	Regular	\$16,000,000	<p>The Water Enterprise is responsible for managing the transmission, treatment, storage and distribution of potable water to SF's customers plus the operation and maintenance of the storage of non-potable reservoirs, hydroelectric and power facilities (switchyards, transmission lines and distribution lines) and the roads and bridges within the Hetch Hetchy Water and Power (HHWP) project. Contractors will provide services related to operations and management of the HHWP Division. The work includes short duration services in water supply, storage, and transport services; water quality services; water treatment services, wastewater treatment services; power; and division operations and management services. These as-needed tasks include work to meet Federal and State environmental and regulatory agency reporting requirements, conduct ongoing studies and implementation planning to meet the requirements of the Hetchy System Improvement Program (HSIP), as well as support for projects like the San Joaquin Pipeline (SJPL) inspection program. More highly experienced technical support will be required for dam and facility inspections.</p>	12/1/2014-11/1/2019
49397-14/15	Public Utilities Commission	Regular	\$300,000	<p>Administer a program that sells discounted residential "laundry-to-landscape" graywater kits, rain barrels and cisterns and provides training and on-site consultation to participants on proper installation and use. Administration also to include program promotion, screening and verification of participant eligibility per San Francisco Public Utilities Commission (SFPUC) criteria, monthly reporting of program participation and progress.</p>	11/1/2014-12/31/2018

PSC NO.	DEPARTMENT	TYPE OF APPROVAL	AMOUNT	DESCRIPTION OF WORK	DATE
40875-14/15	Public Works	Regular	\$7,000,000	DPW is seeking an Architectural/Engineering (A/E) Team to be integrated with a City Staff Team to deliver comprehensive architectural, engineering and related services to plan and develop the functional, performance and technical criteria package, and assist in procurement of Design Build Entity for the design and construction of a new Rehabilitation Detention Facility (RDF).	11/1/2014-9/30/2019
41211-14/15	Public Works	Regular	\$4,000,000	Department of Public Works (DPW) is seeking a team of qualified consultants to provide construction management support services to the City staff to address the specialized expertise and temporary peak workloads during the pre-construction and construction phases services of the new Traffic Company & Forensic Services Division (TC&FSD) facility. Services include, but are not limited to, budgeting and cost estimating, construction scheduling, constructability reviews, construction administration, and LEED/sustainable building construction management.	1/1/2015-12/31/2018

PSC NO.	DEPARTMENT	TYPE OF APPROVAL	AMOUNT	DESCRIPTION OF WORK	DATE
49708-13/14	Technology	Regular	\$1,500,000	The City is seeking a vendor to design a unified communications system for the New General Hospital (Building 25). The system needs be designed to requirements, staged, implemented so as to be stood up and tested and work with existing Department of Public Health systems. Also, the vendor is expected to give technical and end-user training. Vendor is expected to provide after execution support, until June of 2016 (6 months after Building 25 goes live), be available to ensure that various turnover and Mpves, Adds and Changes tasks are handled smoothly, and high-level support. After implementation with target date of May 2015, the vendor shall keep resources on-site through move-in and for one month after, with a ramp-down to fewer resources for the six months after that. Ongoing support for the system will be required as well. The vendor as part of the implementation will be required to help users onto the system for approximately 1,000 users.	9/1/2014- 6/30/2019

TOTAL AMOUNT: \$29,000,000

Posting for September 15, 2014
Proposed Personal Services Contract
Modification to Increase/Decrease Contract Amount/Duration

PSC NO.	DEPARTMENT	TYPE OF APPROVAL	MODIFIED AMOUNT	CUMULATIVE AMOUNT	DESCRIPTION OF WORK	DATE
4004-12/13	Arts Commission	Regular	\$180,000	\$510,000	Eight WritersCorps Artists-in-Residence will conduct creative writing classes with youth in need at up to 14 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach and mentor targeted youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops; compile, design and edit publications of youth writing; and help to organize city-wide literary arts events for participating youth. Artists-in-Residence will work for ten months from September to June.	9/1/2012-6/30/2015
38452-13/14	Municipal Transportation Agency	Regular	\$400,000	\$500,000	The scope remains as in the earlier contract in addition to the following reasons. Due to the discovery of fuel leaks from three (3) abandoned underground fuel storage tanks adjacent to the project site, more volumes of the excavated soil is expected to be contaminated with hydrocarbon fuels. It is estimated that 30% of the excavation volumes will be contaminated. The modification reflects the estimated increase in the cost for testing and handling the additional soils.	5/22/2014-3/31/2018

PSC NO.	DEPARTMENT	TYPE OF APPROVAL	MODIFIED AMOUNT	CUMULATIVE AMOUNT	DESCRIPTION OF WORK	DATE
4102-10/11	Public Works	Regular	\$15,000,000	\$27,000,000	<p>Consultants will perform highly specialized (1) civil engineering tasks that include roadway, curb ramp, and sewer site improvement design, pier and marina renovation related work, traffic and speed data collection; (2) hydrologic engineering tasks that include preparation of sewer system strategic planning, flood control improvements modeling, new developments review, watershed wide system studies, overflow and cumulative impact studies, water quality modeling; and (3) structural engineering tasks that include non-linear analysis, condition assessment reports, field investigations, peer reviews, value engineering, and consultation for various types of structures within Seismic Zone 4. The Department of Public Works (DPW) intends to award four (4) as-needed contracts not to exceed \$2,000,000 and a maximum term of 5 years each. The additional time in the PSC Duration is to allow for any delays in processing and awarding the contracts.</p>	7/1/11-3/31/2020

TOTAL MODIFIED AMOUNT: \$15,580,000

Regular/Continuing/Annual Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER -- CON Dept. Code: CON

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

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

Type of Service: Proprietary installation and configuration services

Funding Source: General Fund PSC Duration: 52 weeks
PSC Amount: \$200,000 PSC Est. Start Date: 07/01/2014 PSC Est. End Date: 06/30/2015

1. Description of Work

A. Scope of Work:

Vendor will provide installation and configuration support of Oracle's Engineered Systems (Exadata and Exalogic) in order to ensure that the systems are installed and configured correctly in order to provide the performance and redundancy necessary to support the mission critical human resources, benefits and payroll processes of eMerge PeopleSoft 9.0 that will run on the Exadata and Exalogic systems. The Engineered Systems are new to the City and the pay period ending 6/6/2014 will be the first payperiod that the Engineered Systems are used to pay employees. Additional support during the first year of operations is requested in order to ensure that the systems, people and processes the City has deployed to support the new Exadata and Exalogic systems are functioning as expected.

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

This service is necessary to ensure efficient and error-free benefits, human resource and payroll processing through the City's eMerge Peoplesoft 9.0 system that starting on June 6th will run on the Engineered Systems, which no City staff have experiencing installing and configuring. Consequences of denial include significant risk to the timely and accurate processing of payroll and benefits for all City employees and retirees as a result of installation or configuration errors. Given the high impact of an outage, the City must take all judicious steps to reduce risks that prevent the Exadata and Exalogic systems from being available 24/7/365. The provision of third party support is one important element of this risk mitigation strategy.

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.

These services, on a very limited basis, were provided by the vendor upon initial installation in Dec 2013 and again via PSC#30893-13/14. Civil Services approval was not requested during the initial install due to the extremely limited nature of the services, less than 10% of contract value. Expedited approval was requested and approved with PSC#30893-13/14. Given the level of effort that is now envisioned under this contract, based on feedback from the consultants and City staff, we are requesting an increased funding level \$200k for a \$300k total via a

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

2. Union Notification: On 06/20/2014, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46384 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 09/15/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise:
2 year plus Oracle Exadata infrastructure production experience with Operation System (OS), memory, disc, and network integration; 2 year plus Oracle Exalogic infrastructure production experience with Operation System (OS), memory, disc, PeopleSoft HCM and network integration

- B. Which, if any, civil service class(es) normally perform(s) this work?
1041,1042,1043,

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
YES. They will provide customized templates and standard operating documents.

4. Why Classified Civil Service Cannot Perform

- A. Explain why civil service classes are not applicable:
The skills require specialized knowledge and training that does not exist with existing civil service classes as a result of the systems' newness.

- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. This is a specialized solution that is needed one time only. It is not practical to develop this expertise in-house.

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? 10 plus 1040 series staff from DT and eMerge to be trained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 07/09/2014 BY:

Name: Lily Conover Phone: 415-554-7525 Email: lily.conover@sfgov.org
Address: 1 Dr. Carlton B. Goodlett Place San Francisco, CA

Receipt of Union Notification(s)

Conover, Lily (CON)

From: dhr-psccordinator@sfgov.org on behalf of lily.conover@sfgov.org
Sent: Friday, June 20, 2014 11:03 AM
To: Conover, Lily (CON); L21PSCReview@ifpte21.org; Conover, Lily (CON); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 46384 - 13/14

RECEIPT for Union Notification for PSC 46384 - 13/14 more than \$100k

The CONTROLLER -- CON has submitted a request for a Personal Services Contract (PSC) 46384 - 13/14 for \$200,000 for Initial Request services for the period 07/01/2014 – 06/30/2015. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/3437> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER – CON Dept. Code: CON

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

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

Type of Service: Proprietary installation and configuration services

Funding Source: General Fund PSC Duration: 31 weeks 1 day
PSC Amount: \$100,000 PSC Est. Start Date: 05/27/2014 PSC Est. End Date: 12/31/2014

1. Description of Work

A. Scope of Work:

Vendor will provide installation and configuration support of Oracle's Engineered Systems (Exadata and Exalogic) in order to ensure that the systems are installed and configured correctly in order to provide the performance and redundancy necessary to support the mission critical human resources, benefits and payroll processes of eMerge PeopleSoft 9.0 that will run on the Exadata and Exalogic systems. The Engineered Systems are new to the City and County of San Francisco ("City") and the pay period ending 6/6/2014 will be the first pay period that the Engineered Systems are used to pay employees.

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

This service is necessary to ensure efficient and error-free benefits, human resource and payroll processing through the City's eMerge Peoplesoft 9.0 system that starting on June 6th will run on the Engineered Systems, which no City staff have experiencing installing and configuring. Consequences of denial include significant risk to the timely and accurate processing of payroll and benefits for all City employees and retirees as a result of installation or configuration errors.

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.

These services, on a very limited basis, were provided by the vendor upon initial installation in Dec 2013. Civil Services approval was not requested due to the extremely limited nature of the services, less than 10% of contract value.

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

2. Union Notification: On 05/14/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21, Municipal Executive Association, Management & Superv

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 38093 - 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 05/29/2014

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise:
2 year plus Oracle Exadata infrastructure production experience with Operation System (OS), memory, disc, and network integration; 2 year plus Oracle Exalogic infrastructure production experience with Operation System (OS), memory, disc, PeopleSoft HCM and network integration

- B. Which, if any, civil service class(es) normally perform(s) this work?
1043,1044,1070,1071,

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
YES. They will provide customized templates and standard operating documents.

4. Why Classified Civil Service Cannot Perform

- A. Explain why civil service classes are not applicable:
The skills require specialized knowledge and training that does not exist with existing civil service classes as a result of the systems' newness.

- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. This is a specialized solution that is needed one time only. It is not practical to develop this expertise in-house.

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? 10 plus 1040 series staff from DT and eMerge to be trained	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 05/14/2014 BY:

Name: Mary Hom Phone: 415-554-7536 Email: mary.hom@sfgov.org

Address: City Hall Room 306 San Francisco, CA

From: dhr-psccordinator@sfgov.org on behalf of mary.horn@sfgov.org
To: [Hom, Mary \(CON\); carnaquey@sfmea.com; staff@sfmea.com; L21PSCReview@ifpte21.org; Horn, Mary \(CON\); Isen, Richard \(TIS\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Hom, Mary (CON); carnaquey@sfmea.com; staff@sfmea.com; L21PSCReview@ifpte21.org; Horn, Mary (CON); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD))
Subject: Receipt of Notification to Union for New Expedited PSC Request PSC # 38093 - 13/14
Date: Wednesday, May 14, 2014 3:36:12 PM

RECEIPT for Union Notification for Expedited PSC 38093 - 13/14 less than \$100k

The CONTROLLER -- CON has submitted a request for a Personal Services Contract (PSC) 38093 - 13/14 for \$100,000 for Initial Request services for the period 05/27/2014 – 12/31/2014. Questions about the services should be directed to the Department directly.

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

<http://apps.sfgov.org/dhrdrupal/node/2064> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you

intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION – PUC Dept. Code: PUC

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

Type of Approval: [] Expedited [x] Regular [] Omit Posting

Type of Service: Professional Support Services for Hetch Hetchy Water and Power Operations (CS-391)

Funding Source: Capital Improvement Program Fund PSC Duration: 4 years 47 weeks

PSC Amount: \$16,000,000 PSC Est. Start Date: 12/01/2014 PSC Est. End Date: 11/01/2019

1. Description of Work

A. Scope of Work:

The Water Enterprise is responsible for managing the transmission, treatment, storage and distribution of potable water to SF's customers plus the operation and maintenance of the storage of non-potable reservoirs, hydroelectric and power facilities (switchyards, transmission lines and distribution lines) and the roads and bridges within the Hetch Hetchy Water and Power(HHWP) project. Contractors will provide services related to operations and management of the HHWP Division. The work includes short duration services in water supply, storage, and transport services; water quality services; water treatment services, wastewater treatment services; power; and division operations and management services. These as-needed tasks include work to meet Federal and State environmental and regulatory agency reporting requirements, conduct ongoing studies and implementation planning to meet the requirements of the Hetchy System Improvement Program (HSIP), as well as support for projects like the San Joaquin Pipeline (SJPL) inspection program. More highly experienced technical support will be required for dam and facility inspections.

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

HHWP often has insufficient resources to meet the short-term operational and technical needs. In addition, HHWP has new regulatory challenges on the power side and requires training of staff on how best address and meet these new challenges. Not meeting these regulatory operational requirements may result in regulatory fines of \$1,000 to \$1,000,000 per day.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC. This service hasn't been provided in the past.

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

2. Union Notification: On 07/11/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41873 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 09/15/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise:
Engineering support will assist with HHWP design projects and other service needs to support on-going operations including the critical infrastructure protection standards, underground detection and inspection services and maintenance project coordination. More highly experienced technical support will be required for dam and facility inspections and geotechnical support following small slides. Experience must include experience in steel pipe inspections using the multi-flux tool and interpretation of data.
- B. Which, if any, civil service class(es) normally perform(s) this work?
5241,5602,5310,5312,5362,5207,
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Yes. Contractor will provide electromagnetic inspection equipment to inspect HHWP's pre-stressed concrete cylindrical pipes. The City does not own this equipment or the expertise to perform the condition assessments.

4. Why Classified Civil Service Cannot Perform

- A. Explain why civil service classes are not applicable:
For design projects and short-term operational support, staff performing these activities must be available in Moccasin. Resources are needed to supplement staff on an as-needed basis and staff is not always available from within the San Francisco Public Utilities Commission to be temporarily reassigned to Moccasin (125 mi. from San Francisco). For special inspections, the frequency of these activities varies from annually to five years.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, these services are on an as-needed basis. There is no guarantee that there will be a consistent need for this type of work.

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

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 07/11/2014 BY:

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

Address: 525 Golden Gate Ave., 8th Floor San Francisco, CA 94102

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of SJackson@sfgwater.org
To: [Jackson, Shamica](mailto:Jackson_Shamica); L21PSCReview@ifpte21.org; [Tang, Grace](mailto:Tang_Grace); [Isen, Richard](mailto:Isen_Richard); [DHR-PSCCoordinator, DHR](mailto:DHR-PSCCoordinator_DHR)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41873 - 14/15
Date: Friday, July 11, 2014 11:34:10 AM

RECEIPT for Union Notification for PSC 41873 - 14/15 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41873 - 14/15 for \$16,000,000 for Initial Request services for the period 12/01/2014 – 11/01/2019. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/3651> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you

intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION – PUC Dept. Code: PUC

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Residential Graywater and Rainwater Barrel Incentive Program (CS-387)

Funding Source: Water Conservation Operating PSC Duration: 4 years 8 weeks
PSC Amount: \$300,000 PSC Est. Start Date: 11/01/2014 PSC Est. End Date: 12/31/2018

1. **Description of Work**

A. Scope of Work:

Administer a program that sells discounted residential "laundry-to-landscape" graywater kits, rain barrels and cisterns and provides training and on-site consultation to participants on proper installation and use. Administration also to include program promotion, screening and verification of participant eligibility per San Francisco Public Utilities Commission (SFPUC) criteria, monthly reporting of program participation and progress.

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

This contract is proposed as a key part of the SFPUC's overall water conservation efforts to reduce water use both immediately to help meet the urgent need to reduce potable water use and preserve dwindling supplies, and to meet stringent local and state directives to save water by and before 2020. Failure to meet local and state water reduction directives may result in ineligibility for the SFPUC to receive any statewide grant funds and other resources and would put the SFPUC in highly visible noncompliance with a number of state requirements.

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.
No, this service has not been provided in the past.

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

2. **Union Notification:** On 07/18/2014, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49397 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/15/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The required skills needed for these services include expertise in landscape irrigation equipment related to graywater and rainwater use, understanding of California graywater and rainwater codes, experience with program administration and reporting, and ability to organize trainings and present to the public.

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:
None.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil service classes with the necessary expertise in rainwater and graywater systems do not directly sell irrigation components to the public.

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

No, the services requested through this program are highly specialized and best performed by a City-approved vendor with the ability to sell irrigation components directly to the public.

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

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 07/21/2014 BY:

Name: Stacey Lo Phone: 415-554-1860 Email: SLo@sfgwater.org

Address: 525 Golden Gate Avenue, 8th Floor San Francisco, CA 94102

Receipt of Union Notification(s)

Lo, Stacey

From: dhr-psccordinator@sfgov.org on behalf of SLo@sfwater.org
Sent: Friday, July 18, 2014 4:45 PM
To: Lo, Stacey; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com; ecdemvoter@aol.com; tiya.thlang@seiu1021.org; Tang, Grace; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 49397 - 14/15

RECEIPT for Union Notification for PSC 49397 - 14/15 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 49397 - 14/15 for \$300,000 for Initial Request services for the period 11/01/2014 – 12/31/2018. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/3679> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW Dept. Code: DPW

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Architectural and Engineering Design Criteria Services for Rehabilitation Detention Facility

Funding Source: General Fund PSC Duration: 4 years 47 weeks

PSC Amount: \$7,000,000 PSC Est. Start Date: 11/01/2014 PSC Est. End Date: 09/30/2019

1. Description of Work

A. Scope of Work:

DPW is seeking an Architectural/Engineering (A/E) Team to be integrated with a City Staff Team to deliver comprehensive architectural, engineering and related services to plan and develop the functional, performance and technical criteria package, and assist in procurement of Design Build Entity for the design and construction of a new Rehabilitation Detention Facility (RDF).

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

Having recognized that it is not feasible to address a variety of departmental functional requirements, facility deficiencies and life safety hazards by renovating the existing Hall of Justice (HOJ), the City has undertaken a Justice Facilities Improvement Program (JFIP). The City intends to replace the HOJ and provide improved venues for six (6) City departments serving the justice system in coordination with the State of California, which is planning to eventually replace the Superior Courts at the HOJ. A major component of the JFIP is a new Rehabilitation Detention Facility. The project seeks to replace existing Jails 3 and 4 located on the 6th and 7th floors at the HOJ... see attached PSC Additional Response.

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.

None. This is the first time that design criteria services for architecture and engineering have been requested by Public Works.

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

2. **Union Notification:** On 07/21/2014, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40875 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/15/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The Design Criteria package requires experienced and highly regarded professionals who have demonstrated performance capacity in providing specialized services in the development of criteria packages for defining the functional, performance and technical criteria/requirements to meet the operational needs of adult detention/correctional facilities and adult prisons in the State of California.

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:

Civil service employees have general architectural and engineering expertise; however, due to the uniqueness of this project, they do not possess the experience and specialized technical expertise in development of functional, performance and technical criteria/requirements for the solicitation of a Design Build Entity for an adult Detention Facility.

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

No. These highly technical and specialized services for the delivery of a criteria package for a new Adult Detention Facility may not be needed in foreseeable future (approximately 30 years).

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

YES NO

- | | | |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?
Functional, performance ... see attached PSC Additional Response. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 07/21/2014 BY:

Name: Sung Kim Phone: 415-554-6417 Email: sung.kim@sfdpw.org

Address: 1155 Market Street, 4th Floor San Francisco, CA

1B. Explain why this service is necessary and the consequences of denial :

Having recognized that it is not feasible to address a variety of departmental functional requirements, facility deficiencies and life safety hazards by renovating the existing Hall of Justice (HOJ), the City has undertaken a Justice Facilities Improvement Program (JFIP). The City intends to replace the HOJ and provide improved venues for six (6) City departments serving the justice system in coordination with the State of California, which is planning to eventually replace the Superior Courts at the HOJ. A major component of the JFIP is a new Rehabilitation Detention Facility. The project seeks to replace existing Jails 3 and 4 located on the 6th and 7th floors at the HOJ. The City is intending to use the Design Build model to deliver this project. Failure to have comprehensive Criteria package that can successfully communicate the design, functional, performance and technical requirements to the Design Build Entity will result in delivery of a project that may not be satisfactory for its intended use of providing a seismically safe structure and environment to securely and humanely house, feed, clothe, medically treat, educate, counsel, allow visitation and to provide support services to persons confined under the law within the San Francisco County Jail system; and also to provide a safe and secure work environment for uniformed and non uniformed staff of the San Francisco Sheriff Department.

5B. Will the contractor train City and County employees?

Describe the training and indicate approximate number of hours.

Functional, performance and technical requirements for the design, construction and operation of an Adult Detention Facility.

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

Approximately 3-6 Architectural, Engineering, Project Management and Operations and Maintenance Staff.

Receipt of Union Notification(s)

Brusaca, Christina

From: dhr-psccordinator@sfgov.org on behalf of sung.kim@sfdpw.org
Sent: Monday, July 21, 2014 9:02 AM
To: Kim, Sung; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, SinYee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com; ecdemvoter@aol.com; tiya.thlang@seiu1021.org; Lim, Michelle; Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 40875 - 14/15

RECEIPT for Union Notification for PSC 40875 - 14/15 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 40875 - 14/15 for \$7,000,000 for Initial Request services for the period 11/01/2014 – 09/30/2014. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/3699> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW Dept. Code: DPW

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

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

Type of Service: Specialized Construction Management Support Services - TCFSD Facility

Funding Source: General Obligation Bond Sales PSC Duration: 4 years
PSC Amount: \$4,000,000 PSC Est. Start Date: 01/01/2015 PSC Est. End Date: 12/31/2018

1. Description of Work

A. Scope of Work:

Department of Public Works (DPW) is seeking a team of qualified consultants to provide construction management support services to the City staff to address the specialized expertise and temporary peak workloads during the pre-construction and construction phases services of the new Traffic Company & Forensic Services Division (TC&FSD) facility. Services include, but are not limited to, budgeting and cost estimating, construction scheduling, constructability reviews, construction administration, and LEED/sustainable building construction management.

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

Specialized CM Support Services including, but not limited to expertise in forensic laboratory construction, will significantly minimize risks of exceeding project schedules and budgets due to unforeseen conditions and constructability issues. The denial of use of specialized services and supplemental staff to address peak workloads poses the risk of not meeting program objectives, and may cause the project that is part of the Earthquake Safety and Emergency Response Program to be delivered above the established budgets and behind the schedule.

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.

Similar services were provided under PSC#4093-10/11 approved on 3/21/2011 for the Public Safety Building, PSC#4087-07/08 approved on 1/22/2008 for San Francisco General Hospital, PSC#4269-00/01 approved on 9/18/2000 for Laguna Honda Hospital Replacement Program, and PSC#42862-13/14 approved on February 11, 2014 for the Office of Chief Medical Examiner. However... see attached PSC Additional Response

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

2. Union Notification: On 07/21/2014, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41211 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/15/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Specialized expertise in Cost Estimating, Scheduling, Constructability Analysis, and Sustainable Building Construction Management applicable to construction of San Francisco Police Department (SFPD) Traffic Company and Forensic Services Division comprising of crime investigation and identification units, crime laboratories, associated lab support, and administration spaces. Please note that 50% of this facility is for laboratory functions. Experience in meeting ... see attached Additional Reponse.

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

5201,6318,5203,

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:

Permanent civil service employees do not possess the experience and specialized expertise in construction management support services of delivering a new forensic services facility.

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

No. These highly technical and specialized services for the delivery of a new forensic services facility are needed once every 30 to 50 years.

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? Risk management techniques... see attached Additional Reponse.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 07/21/2014 BY:

Name: Sung Kim Phone: 415-554-6417 Email: sung.kim@sfdpw.org

Address: 1155 Market Street, 4th Floor San Francisco, CA

PSC Additional Response:

- 1C. 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):

Similar services were provided under PSC#4093-10/11 approved on 3/21/2011 for the Public Safety Building, PSC#4087-07/08 approved on 1/22/2008 for San Francisco General Hospital, PSC#4269-00/01 approved on 9/18/2000 for Laguna Honda Hospital Replacement Program, and PSC#42862-13/14 approved on February 11, 2014 for the Office of Chief Medical Examiner. However, this is the first time CMSS services for a new forensic services facility has been requested by Public Works. This service requires specialized expertise that is needed intermittently.

- 3A. Specify required skills and/or expertise:

Specialized expertise in Cost Estimating, Scheduling, Constructability Analysis, and Sustainable Building Construction Management applicable to construction of San Francisco Police Department (SFPD) Traffic Company and Forensic Services Division comprising of crime investigation and identification units, crime laboratories, associated lab support, and administration spaces. Please note that 50% of this facility is for laboratory functions. Experience in meeting accreditation (American Society of Crime Laboratory Directors - ASCLD/LAB) requirements for crime laboratory facilities high security features to control chain-of-custody for evidence to be presented in court, and expertise in achieving Leadership in Energy & Environmental Design (LEED) Gold rating for laboratory facilities.

- 5B. Describe Training including number of hours. Indicate occupational type of City & County employees to receive training:

Risk management techniques for capital projects - 8 hours. 5 Architects and Engineers

Receipt of Union Notification(s)

Lim, Michelle

From: dhr-psccordinator@sfgov.org on behalf of sung.kim@sfdpw.org
Sent: Monday, July 21, 2014 10:23 AM
To: Kim, Sung; L21PSCReview@ifpte21.org; Lim, Michelle; richard.isen@sfgov.org; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 41211 - 14/15

RECEIPT for Union Notification for PSC 41211 - 14/15 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 41211 - 14/15 for \$4,000,000 for Initial Request services for the period 01/01/2015 - 12/31/2018. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/3662> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 14, 2011

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Specialized Construction Management Support Services

FUNDING SOURCE: General Obligation Bond Sales

PSC AMOUNT: \$6,700,000 PSC DURATION: April 25, 2011- January 1, 2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Two contracts will be awarded to furnish construction management support services to City staff to address specialized expertise and temporary peak workloads for pre-construction and construction phase services for cost estimating, construction scheduling, constructability review, construction administration, construction inspections services, LEED/ sustainable building construction management, and existing building forensic investigations for projects of the Earthquake Safety and Emergency Response (ESER) Bond Program, including the Public Safety Building, selected neighborhood fire stations, and selected projects of the Auxiliary Water Supply System.

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

Specialized CM Support Services and existing-building forensic investigation will significantly minimize risks of exceeding project schedules and budgets due to unforeseen hidden conditions and constructability issues. The denial of use of specialized services and supplemental staff to address peak workloads poses the risk that program goals will not be met, and cause projects that are part of the Earthquake Safety and Emergency Response Program to not be delivered in accordance with established budgets and schedules.

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

These specialized services have not been provided previously for the Public Safety Building or a similar Program of Essential Services Facilities.

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

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

Local 21 Union Name Corina Carlas Signature of person mailing/faxing form 2/15/11 Date

RFP sent to Local 21 Union Name, on 11/10/10 Date via Corina Carlas for Jim Baker 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:

Specialized expertise in Cost Estimating, Scheduling, Constructability Analysis, Sustainable Building Construction Management, and Existing-Building Forensic Investigations across a variety of project types that include new buildings, major and minor building alterations, and seismic improvement of the dedicated to fire-fighting high-pressure city-wide water system infrastructure. To avoid unanticipated program delays that could impair public safety, exceptional accuracy and precision in the above listed specialized skills particularly in renovation of multiple existing facilities in a dense, zero lot line, urban environment are required. Services provided by a Licensed Engineer or a Registered Architect in the State of California is highly-desirable and pertinent to the Program's success.

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

Resident Engineers and Construction Managers at DPW Bureau of Construction Management (BCM) normally provide services to perform core competencies of general construction management such as Construction Administration and Document Planning/Control. The construction management workload for certain ESER projects will exceed the capacity of staff at DPW BCM. Construction Administration and Document Planning tasks on individual neighborhood Fire Station projects may be performed by the Engineer Series (5201 – 5241);

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

Yes. Existing-Building Forensic Investigation will require special equipment and apparatus for explorative and investigative purposes.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Permanent civil service employees do not possess the experience and specialized expertise in interdisciplinary coordination and delivery of the indicated services, which are beyond the core competencies of construction management. Timely delivery of Earthquake Safety and Emergency Response projects is critical for essential firefighting facilities and the Public Safety Building, but may be challenged by peak work load at Bureau of Construction Management.

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

No. The specialized expertise for these building types is needed on an intermittent basis.

ADDITIONAL INFORMATION (if "yes," attach explanation)

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

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

B. Will the contractor train City and County employees?

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

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

Constructability reviews and lesson learned seminars for about 8 architects, engineers, and construction management staff. Five seminars (1 per year) = 40 employees.

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

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

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

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

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

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

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

<input 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

Gordon Choy

Print or Type Name

(415) 554-6230

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address

Transmission Report

Date/Time 02-15-2011 09:50:06 a.m. Transmit Header Text
Local ID 1 415 554 6232 Local Name 1 DPW
Local ID 2 Local Name 2

This document : Confirmed
(reduced sample and details below)
Document size : 8.5"x11"

City and County of San Francisco



Gavin Newsom, Mayor
Edward D. Releldn, Director



(415) 554-6229
FAX (415) 554-6232
<http://www.sfdpw.com>
Department of Public Works
Contract Administration Division
Financial Management and Administration
875 Stevenson Street, Room 420
San Francisco, CA 94103-0903
Gordon Choy, Division Manager

FAX

Date February 15, 2011

Number of pages including cover sheet 3

To: _____

Manager

Local 21

Phone _____

Fax Phone (415) 864-2166

CC: _____

From: _____

Gordon Choy

Division Manager

Phone (415) 554-6230

Fax Phone (415) 554-6232

REMARKS:					
	Urgent	<input checked="" type="checkbox"/> For your review	Reply ASAP	Please comment	
Please see the attached PSC form.					
In compliance with Local 21's MOU and the Civil Service Commission's Instructions for Processing Proposed Personal Services Contract Approval Requests, this is your advance notice of the proposed services. A draft RFP was sent to you by Jim Buker on 11/10/10, and a final RFP will be sent to you at a later date when this office has received a copy from the Project Manager.					
The Contract Manager is Samuel Chui, and he may be reached at (415) 558-4082 for any additional questions.					

Total Pages Scanned : 3

Total Pages Confirmed : 3

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	356	415 864 2166	09:48:44 a.m. 02-15-2011	00:00:50	3/3	1	EC	HS	CP28800

Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
CP: Completed
FA: Fail

TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

Carlos, Carina

From: Buker, Jim
Sent: Wednesday, November 10, 2010 5:41 PM
To: Kim, Sung
Cc: Choy, Gordon; Chui, Samuel; Higuera, Charles; Carlos, Carina
Subject: FW: Draft RFQ Construction Management Support Services for ESER Bond Program
Attachments: ESER_CM_services-CSC_PSC Form (4).docx; ESER - CMSS RFQ 11.9.10.pdf

Kim,

Attached for your use is an MS Word version of the draft PSC form for the Construction Management Support Services for the ESER Bond.

The draft RFQ and draft PSC was transmitted by separate email to Local 21 to facilitate their review. On November 19th, we plan to issue the OFFMA81 to request advertisement of the RFQ. The date requested for advertisement will be Monday, November 29th.

The attached draft RFQ fully describes the scope of work. However, the sections that define the submittal requirements and forms included in the appendices are not yet 100% complete.

We would appreciate Contract Administration's review and comments. Thanks.

Jim

From: Buker, Jim
Sent: Wednesday, November 10, 2010 4:47 PM
To: Ging Louie (Ging Louie)
Cc: Choy, Gordon; Kim, Sung; Higuera, Charles; Chui, Samuel
Subject: Draft RFQ Construction Management Support Services for ESER Bond Program

Ging,

Attached are a draft RFQ for specialized Construction Management Support Services for the ESER Bond Program and the associated draft PSC form. These are transmitted to you in advance of advertisement of the RFQ in conformance with the Local 21/City MOU.

DPW seeks to obtain expert specialized support to City staff to address a temporary peak workload for pre-construction and construction phase services for cost estimating, construction scheduling, constructability review, construction administration, inspection services, LEED/ sustainable building construction management, and existing building forensic investigations for the various projects of the Earthquake Safety and Emergency Response (ESER) Bond Program, including the Public Safety Building, selected neighborhood fire stations, and various projects of the Auxiliary Water Supply System.

Let me know if you need any additional information or would like to set up a meeting with the ESER project management team (Charles Higuera, Samuel Chui, & me) to review the RFQ and the PSC. Thanks.

Jim Buker
Senior Architect
Department of Public Works
30 Van Ness Ave 4th Floor
San Francisco, CA 94102
415.557.4758

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 19, 2007

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Executive Construction Management Services

FUNDING SOURCE: Departmental Work Orders

PSC AMOUNT: \$8,000,000 PSC DURATION: January 1, 2008 through December 31, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Executive Construction Management (CM) for the new hospital at SFGH Medical Center will be responsible for pre-construction and construction services, and for establishing and maintaining overall project controls during the design and construction phases of the SFGH Rebuild Project. CM services include project scheduling, cost estimating, and establishing an automated project master database for tracking and monitoring daily workflow processing and reporting. The CM will also be responsible for monitoring the Construction Manager/General Contractor's (CM/GC) quality assurance, safety programs, and hazardous material and construction mitigation controls, and for providing Inspector of Record (IOR) services as required by California Office of Statewide Health Planning and Development (OSHPD) for acceptance of the new hospital construction.

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

This service is critical for monitoring all phases of the project to ensure the SFGH Rebuild Project will stay on schedule and within budget, and will be completed by the State-mandated deadline of 1/1/2013. The IOR inspection services are part of the mandatory requirements for all projects under OSHPD's jurisdiction. Denial of this service would jeopardize the timely completion of the SFGH Rebuild Project and the SFGH would not be in compliance with the State-mandated seismic Safety Standards thus risking loss of licensing for Acute Care Services and closure after January 1, 2013.

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):

Similar services were provided on the Laguna Honda Hospital Rebuild Program by Cooper Pugaeda Management Services, awarded under PSC#4269-00/01, approved September 18, 2000.

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

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

Local 21 Union Name Signature of person mailing/faxing form Date 12-19-2007 Building Inspectors Assn. Union Name Signature of person mailing/faxing form Date 12-19-2007

RFP sent to Local 21: Bldg Insp Assn on When available 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 a team of construction managers, scheduling/project control engineers, cost engineers, cost estimators, contract administrators, safety officers, QA/QC inspectors, and OSHPD-certified inspectors (IOR) who are experienced with OSHPD procedures, protocols and requirements.

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

The Civil Service Classifications that normally perform this work include 5201, Jr. Engineer; 5203, Asst. Engineer; 5207, Assoc Engineer; 5212, Principal Engineer; 5241, Engineer; 5218, Structural Engineer; 5219, Sr. Structural Engineer; 6318, Construction Inspector; 6319, Sr. Construction Engineer; 6331, Building Inspector; 6333, Sr. Building Inspector; 6334, Chief Building Inspector.

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:

Civil Service Classifications are applicable, but the complexity and size of the SFGH Rebuild Project requires a significant amount of personnel resources with specific knowledge and expertise in cost estimating, scheduling, and OSHPD certifications as it pertains to delivering a licensed acute care facility. The SFGH Rebuild schedule dictates that a robust team of OSHPD experienced staff is engaged immediately to meet the third-party estimating requirements for the Board of Supervisors approved Integrated Project Delivery Ordinance. City staff will be integrated in the team as appropriate. City staff will also be responsible for directing the CM. Services for which applicable classifications do have expertise are specifically excluded from the scope of work in the CM RFQ, such as materials testing and special inspection services.

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

No. The aggressive SFGH Rebuild schedule does not allow for the creation of a new Civil Service Class specifically to perform this specific work. Additionally, the Bureau of Construction Management is currently in the process of creating a new "Cost Estimating and Scheduling Controls" section that will specialize in performing cost estimating and project scheduling services. Current City staff do not yet have the experience and expertise to perform the services for this project.

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

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

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

Gordon Choy

Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

(415) 554-6230

Print or Type Name

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 8, 2008

DEPARTMENT NAME: PUBLIC WORKS

DEPARTMENT NUMBER 90

TYPE OF APPROVAL: EXPEDITED

REGULAR (OMIT POSTING _____)

CONTINUING

ANNUAL

TYPE OF REQUEST:

INITIAL REQUEST

MODIFICATION (PSC# _____)

TYPE OF SERVICE: Construction Management Services

FUNDING SOURCE: Proposition A, November 1999, \$299 Million Bonds; Tobacco Settlement Revenue proceeds; Interest Earned proceeds.

PSC AMOUNT: \$8,000,000 (see no. 1 below)

PSC DURATION: 06/16/2008 through 12/31/2010

I. DESCRIPTION OF WORK

A. Concise description of proposed work:

Construction Management services associated with Laguna Honda Hospital Replacement Program. Contract includes pre-construction and construction phase services for the Program. The Program is scheduled to be completed in 2010. Construction costs are estimated at \$497.8M. Services were provided on an as-needed basis during the pre-construction phase and on a full-time basis during the construction phase. Services by the same consultant are continuing. \$7.0 M was previously approved under PSC#4269-00/01 which expired on 12/31/2007. To comply with DHR's procedural change relating to PSC expiration dates, this document is being submitted as an initial request.

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

Services are required to satisfy voter mandates as a result of Proposition A approved in the November 1999 election and to satisfy Federal and State licensing requirements. If services are denied, voter mandates and licensing requirements will not be satisfied, and the facility will be closed.

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

This service was previously approved under PSC#4269-00/01. Similar contracts for large construction projects have been awarded in the past utilizing a combined City / Consultant team for construction management services. These projects include the City Hall Seismic Upgrade PSC#4062-95/98, New Main Library PSC#764-89/90, the 911 Emergency Operations Center PSC#4060-96/97, and the Moscone Center Expansion PSC#4028-98/99.

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

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

Local 21
Union Name

Yna. Corina C. Carlos
Signature of person mailing/faxing form

5/12/08
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# 4172-07/08

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

Approved 6/16/08

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Required expertise includes but is not limited to developing construction staging and phasing plans, producing cost and resource-loaded construction schedules, preparing and reconciling cost estimates, and providing expert advice on technical issues relative to the construction of a large hospital project.

Experience with OSHPD permitted projects, construction projects conducted around an operating hospital facility, phased construction projects, renovation projects, utility relocation projects, large (\$50M+) City and County of San Francisco projects and projects using various delivery methods.

B. Which, if any, civil service class normally performs this work?
Civil, Mechanical, Electrical and Structural Engineering classifications series 5200 and 5300. Construction Inspector classifications series 6300.

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:
Civil service classifications are applicable. However, the City has never undertaken a hospital project of this size and complexity before. Consequently, applicable classifications do not have the required expertise in developing construction staging and phasing plans, producing cost and resource-loaded construction schedules, preparing and reconciling cost estimates, and providing expert advise on technical issues relative to the construction of a large hospital project.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. Civil Service classifications already exist. The condition created by the required specialized skills combined with the large size of the project occurs only periodically.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

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

Gordon Choy
 Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

(415) 554-6230

Print or Type Name

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS Dept. Code: TIS

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

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

Type of Service: Professional Services Unified Communication Svcs for New General Hospital DPH Building 25

Funding Source: General, Bond, Public and Lease PSC Duration: 4 years 43 weeks

PSC Amount: \$1,500,000 PSC Est. Start Date: 09/01/2014 PSC Est. End Date: 06/30/2019

1. Description of Work

A. Scope of Work:

The City is seeking a vendor to design a unified communications system for the New General Hospital (Building 25). The system needs be designed to requirements, staged, implemented so as to be stood up and tested and work with existing Department of Public Health systems. Also, the vendor is expected to give technical and end-user training. Vendor is expected to provide after execution support, until June of 2016 (6 months after Building 25 goes live), be available to ensure that various turnover and Mpves, Adds and Changes tasks are handled smoothly, and high-level support. After implementation with target date of May 2015, the vendor shall keep resources on-site through move-in and for one month after, with a ramp-down to fewer resources for the six months after that. Ongoing support for the system will be required as well. The vendor as part of the implementation will be required to help users onto the system for approximately 1,000 users.

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

This is a capital project requiring diverse skills, expertise and knowledge for a short term. The City does not have the level of expertise nor the resources to fully design a unified communication system with the specified interfaces and interoperability as required for this massive project.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC. This is a new request and services have not been provided in the past.

D. Will the contract(s) be renewed? Yes, hardware and software maitenance of equipment.

2. Union Notification: On 06/24/2014, the Department riotified the following employee organizations of this PSC/RFP request: Municipal Executive Association,Architect & Engineers, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49708 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/15/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Candidate must be experienced and established in operating a managed consulting and professional services portfolio to build (plan, design, engineer, install, integrate, optimize, test and network turn-up) a unified communications solution. Candidate must be in possession of all applicable and current licenses, certifications, etc.

B. Which, if any, civil service class(es) normally perform(s) this work?
0933,1070,1044,1043,1042,1052,1053,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Yes, this RFP requires that the vendor also propose a quote for any additional equipment if any.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

City employees with these classifications are already assigned to other projects and responsibilities and would not effectively complete this project of this magnitude and scope in the time required for completion.

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

No, the classes exist but City employees with these classifications are already assigned to other projects and responsibilities and would not effectively nor efficiently complete this project of this magnitude and scope in the time required for completion.

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?
Training is estimated at 200 hours for 1070, 1040, 1042, 1043, etc 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
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? YES NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 08/04/2014 BY:

Name: Kendall Gary Phone: 415-581-4066 Email: kendall.gary@sfgov.org

Address: One South Van Ness Ave., 2nd Floor San Francisco, CA

Receipt of Union Notification(s)

Gines, Jolie

From: dhr-psccordinator@sfgov.org on behalf of kendall.gary@sfgov.org
Sent: Tuesday, June 24, 2014 8:55 AM
To: Warrington, Kendall (TIS); camaguey@sfmea.com; staff@sfmea.com;
L21PSCReview@ifpte21.org; Gines, Jolie; Isen, Richard (TIS); DHR-PSCCoordinator, DHR
(HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49708 - 13/14

RECEIPT for Union Notification for PSC 49708 - 13/14 more than \$100k

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a request for a Personal Services Contract (PSC) 49708 - 13/14 for \$1,500,000 for Initial Request services for the period 09/01/2014 -- 06/30/2019. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/2085> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

City and County of San Francisco

Request for Proposals for

**DPH Building 25 New General Hospital Unified
Communications System**

DT RFP #2014-08



Date issued:	June 20, 2014
Pre-proposal conference:	10 a.m., Tuesday, July 1, 2014
Proposal due:	2 p.m., Tuesday, August 5, 2014

Request for Proposals for
DPH Building 25 New General Hospital
Unified Communications System

TABLE OF CONTENTS

		<u>Page</u>
I.	Introduction and Schedule	1
II.	Scope of Work	3
III.	Submission Requirements.....	38
IV.	Evaluation and Selection Criteria	40
V.	Pre-proposal conference and Contract award	47
VI.	Terms and Conditions for Receipt of Proposals	41
VII.	Contract Requirements.....	52
VIII.	Protest Procedures	54

Appendices:

- A. CMD Attachment 2: Requirements for Architecture, Engineering and Professional Services Contracts, for contacts \$50,000 and over document (separate document).
Proposers must submit the following forms:

- Form 2A CMD Contract Participation form
- Form 2B CMD “Good Faith” Outreach Requirements form
- Form 3 CMD Non-discrimination Affidavit
- Form 5 CMD Employment form

The following form may be required, depending on the circumstances:

- Form 4 Joint Venture Participation Schedule

- B. Standard Forms: Listing and Internet addresses of Forms related to Taxpayer Identification Number and Certification, to Business Tax Declaration, and to Chapters 12B and 12C, and 14B of the S.F. Administrative Code. B-1
- C. Agreement for Professional Services (form P-500) separate document

Request for Proposals for
DPH Building 25 (New General Hospital)
Unified Communications System

I. Introduction and Schedule

A. General

The City & County of San Francisco (CCSF) Department of Public Health (DPH) is in Phase 4 of construction (interior buildout) for the new San Francisco General Hospital (SFGH) and Trauma Center (a/k/a "Building 25"), on Potrero Avenue. This new facility will require a Unified Communications solution with interfaces to existing communications and applications technology.

Initially the system needs be designed to requirements, staged, implemented so as to be stood up and tested and work w/existing DPH systems. Also give technical and end-user training. After execution support, until June of 2016 (six months after Building 25 goes live), be available to ensure that various turnover and Move/Add/Change tasks are handled smoothly, along with high-level support. After implementation with target date of May 2015 the vendor shall keep resources on-site through move-in and for one month after, with a ramp-down to fewer resources for the six months after that. Ongoing support for the system will be required as well. The vendor as part of the implementation will be required to help users onto the system (for approximately 1,000 users).

This new building is a Level 1 Trauma Center that will continue to provide medical services in the event of a major local or regional emergency such as a major earthquake. The building's seismic design is such that the building will survive and maintain operations in the event of such an earthquake or other major emergency. Therefore it is imperative that the communications services installed in the building maintain their operation in such an event, and responses to this RFP must clearly state capabilities which make such-continued operations possible. This is a key requirement over and above the other operational requirements described in this document, in other words, any solution feature will only be considered complete if its high availability component is also addressed.

Systems implementation for this project is scheduled to occur January to April, 2015.

NOTE: The descriptions in this RFP often reference facilities of the Department of Public Health (DPH), outside of San Francisco General Hospital (SFGH) and the new Hospital there ("Building 25"). Also, Building 25 is the first phase of a multi-year DPH VoIP deployment. Such information is provided for reference and context in this RFP however, the scope of this RFP is to build a unified communications solution for the new hospital ("Building 25"), **only**, with specified interfaces and interoperability as described in this document.

NOTE: The specified solution is required for the opening of the building. The selected vendor must work with the construction team to ensure that the solution implementation is completed on a timely basis within the construction schedule.

The existing hospital ("Building 5") at the same site currently serves approximately 1,500 patients per day (100,000 patients per year) and is the only Level I Trauma Center serving 1.5 million residents of San Francisco and northern San Mateo counties.

The new (Building 25) 284 bed/14 operating room hospital and trauma center will house cardiology / radiology/ auxiliary support and plant services at the B2 level. Preoperative / gastroenterology and a clinical laboratory will be contained at the B1 level. Admitting and emergency will occupy the ground floor level. Obstetrics /pediatrics and NICU will be housed on the second floor. ICU / CCU will be located on the third and fourth floors. Medical surgery and forensic will occupy the fifth and sixth floors and acute care for the elderly will occupy the seventh floor. The tunnel at the B1 level will connect to the nuclear medicine center in the existing

hospital and the bridge at the second floor will connect to clinical laboratories, the cafeteria and support services.

The 448,000 SF Hospital will be a steel moment frame structure on a mat foundation with base isolators. The hospital will have two (2) levels below grade and eight (8) levels above grade including a mechanical penthouse. Ties to the existing hospital will be made by means of a tunnel at the B1 level and a bridge at the 2nd floor.

All acute care services currently located in the existing main hospital building will be relocated to the new hospital while non-acute care uses that are not subject to Senate Bill 1953 requirements for seismic compliance will remain in the existing hospital. These include outpatient clinics, clinical laboratory, outpatient pharmacy, cafeteria and kitchen, acute psychiatric units, psychiatric emergency services, rehabilitation services, and materials management.

Bidder Must Determine Whether They Are Willing to Avoid Consideration for This RFP

Under California Government Code 1090 (Conflict of Interest), if a contractor is instrumental in developing the scope of work for a future procurement, then that contractor is prohibited from bidding on that future procurement.

The contract shall have an original term of three (3) years. In addition, the City shall have two (2) options to extend the term for a period of one (1) year each, which the City may exercise in its sole, absolute discretion.

B. Schedule

The anticipated schedule for selecting a consultant is:

<u>Proposal Phase</u>	<u>Date</u>
RFP is issued by the City	June 20, 2014
Pre-proposal conference	July 1, 2014
Deadline for submission of written questions or requests for clarification	July 3, 2014
Proposals due	August 5, 2014
Oral interview with firms selected for further consideration	week of August 25, 2014

II. Scope of Work

Any unified communications solution to be considered for the new General Hospital needs to provide the following essential functions at minimum:

- Host the primary hospital phone number (415-206-8000) (vendor to work with DPH to preserve this # by regulation)
 - Emergency rm #'s (415-206-8111), “ordinary and critical to the trauma team”
 - 415-206-8550
 - 415-206-8700
 - To be discussed: entire number range of 415-206-2000 to -9999
 - “Some other existing lines will need to be migrated into Bldg 25; to be specified”
 - Area code 628 will be added to the 415 area code in an “overlay” method beginning January 2015. See <http://www.sfgate.com/news/article/End-of-line-for-415-2nd-area-code-coming-for-5079322.php>
- Provide voice foundation
- Improve clinical mobility
- Improve Real-time Collaboration
- Integrate clinical data
- Alerts
- Notifications
- Real-time mobile communications
- Integrate with videoconferencing and VMI solution
- Web & audio conferencing, desktop & mobile video (smartphones & tablets)
- Ensure future scalability, manageability and supportability
- Connectivity to and routing with existing communications systems on the hospital campus
- Interaction with the rest of the DPH sites in other city locations
- High Availability (99.999% uptime)
- 5-digit dialing to other DPH sites

The primary solution hardware for this project will be placed in Building 25, the new General Hospital, MPOE or Data Center.

A. MAINTENANCE AND SERVICE TRAINING

Proposer to provide maintenance and service training for technicians from CCSF Department of Technology and Department of Public Health operations. Training shall be provided on-site or at proposer's facility within San Francisco. Training topics shall include (vendor shall propose additional):

- Telephony
- Voicemail
- System maintenance
- Reporting
- Capacity Planning
- Support
- End User Provisioning

- Coordination w/local CCSF staff be they DPH or DT regarding the networking aspects of the systems
- Vendor is required to identify 24/7/365 support for the solution. Vendors should identify how the support will be achieved and the cost associated with each option. For example; the City provides Tier 1 and Tier 2 support with the vendor providing Tier 3 and Tier 4 support, OR the vendor will provide ALL support.

B. DOCUMENTATION

Proposer to provide two (2) sets each of complete print documentation including “as-built” specifications, to Department of Technology and Department of Health (four sets total). The documentation shall include technical service manuals for each unique types of equipment provided in the system. In addition to print documentation, six (6) soft copies on CD or DVD or USB thumb drive, of the “as-built” specifications, shall be provided.

C. PROJECT SCHEDULE AND TIMETABLE (TO BE PROPOSED BY BIDDERS)

The proposer needs to provide a preliminary project schedule and Gantt chart including, at a minimum, the below-listed tasks, based on project tasks beginning immediately following contract signature, with a date of January 2015 to be able to start to place equipment in Building 25:

- Contract signing / Notice to Proceed
- Design phase will include a phase of vendor collaboration with CCSF’s project infrastructure team (handling networking, Distributed Antenna System (DAS), etc.)
 - The project will make use of a state-of-the-art data (Medical grade) network designed to support VoIP and many other essential services. Information on this network is available here: http://www.cisco.com/web/strategy/healthcare/cisco_medical-grade_network.html. Vendor solution shall coordinate with network implementation team for advance planning and design and implementation (to share network, IDF’s, data center, etc.)
- Completion of system design review
- System staging completed
- Completion of infrastructure installations
- Acceptance testing and test documentation
- Training of the CCSF technicians responsible for system maintenance
- System acceptance by CCSF & start of warranty
- Project Completion

D. KEY REQUIREMENTS NARRATIVE:

1. **High Availability** –
 - a. Available 99.999% of the time (no more than six minutes of unplanned downtime per year). A Unified Communications solution must deploy redundant (failover-ready) components in order to provide continuous voice and other services to the user base. Being a Level I Trauma Center, the hospital environment has zero tolerance for dial tone interruptions. Proposals should include

- all relevant considerations and architecture consistent with providing this level of availability in a Level I Trauma Center.
- b. There will be UPS power available to the UC platform if placed in the MDFA or MDFB rooms. That UPS power is backed up by generator power.
 - c. Please describe in detail where single-points of failure existing in the design. This includes device level considerations, diversity in carrier connections and technologies. Detail operational effects of component failures with call control systems, TDM interfaces, voicemail systems failure and other component level failures.
 - d. Include the ability to use offsite private-network based SIP Trunks to allow failover of all voice services in the event of a failure of primary PSTN TDM based services in addition to intra-city traffic between DPH sites and other CCSF entities, such as Department of Public Safety, Department of Emergency Management, etc.
 - e. Detail procedures utilized to insure continued, uninterrupted operations during system upgrades. Including details on device level behaviors during upgrades, techniques utilized to minimize and/or eliminate any service outages.
 - f. Elements of Level I Trauma Centers Include (from <http://www.amtrauma.org/resources/trauma-categorization/index.aspx>):
 - 24-hour in-house coverage by general surgeons, and prompt availability of care in specialties such as orthopedic surgery, neurosurgery, anesthesiology, emergency medicine, radiology, internal medicine, plastic surgery, oral and maxillofacial, pediatric and critical care.
 - Referral resource for communities in nearby regions.
 - Provides leadership in prevention, public education to surrounding communities.
 - Provides continuing education of the trauma team members.
 - Incorporates a comprehensive quality assessment program.
 - Operates an organized teaching and research effort to help direct new innovations in trauma care.
 - Program for substance abuse screening and patient intervention.
 - Meets minimum requirement for annual volume of severely injured patients.
2. **Telephony** – With the detailed features specified elsewhere in this document.
 3. **Mobility** – Support the applications, clients, devices, monitoring and management of mobility.
 4. **Instant Messaging & Presence**
The Voice system shall support text messages to Outlook and Outlook Web Access (Office 365).
 5. **Unified Messaging** – Features including:
 - a. Mobile voice and video client
 - b. Collaboration tools e.g. desktop sharing
 - c. Directory Services
 - d. Integration to existing VMI and video conferencing infrastructure
 - e. Foundation for and compatibility with 3rd party mobile applications
 - f. E911 support (reference pending legislation)
 6. **Conferencing** – Support the investment already made with Cisco TelePresence video conferencing. Describe your approach to integrate your solution with both existing Microsoft Lync and Cisco TelePresence in place at DPH
 7. **Real-Time Collaboration** -

Deploy a collaboration infrastructure reaching medical staff for rapid communications, including “ringing”/alerting all devices associated with a person (also known as “single number reach”, “alert management” and “fixed/mobile convergence”).

8. Application Support

System shall support advanced applications such as access to clinical data, receiving alerts, acting as a platform for mobile device applications.

9. Middleware Integration

Platform must support middleware such as

- Philips IntelliSpace Event Management (formerly Emergin), or
- Extensions Healthcare

NOTE: One of these solutions will be chosen by CCSF. We expect the chosen vendor from this proposal process to collaborate with CCSF and the selected middleware platform vendor, to implement the chosen middleware integration solution.

10. Integration with existing Telephony and other Infrastructure throughout the SFGH campus and Laguna Honda Hospital:

Category	Legacy System	Description; Summary of interface requirements
Telephony	Existing PBX in Building 5	Avaya
	5-digit dialing within SFGH and Laguna Honda campuses and other DPH locations	Avaya
	Caller ID (Name and Phone #), in both normal and emergency operations	Avaya
	Cisco UCM and Unity UM clusters	In DPH network
	Operator consoles (Building 5, Laguna Honda)	Reference section in this document
Voicemail	Existing voicemail system in Building 5	Audix
Video Conferencing	Cisco TelePresence	
Messaging and Presence	Rauland-Borg Responder 5 Nurse Call	Must be natively integrated
	Mobility and Presence	Third Party Middleware
	Office365 Lync Clients and hosted Exchange UM	In DPH network
Clinical Data	n/a	Roland Responder – reference elsewhere in this document

Video Medical Interpreter	Language translation for patient interactions	Current solution on Cisco VCS platform
Telemedicine	Remote consultation	Current solution on Cisco VCS platform
Emergency Radio Systems	Interconnectivity between security base station / operations center and all push-to-talk radios in Building 25 -- 800 Mhz radio systems supported by Motorola	Remotely answer EMS radios using push-to-talk
Software Applications	Clinical and Non-Clinical Applications via Third-Party Middleware	Refer to list in RFP (applications in <i>italics</i>)
Patient Experience Equipment	Analog phones for patient rooms; Polycom phones shared in nursing floors	
Paging	BiAmp IP based overhead paging system	Zone paging and all-page. Speakers on the phones come on for specific phones for special paging (by dialing a special phone number) -- This is in addition to overhead paging. Vendor must ensure these two solutions continue to work throughout the campus. It is essential to integrate the diverse paging systems (old, new) -- code green, code pink. Vendor to propose solution to dialing a single number. Current hospital (Building 5) has 32 paging zones across eight floors.

SFGH, LHH, and DPH health center's voice network is based on Avaya legacy PBX systems. The current Avaya PBX systems are on a variety of platforms and versions. These are illustrated in a later section of this document.

Integration and Installation Tasks Required

(Statement of Work)

1. DPH expects the selected vendor to **coordinate all network requirements and IP address specs** utilized with CCSF Department of Technology (DT) and Department of Public Health (DPH) network engineering teams.
 - a. NOTE: The DPH SFGH Rebuild project is providing all network connectivity using a Cisco Medical Grade Converged Network. DPH expects to provide high availability network equipment and ports for use by the chosen vendor and DPH does not expect the vendor to supply their own core network equipment.
2. This also relates to firewall services – the selected vendor will **integrate their solution with the firewall** solution provided by DT and DPH.
3. Configure **specific phone number and phone number ranges** as specified on page 5 of this document and as specified during Detailed Design.
4. Install **Unified Communications** functionality as summarized on pages 4 and 5 of this document.
5. Integrate **clinical data** as specified in this document.
6. Integrate with **existing videoconferencing and Video Medical Interpreter (VMI) solution**
 - a. Web & audio conferencing, desktop & mobile video (smartphones & tablets)
7. Design the solution to **ensure future scalability, manageability and supportability**
8. **Configure connectivity to and routing with existing communications systems** on the hospital campus and DPH sites in other city locations
9. **In the design and installation, maintain 5-digit dialing** to other DPH sites
10. Provide **training on system maintenance and support procedures** as specified on page 5 of this document.
11. **Design and implement a High-Availability solution** as described on page 7 of this document.
12. **Install core Unified Communications features, and integrate with existing DPH technology** as specified in pages 8 – 10 of this document.
13. **Provide systems capacity (circuit, handset and other quantities)** as specified on pages 12 and 13 of this document.
14. **Install and configure required system features** as specified on pages 14 to 19 of this document.
15. **Document your proposed solution** as specified on pages 19 and 20 of this document.
16. **Interface to the WinCall accounting system and replace the NICE call recording system** as specified on page 26 of this document.
17. **Install and configure Attendant Console** capability as specified on page 27 of this document.
18. **Integrate to the existing Avaya Intuity Audix system** as specified on page 27 of this document.
19. **Propose, install, configure fax solutions** as specified on page 28 of this document.
20. **Integrate to existing Audio Conferencing, Video / Web Conferencing, Telemedicine / VMI technology** as specified on page 28 of this document.
21. **Integrate to existing Email, Instant Messaging and Presence, and Medical Applications** as specified on pages 31 – 32 of this document.

22. **Integrate to existing Desktop and Server, and Directory Services** as specified on page 33 of this document.
23. **Design and install the solution to conform to Security and Privacy requirements** as specified on page 34 of this document.
24. **Provide system management capability** as specified on page 35 of this document.
25. **Provide integration with Microsoft Lync** as specified on page 35 of this document.

E. MANDATORY REQUIREMENTS FOR BUILDING 25 (NEW SYSTEM)

Description	VoIP System	Required
Trunks		
LS/GS		
DID		1500
E&M		
Loop/Tie		
Busy Hour Call Volume (concurrent calls)		400
SIP Trunks to PSTN Provider		2 (over fractional DS3's) . Please suggest most contemporary networking solution(s) to meet this capacity requirement. Note that Building 25 MPOE, NER have constrained space.
T1		
PRI	QSIG trunks to existing PBX in Building 5	16 (8 inbound + 8 outbound)(To be confirmed in Design Phase)
BRI		
Station Equipment		
IP Wall Phones		200
Basic IP Phones (2 lines)		300
1000BaseTX IP Phones (4 lines)		150
1000BaseTX Enhanced IP Phones		0
1000BaseTX Executive Video-Enabled IP Phones		13
IP Audio Conference Units		22
Audio Conference Mic Kits		11
Audio Conference Daisy Chain Units		11
Attendant Console IP Phones		1
Wireless IP Phones (with key expansion module)		0
PC Based Phone		100 soft phone licenses

Description	Analog Services	Required
Trunks		
LS/GS (connect to PFT)		
Station Equipment		
Analog Devices (faxes, multifunction printers/copiers)		133 TOTAL

Analog ports per IDF mapping (per floor)	133/22 IDFs
First Floor: 3 IDFs	8/IDF1, 1/IDF2, 6/IDF3
Second Floor: 3 IDFs	15/IDF1, 0/IDF2, 0/IDF3
Third Floor: 2 IDFs	8/IDF1, 0/IDF2
Fourth Floor: 2 IDFs	10/IDF1, 0/IDF2
Fifth Floor: 2 IDFs	7/IDF1, 0/IDF2
Sixth Floor: 2 IDFs	6/IDF1, 0/IDF2
Seventh Floor: 1 IDF	16/IDF1
Basement Two: 2 IDFs	22/IDF1, 22/IDF2
Basement One: 3 IDFs	2/IDF1, 1/IDF2, 9/IDF3
Analog Devices (patient room phones)	257 TOTAL
Analog ports per IDF mapping (per floor)	
Second Floor: 3 IDFs	26/IDF1, 2/IDF2, 1/IDF3
Third Floor: 2 IDFs	38/IDF1, 0/IDF2
Fourth Floor: 2 IDFs	52/IDF1, 0/IDF2
Fifth Floor: 2 IDFs	52/IDF1, 0/IDF2
Sixth Floor: 2 IDFs	57/IDF1, 0/IDF2
Seventh Floor: 1 IDF	28/IDF1
Basement One: 3 IDFs	1/IDF1, 0/IDF2, 0/IDF3
Wall Analog Phones	0
Emergency Analog Phones (connect to PFT)	34

Description	Voicemail System	Required
Voice Mail		
VMS Standard Mailboxes		464
Desktop Messaging Users		464
Number of Ports		50

Wireless handsets / Mobile Phones	500, and must be able to scale up in quantity
--	---

F. REQUIRED SYSTEM FEATURES INCLUDING COMPLIANCE REQUIREMENTS

Item	Feature	Description	Required	Optional	Not Required	Comment
Call Path and Routing Features						
1.0	Intelligent Call Routing:	Control call path	X			
1.1	Time-Of-Day Routing	Control call path according to a time schedule	X			
1.2	Off-Net Call Forwarding	Route calls to a location exterior to the Campus	X			
1.3	LCR (Least Cost Routing)	Automatically determine the least expensive call route	X			
1.4	Trunk-To-Trunk Transfer	Ability to automatically transfer between incoming lines without Operator intervention.	X			
1.5	Emergency Call Routing	Redirect all calls to alternate number or hunt group.	X			
Auto Attendant Features						
2.0	Auto Attendant:	Automated Receptionist	X			
2.1	Announcements	Automated Information Provided to Caller	X			
2.2	Menu Options	Navigation Tree : "Press 1 for.."	X			
2.3	Hunt Groups	Group of Users/Phones that are addressed in an order to answer call	X			
2.4	Basic Automatic Call Distribution	Logic for Call Distribution to local campus and external on-net areas	X			
Administration and Management Features						
3.0	Support for Attendant Console	Ability to have a live operator field calls and redirect them	X			
4.0	Remote Administration	Ability to access administrative	X			

		functions when off-net.				
5.0	GUI Management (Admins and Users) of Voicemail	Graphic User Interface facilitating management of voice mail from a web browser (e.g., change password, allow others to answer voicemail)	X			
6.0	E-911 Support	Provide physical location information to E-911 public safety answering point (PSAP)	X			
7.0	Emergency Notification of Attendant (Operator)	Automated notification of attendant and/or hunt group based on situation and/or policy (e.g., 911)	X			
8.0	Integrated Directory	Ability to view and access local and extra-Campus users/extensions. (DPH phonebook)	X			
9.0	Malicious Call Trace	Manual or automated call tracing capability based situation and/or policy	X			
10.0	Control Restriction Groups (Incoming And Outgoing)	Call control (who can dial what type of number).	X			
11.0	Call Recording	Manual or automated call recording capability based situation and/or policy	X			
12.0	CDR (Call Detail Record) Reporting. Show utilization of all infrastructure (network, lines, phones)	Generate detailed reporting on phone calls based on selection criteria (time of day, duration, etc.)	X			Describe how your system can support cost accounting, usage accounting, third party call accounting systems
13.0	Music On Hold – Multiple Audio	Ability to provide music while on hold	X			

	Sources	and afford a selection of music styles.				
14.0	Tenant Partitioning	Ability to create the appearance of separate phone systems for each tenant group, while using a common hardware platform.	X			
15.0	Analog device Support	Supports analog devices such as faxes, multifunction printers/copiers and analog patient phones	X			
Conferencing Calling Features						
16.0	Enhanced Audio Conferencing:	Ability for a number of participants to share a call via a conference bridge	X			
16.1	Ad Hoc	Ability to manually join up to 10 other participants to an existing call	X			
16.2	Scheduled	Ability to share a conference bridge with up to a 100 participants	X			
Voicemail Features						
17.0	Voicemail	Support record messages from callers	X			
17.1	Interactive Voicemail Management	Management messages through the phone or on a screen	X			
17.2	Audible MWI (Message Waiting Indicator)	An audible signal (tone, voice) alerts that a voicemail message is waiting		X		
17.3	Visual MWI (Message Waiting Indicator)	A light indicates that a voicemail message is waiting	X			
17.4	Remote Access to Voicemail	Ability to access voicemail functions when off-net.	X			
User/Executive Handset / Station Side Features						
18.0	Headsets	Accommodates compatible headset	X			

		devices for two way communication.				
19.0	Speakerphone	Provides two way communication without the use of a handset or headset.	X			
20.0	Softphone or Virtual Stations (Telecommute Feature)	Software version of desktop handset available on various user computing platforms	X			
21.0	Hold	Place an answered call in a waiting mode, from which only the user can retrieve the call.	X			
22.0	Line Busy Indicator	Ability to view another station's busy status.	X			
23.0	Privacy Or Exclusion	Do Not Disturb functionality.	X			
24.0	Transfer	Route an answered call to another user on the system.	X			
25.0	Announced Transfer	Call transfer is affected following receiving verbal permission from the destined user.	X			
26.0	Blind Transfer	Transfer is affect without prior notification to destination.	X			
27.0	Call Park	Place an answered call in a waiting mode, from which only any user within a designated group can retrieve the call.	X			
28.0	Call Pick-Up	Retrieve a Parked call.	X			
29.0	Call Forwarding	Manual or automated forwarding of calls on or off-net based on criteria (e.g., busy, do not disturb) set by individual user.	X			
30.0	Visual Broadcast Messaging to Phones	Message sent to all or a select number of users (hunt		X		

		groups), e.g., "Amber Alert ".				
31.0	Last Number Dialed (Redial)	A single button allows redialing the last number dialed.	X			
32.0	Speed Dialing	Ability to preprogram numbers to a single button.	X			
33.0	Priority Calling	Ability to prioritize one call over another when multiple calls are in contention.	X			
34.0	Bridged Appearances	The same number appears on and rings multiple phones (e.g., Admin Assistant sees and can answer Executive's phone line).	X			
35.0	Intercoms:	Broadcasting audio to the speaker on one or more handsets.	X			
35.1	Dial Intercoms	Key in a destination user, or group of users, and initiate an audio broadcast.	X			
35.2	Automatic Intercoms	Off hook handset automatically initiates an audio broadcast to a single user or group of users.			X	
35.3	Whisper Page	Allows an announcement to a person at another extension who is currently on a call; only the person being paged hears the announcement.		X		

Item	Operational Requirements	Required for Normal Operations	Required in Emergency
1.0	Provide all Basic Telephony Requirements as noted on Systems Features above	X	X

2.0	Native Integration to existing VMI (Video Medical Interpreter) which is currently built on a Cisco VCS platform	X	
3.0	Provide portable tablet-based solution for VMI (not rolling carts)	X	
4.0	Provide video element of VMI	X	
5.0	Provide audio element of VMI	X	
6.0	Native Integration to Telemedicine which is currently built on a Cisco VCS platform	X	
7.0	Natively integrated with Rauland-Borg Responder 5 Nurse Call	X	X
8.0	Integration to Clinical and Non-Clinical Applications via Third-Party Middleware (i.e., Extension Engage, Emergen)	X	X
9.0	Integration with Mobility and Presence via Third-Party Middleware	X	
10.0	Solution must interconnect and be interoperable with existing PBX and voicemail system in Bldg 5	X	
11.0	Integration to Mayor's Emergency Telephone Service (METS) per requirements of DT	X	X
12.0	Able to intelligently alert/page individual phones and groups of phones to reduce overall noise in the environment	X	X
13.0	Integration with Patient Experience equipment	X	
14.0	Secondary wireless connectivity in case of land links severed (backup RF system)	X	X
15.0	Push to talk interface to emergency radio systems (ability to remotely answer the EMS radios)	X	
16.0	Interoperate with existing voicemail system	X	X
Item	General Solution Requirements		
1.0	Platform must be able to transport voice using the IP protocol		
2.0	System must be future proofed and upgradeable		
3.0	System must be highly available and redundant.		
4.0	Expandable - could be expanded to function as new voice head-end for SFGH campus		
5.0	Solution needs to be designed to minimize power consumption upon initial deployment.		
6.0	Solution must be PHI and HIPAA compliant		
7.0	Designed to handle required call volumes to PSTN and to SFGH campus		
8.0	Connectable to BiAmp IP based overhead paging system (zone paging and all page)		
9.0	Natively integrate with Cisco TelePresence VCS video-conferencing infrastructure		
10.0	Solution must interoperate with existing Cisco UCM and Unity UM clusters within the DPH network		

G. HIGH AVAILABILITY REQUIREMENTS: ELEMENTS DEPLOYED IN THE CURRENT SFGH INFRASTRUCTURE

- 7th floor Building 25; Command Center, Operations Center

- 7th floor Building 5 – Note that patients are staying there (psychiatric ward, jail ward) after Building 25 opens. Patient facilities other than these are moving from Building 5 into Building 25.
- Dependencies on Building 5 – High Availability connections to existing telephony

H. COMPLIANCE REQUIREMENTS:

- HIPAA
- FERPA
- State Title 24
- CA DPH licensing
- Accreditation Board standards e.g., JACHO
- 45 CFR 164.502 – Providing reasonable safeguards against incidental disclosure of private information.
- 45 CFR 164.524 + .528 – Providing fast reliable access to healthcare information for patients and researchers.
- NPRM 42 CFR 142.308 – Providing administrative and technical policies and procedures for information security, electronic signatures.
- 45 CFR 160.502(e), 160.514(e), 160.524(a) – Exchanging confidential information with third-party business partners in a secure manner.
- And all other covering entities
- California hospital requirement) = California Office of Statewide Health Planning and Development OSHPD
 - Vendor shall be called upon for demonstrating / facilitating the commissioning and test of phone system, paging per the OSHPD requirements and other regulatory agencies
 - Vendor shall participate with construction trades and others in order to commission the building
- Vendor shall be responsible for OSHPD requirements. The vendor shall submit OSHPD documents to government entities, with the support of the SF DPH facilities department. Vendor shall be responsible for filing fees associated with these submissions.

I. PLEASE INCLUDE A NARRATIVE WITH YOUR ESTIMATE INCLUDING:

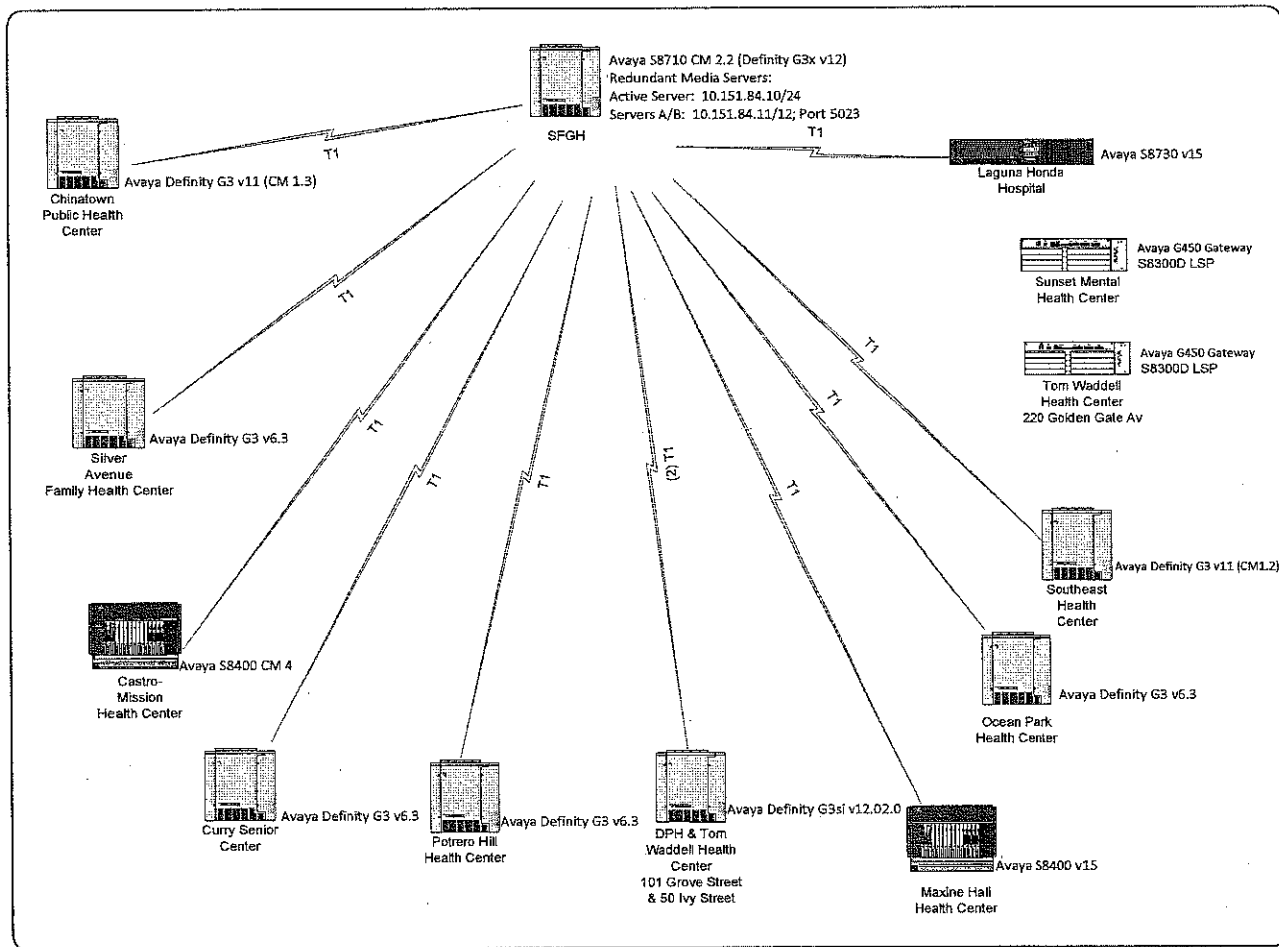
- Scope of Work (SOW) with a detailed proposed solution design
- Identify the power consumption of the quoted equipment
- Dimensions of all equipment proposed
- After-installation support – cost and support plan
 - Please identify management and maintenance costs per year
- Define any customer-provided equipment (CPE) required for the proposed solution, i.e., customer-supplied servers, workstations, 3rd party handsets, and disposable and associated accessories
- Expandability (new features which can be added)
- Scalability (maximum number of users which can be supported on the proposed system, and the processes and costs required to increase capacity beyond the initial deployment)
- Identify the cost to add an Administrative Phone, Executive Phone, Expansion Module, Conference Room Phone, etc.

- In the proposed Capacity Plan, show absorption of all SFGH personnel (8,000 phones and voicemail boxes) into the proposed system including pricing. This is for informational purposes only.
- Also provide methods and pricing for scaling to 10,000 phones and voicemail boxes including pricing. This is for informational purposes only.
- The vendor shall propose how to stage the onboarding and payment of features and capacity in a phased schedule
 - Itemized features and associated licensing for the broadest feature set available at the time of negotiation including pricing / configuration options
- Identify any Move / Add / Change costs
- Identify how your proposal handles minimization of DID number changes.
- List of Features in proposed system with a short description of each feature.
- Identify any requirements/requests from this RFP that you cannot meet and offer an alternative solution.
- Discuss your capabilities relative to softphones and mobility that allow selected users to avoid having desk phones.
- Describe in detail what components of your proposed solution are analog and what components are IP-based.
- Describe your proposed solution's capability to federate with other health agencies, as related to established advanced application features such as voice, video and web collaboration.
- Describe in detail how your proposed design will interface with our desktops, laptops, Smartphones and email system to provide a comprehensive computer telephone integration (CTI) solution.
- Describe the licensing and software applications to be installed on each of the devices.
- Describe in detail how your proposed design provides a failover to non-IP equipment if there is an interruption in the network affecting the VoIP phones, including what telephony features and capabilities are sustained or lost during the failover operation.

J. CURRENT SYSTEMS AND OVERALL CCSF INFRASTRUCTURE – WHICH MUST INTEROPERATE WITH THE NEW BUILDING 25 UC SOLUTION

Your proposal must include descriptions of your proposed integration points with these legacy systems. Insure that the design will allow for continued 5-digit dialing in the event of any single site (or multiple sites) experiencing a voice systems outage. Assume that IP connectivity will be available in a fully meshed design, where no single site failure will bring IP services down. Please document specific interface requirements and any potential additional equipment needed at each site to complete the proposed design, including what types of interfaces are needed to connect to existing systems.

Figure 1, SFGH/DPH Telephony Network -



The SFGH/DPH Avaya DCS network has connectivity to 10 health centers all with 5 digit dialing. Some of the small clinics have Merlin Magic key systems, which are standalone PBX Systems.

1. PBX SYSTEMS THROUGHOUT DEPARTMENT OF PUBLIC HEALTH

Each DPH site's PBX and OS version is listed:

SITE /ADDRESS	MANUFACTURER/MODEL	OS VERSION	# OF PHONES
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SITE /ADDRESS	MANUFACTURER/MODEL	OS VERSION	# OF PHONES
San Francisco General Hospital (Building 5) 1001 Potrero Avenue	Avaya Definity G3/S8710 CM	v12 / 2.2	6,000
Chinatown Public Health Center 2490 Mason Street	Avaya Definity G3 /CM	v11 / 1.3	250
Silver Avenue Family Health Center 1525 Silver Avenue	Avaya Definity G3	v6.3	150
Castro-Mission Health Center 3850-17th Street	Avaya S8400/CM	4.0	200
Curry Senior Center 333 Turk Street	Avaya Definity G3	v6.3	150
Potrero Hill Health Center 1050 Wisconsin Street	Avaya Definity G3	v6.3	125
DPH & Tom Waddell Health Center 101 Grove Street & 50 Ivy Street	Avaya Definity G3si	v12.02.0	800
Maxine Hall Health Center 1301 Pierce Street	Avaya S8400?	v15	250
Ocean Park Health Center 1351-24th Avenue	Avaya Definity G3	v6.3	200
Southeast Health Center 2401 Keith Street	Avaya Definity G3 /CM	v11 / 1.3	200
Laguna Honda Hospital 375 Laguna Honda Blvd	Avaya S8730	v15	4,000 estimated
Sunset Mental Health Center 41st Avenue	Avaya G450 Gateway/ S8300D	-	100
Tom Waddell Health Center – DPH Housing and Urban Health Clinic 220 Golden Gate Avenue	Avaya G450 Gateway/ S8300D	-	150
Interpreter Services VMI 25 th and Potrero Avenue	Cisco Unified Communications Manager	8.6	n/a
Department of Technology 1 South Van Ness	Cisco Unified Communications Manager	8.6	n/a
Recreation & Parks	Cisco Unified Communications Manager	8.6	n/a
AIDS Clinics, 25 Van Ness	Cisco Unified Communications Manager	8.6	IP system

2. Avaya Definity G3

SFGH/DPH currently has several Avaya Definity G3 and G3si PBXs across its locations. These PBXs are traditional Time Division Multiplexing (TDM) voice switches. The Definity switches have the ability to handle multiple technologies (Version dependent) for voice access that include:

- Digital and analog trunks
- Digital and analog stations
- Internet Protocol (IP) trunks and stations
- Paging, announcements, music on hold
- Local Area Network (LAN) connectivity
- Call center capabilities
 - Call center functions are licensed for Building 5 (the current General Hospital)

- Potentially there could be call center capability needed in Building 25
- If a call center system is installed in Building 25, it must have inter-flow with the Building 5 call center applications.
- Laguna Honda Hospital operator calls: In the very near future, SFGH operators will be taking the LHH operator calls. The name coming to the operator console must show correctly not only for SFGH calls but for LHH calls as well. Operator console requirements are specified elsewhere in this document.
- Consider in your proposed solution the following scenario: In the future, SFGH and LHH operators may be taking calls simultaneously (i.e., both operator consoles in use with load balancing / next-available operator calculations being used to route in coming calls).

K. DEFINITY SUPPORT

Although this RFP is Building 25-centric we need bidders to be aware of existing conditions and CCSF expects that at the conclusion of this project implementation the following systems will continue to operate as they do today.

Table 1 and Table 2 list the end of sale (EoS) and end of manufacturer support (EoMS) dates for Avaya Definity G3 for either new systems or upgrades to Communication Manager 2.2.X, respectively.

Table 1, Avaya Definity G3 and G3si EoS and EoMS (New Systems)

LAST SUPPORTED SOFTWARE RELEASE	COMMUNICATION MANAGER 2.2.X
End of Sale (EoS)	June 15, 2005
End of Manufacturer Support	December 15, 2008

Table 2, Avaya Definity G3 EoS and EoMS (Upgrades)

LAST SUPPORTED SOFTWARE RELEASE	COMMUNICATION MANAGER 2.2.X
End of Sale (EoS)	December 15, 2005
End of Manufacturer Support	December 15, 2008

Table 3, Avaya Communication Manager Software EoS and EoMS

COMMUNICATION MANAGER SW 2.X	EFFECTIVE DATE
End of Sale	December 5, 2005
End of Manufacturer Support	October 12, 2007
End of Manufacturer Support (2.2.x for DEFINITY Server SI)	December 15, 2008

Table 4, Avaya Definity G3 Versions Support

VERSION/RELEASE OF AVAYA DEFINITY SOFTWARE	EFFECTIVE DATE
G3V2: End of Sale	January 1994
G3V2: End of Manufacturer Support for Call Processing Software	June 7, 2004
G3V3: End of Sale	March 1995
G3V3: End of Manufacturer Support for Call Processing Software	June 7, 2004
G3V4: End of Sale	June 1997
G3V4: End of Manufacturer Support for Call Processing Software	June 7, 2004
ECS R5: End of Sale	November 1997
ECS R5: End of Manufacturer Support for Call Processing Software	March 7, 2005
ECS R6: End of Sale	February 1999
ECS R6: End of Manufacturer Support for Call Processing Software	March 7, 2005
ECS R7: End of Sale	June 2000
ECS R7: End of Manufacturer Support for Call Processing Software	March 7, 2005
ECS R8: End of Sale	March 2001
ECS R8: End of Manufacturer Support for Call Processing Software	March 7, 2005
ECS R9: End of Sale	March 2002
ECS R9: End of Manufacturer Support for Call Processing Software	March 7, 2005
ACP R10: End of Sale	July 2002
ACP R10: End of Manufacturer Support for Call Processing Software	March 7, 2005

Avaya Definity S8700 Media Server

SFGH/DPP currently uses the S8700 Media Server, Figure 1, in several hospital facilities. The S8700 Media Server is a 19" rack mounted, Intel Processor based server, running the Linux operating system. The S8700 with Communication Manager provides the foundation for a solution that meets a variety of telephony needs. The Media Server complex consists of duplicated Avaya Definity S8700 servers. One server is active and the other server is on standby. The 8700 series is capable of handling:

- 12,000 Stations (IP)
- 36,000 Total Stations
- 8,000 Trunks
- Up to 300,000 Busy Hour Call Completions (BHCC)
- Up to 250 media gateways (G700 & G350)
- Up to 250 locations
- Up to 64 G650 media gateways



Figure 1, Avaya S8700

Table 5 lists the end of sale and manufacturer support dates for Avaya S8710 series servers.

Table 5, Avaya S8710 EoS and EOMS Dates

DESCRIPTION	END OF SALE EFFECTIVE DATE	END OF MANUFACTURER SUPPORT
S8710 Server	Jan. 7, 2008	Jan. 7, 2011

DESCRIPTION	END OF SALE EFFECTIVE DATE	END OF MANUFACTURER SUPPORT
S8710 ESS	Jan. 7, 2008	Jan. 7, 2011
S8710 (one server)	Jan. 7, 2008	Jan. 7, 2011

Avaya G450 Media Gateway

The Avaya G450 media gateway is positioned for medium to large branch offices along with standalone medium businesses. The gateway can be configured with S8XXX servers. It scales from 450 users as a branch gateway to 2400 as a campus gateway. It consists of a 3U high rack-mountable chassis with a field-removable Supervisor Main Board Module, Power Supplies, Fan Tray, DSP resources and memory, along with eight Media Module slots to support T1/E1, ISDN-BRI, WAN interfaces, digital or analog telephones, and analog trunks. The Avaya G450-MP20 media gateway configuration is no longer available as of February 1, 2010. New versions of the G450 are still available.

Cisco Unified Communications Manager

Cisco Unified Communications Manager (CUCM) provides enterprise communications and collaboration. CUCM offers session management, voice, video, messaging, mobility, web conferencing, and security. CUCM operates in a VMware virtualization environment on appliance-based Red Hat Linux operating system. Cisco’s Unified Communications Manager cluster scales to approximately 30,000 IP phones. The CUCM cluster supports up to 20 servers with eight call processing servers. Department of Technology’s CUCM installations are operating one of the current and active versions as shown in Table 6.

Table 6, Cisco UCM current versions and release dates

DESCRIPTION	RELEASE DATE	ST ATUS
Unified Communications Manager 8.5(1)	Nov. 15, 2010	Active
Unified Communications Manager 8.6(1a)	June 23, 2011	Active
Unified Communications Manager 8.6(2)	Sept. 15, 2011	Active
Unified Communications Manager 9.0(1)	July 18, 2012	Active
Unified Communications Manager 9.1(1)	Dec. 20, 2012	Active

L. OTHER TELEPHONY APPLICATIONS, AND CAPACITY REQUIREMENTS

Call Volumes: During peak hours the current (Building 5) General Hospital phone system handles 40 erlangs. The current hospital phone system is designed with enough trunks to exceed double the amount of current peak hour traffic, in case of an emergency situation generating a much higher number of calls.

The telephony solution for Building 25 (the project subject of this RFP) must likewise be capable of reliably handling more than double the routine peak hour traffic, in the event of an emergency situation. Avaya Basic Call Management Reporting (BCMR) system along with wallboard is utilized at SFGH. Call accounting is provided by WinCall Call Accounting system.

NICE audio and call recording is part of the telephony solution on the SFGH campus and is required to be interfaced to the new Building 25 solution - In addition two CDR outputs are required. Also the bidders must meet DT and DPH requirements for these outputs and interfaces.

There still is heavy use of pagers by physicians. American Messaging is a CCSF contractor providing (via Cook paging) one of three or four paging systems and hundreds of pager users within the SFGH campus environment. There are text and voice pagers, but these devices only provide one-way communication. The aging of the products and solution in addition to multiple solutions and vendors, leads to a best-effort experience and less than optimal communication method. To supplement pagers, Cisco 7925 IP Wi-Fi phones have been piloted at SFGH. LHH owns 400-500 Spectralink VoIP Wi-Fi phones with 250-300 in use. These cover most of the staff.

Both SFGH and LHH have West Call Nurse Call systems by Westcom, which is not integrated with the PBX. Overhead paging and Music on Hold (MoH) are utilized at both SFGH and LHH. The environment is dynamic with people moving around sites as various locations open and close. (Frequent Move, Adds, Changes are required in the telephony system).

M. ATTENDANT CONSOLE REQUIREMENTS

1. Attendant Console servers for SFGH will be located in the campus data center
2. Call-queuing engine with busy status indication
3. Integrated directory search capabilities with filtering options
4. Utilities for installation, configuration, and directory database synchronization
5. Rules-based presence for connection to multiple devices and weighting per device (for example, desk-based workers can weight their desk phone high and mobile phone low).
6. Emergency mode switch to redirect calls in an emergency and night mode service based on time and day.
7. Auto-direct based on time-of-day or emergency need
8. Current State
 - a. The operators answer more than 3,300 calls per day, mostly Monday through Friday between 7 a.m. and 5 p.m., with about 600 calls during their busy hour.
 - b. The existing SFGH (Building 5) and Laguna Honda Hospital (LHH) have Avaya operator consoles. Small call centers with logged in agents are currently used such as Nurse Advice, Healthy San Francisco, hospital operators, IS Help Desk. The total agent count is approximately 20 with a maximum of 15 per shift and multiple shifts per day. The majority of staffing is during the day shift. SFGH holds 125 licenses. (LHH has separate licensing).
 - c. SFGH operators use the PC Console application to handle calls from their computers. They also use traditional consoles in case of a PC or power outage; operators are located in Building 10 with a backup location at the CHN building on 25th Street. DPH requires one application or console for them to answer calls; switching between hardware or software will be too difficult and time consuming during their peak hours of operation.

N. VOICE MAIL

Avaya Intuity Audix is the voicemail system at SFGH and LHH and this solution is planned to stay in place when Building 25 is opened – the Building 25 voicemail solution is expected to either utilize, or interface with, the existing Audix system. There are 4,100 mailboxes on the system. The SFGH and LHH systems are networked. Individual clinics and healthcare centers have their local voicemail system. The PBX and Audix are providing Auto Attendant functionality for hundreds of menu trees. SFGH uses the AUDIX voice mail feature “Message Manager” – a GUI interface for seeing, sorting, listening/replying/forwarding voice mail messages. It handles faxes and TTY, too. SFGH has two hundred licenses mostly used by Facilities and Information Systems.

The chosen solution for Building 25 must support 300+ Auto Attendant prompts. Table 7 lists several versions of Intuity Audix with their respective End of Sale and Manufacture Support dates.

Table 7, Avaya Intuity Audix End of Sale and Support Dates

PRODUCT	GA (CURRENT)	END OF SALE NOTICE	END OF SALE DATE	END OF MFR. SUPPORT
IA770 Intuity Audix 4.0	-	-	Feb 2009	Feb 2010
IA770 Intuity Audix 3.1	-	-	Dec 2007	Dec 2008
IA770 Intuity Audix 3.0	-	-	Dec 2007	Dec 2008
IA770 Intuity Audix 2.0	-	-	Dec 2005	Dec 2006
IA770 Intuity Audix 1.3	-	-	Dec 2005	Jan 2006
IA770 Intuity Audix 1.2	-	-	Dec 2005	Jan 2006
Intuity Audix LX 2.0	-	Aug 2009	Jan 2010	Jan 2011
Intuity Audix LX 1.1	-	-	Aug 2007	Aug 2009
Intuity Audix LX 1.0	-	Jul 2007	Aug 2007	Aug 2009

O. FAX

As with many healthcare organizations faxing is an integral part of the daily workflow. SFGH has many analog fax machines within the campus along with an eClinicalWorks (eCW) fax server. The eCW fax server has a Dialogic and/or Mainpine fax modem board. Call routing redundancy is configured that in the event that the fax server is unavailable, faxes are routed to an analog fax machine. Only one department is using the fax server. It has specialized usage such as efaxing from within the Electronic Medical Records (EMR) system via contacts (myFax) to external pharmacies for outpatient prescriptions (e.g., to Walgreens). CCSF Department of Technology fax standard is to support traditional fax machines with Cisco ATA and analog gateways.

P. AUDIO CONFERENCING

SFGH has audio conferencing capabilities via Meeting Exchange, which supports up to 46 channels. An audio conferencing function supports a single conference bridge with 46 participants or any combination of conference and participants up to that limit for SFGH campus. DPH and LHH also use AT&T Conference Bridge services along with Avaya Audix Bridge. LHH has three audio conference rooms with video camera, monitor, and speakers, which recently became operational.

Regarding future audio conferencing solutions being implemented at SFGH, refer to the Lync section of this document.

Q. VIDEO/WEB CONFERENCING

SFGH/DPH Telecom does not support any specific video or web conferencing functionality. UCSF has a small pool of Cisco TelePresence Movi cameras and Jabber/Movi licenses. UCSF has set Cisco Movi/Jabber as the desktop video conferencing. UCSF is able to conduct internal conference and externally with San Francisco VA Medical Center. TelePresence C40 room-based video conferencing systems at with Cisco TelePresence 1000 and 2000 MXP video conference units.



about 700 Cisco standard for desktop video. There are Cisco SFGH/DPH along

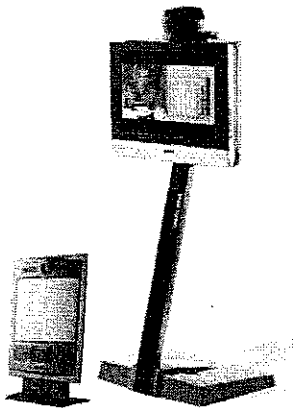


Figure 2, Cisco TelePresence 1000 MXP and 2000 MXP Video Conference Units

Cisco's hosted WebEx is currently licensed for approximately 200 concurrent Web conferencing users.

R. TELEMEDICINE / VIDEO MEDICAL INTERPRETER

Video Medical Interpreter (VMI) services at SFGH have migrated from always in-person experience to remote, producing a 300% increase in productivity. VMI helps build relationships between the patient and physician/provider. Cisco TelePresence 1000 MXPs are used at DPH, SFGH, and UCSF as VMI endpoints. There are approximately 120 units with a goal to expand to a few hundred units, to allow the ability to incorporate the functionality directly in the patient room instead of on rolling carts.

Interpreter staff offers services for up to 20 languages including the following:

- Spanish
- Cantonese
- Mandarin
- Russian
- Vietnamese
- Tagalog
- Cambodian

Of the languages offered 80% of the usage is for Spanish, Cantonese or Mandarin. At the SFGH/DPH facilities 30-40% of patients require interpreter services. The SFGH/DPH VMI call center operates out of

25th and Potrero location from 8:00am to 8:30pm with after-hours calls going directly to an external language service.

The VMI call center is based on Cisco Unified Communications Manager and Unified Contact Center Express 8.6. The agent/interpreter desktops are operating on either Windows XP or 7 with Cisco IP Communicator softphone client, web camera, and headsets.

Figure 3 is a snippet of the VMI, Telemedicine, and video conference infrastructure from SFGH viewpoint out of several CCSF medical facilities.

VMI services are presently being extended to other DPH health centers and to Laguna Honda Hospital. Refer to the following figure for the growth plans currently being implemented.

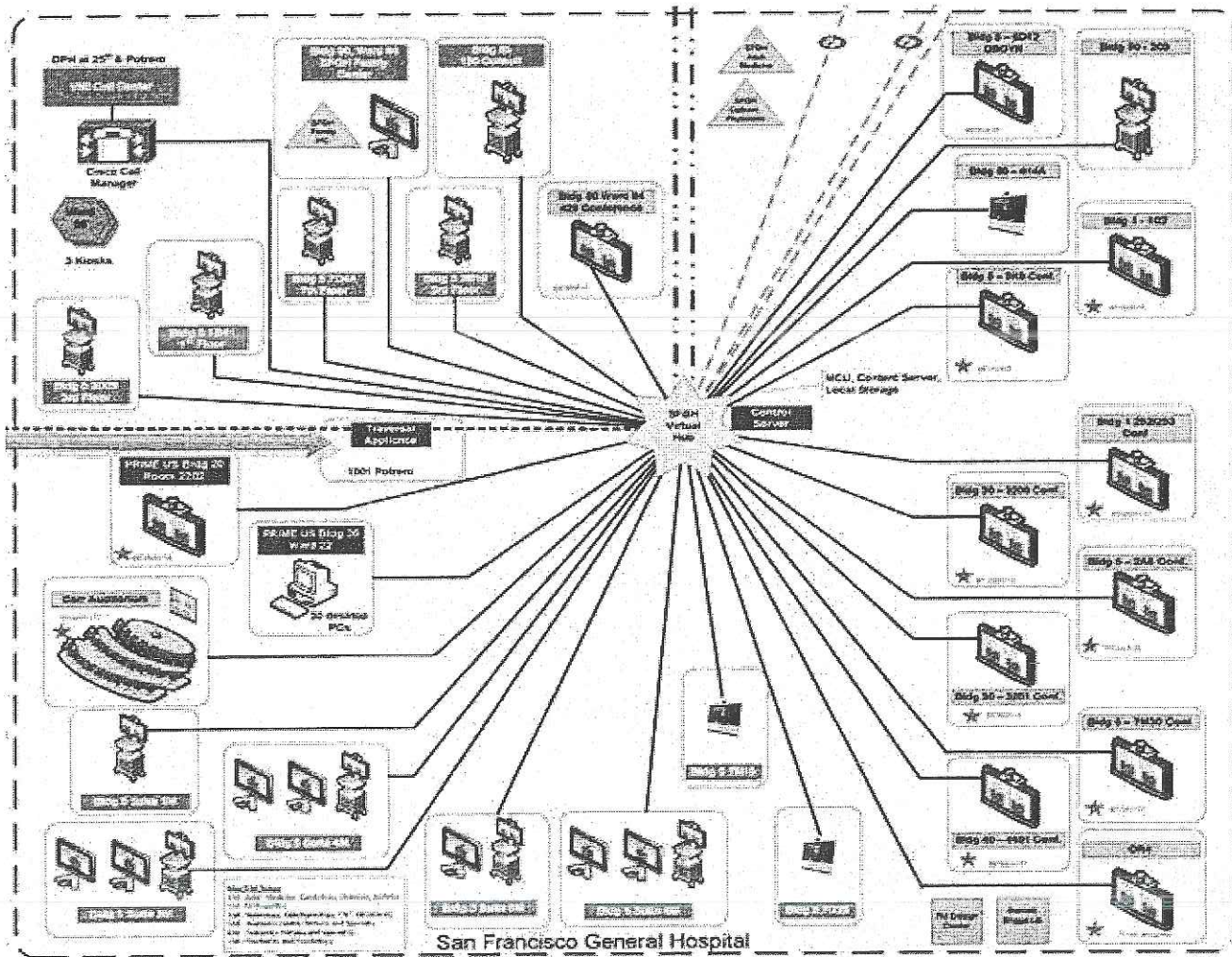


Figure 3, SFGH VMI & Telemedicine

VMI is part of Telemedicine with plans for a joint help desk. The joint help desk would have at least the following support levels:

- Level 0 – Onsite super user.
- Level 1 – Help desk to troubleshoot issue.
- Level 2 – Help desk with send on-site resource if necessary.

Currently management and maintenance of the VMI contact center are provided by a 3rd party system integrator. Plans are to cross train internal DPH IT resources.

The UCSF standard for video conferencing is Cisco TelePresence Video Conference Rooms, MCU, and desktop via Movi and Jabber. Telepresence management system is Cisco TelePresence Management Suite.

Another telemedicine application using video conferencing is Stryker Switchpoint Infinity 2, which is used at SFGH and UCSF. Stryker allows for video conferencing within the Operating Room environment.

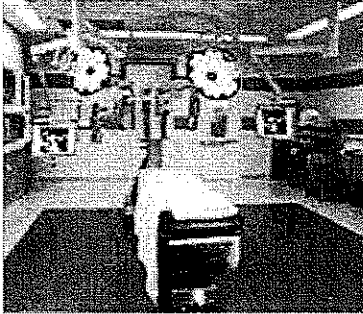


Figure 5, Stryker Video

S. EMAIL

SFGH and DPH currently uses **Microsoft Office 365** and **Lync in the cloud** . DPH currently has approximately 8,635 email accounts registered in the CCSF SFGOV Active Directory.

T. INSTANT MESSAGING & PRESENCE

CCSF DT communicated that Cisco Jabber is in a limited deployment stage within Cisco Unified Communications Manager implementations.

DT / DPH have purchased Lync 2013.

U. CLINICAL APPLICATIONS

Table 8 lists clinical applications that are implemented within SFGH. The applications that are *italicized* may have integration relationships with telephony or unified communications. DPH is presently reviewing applications for UC impact – this is not a comprehensive list and it may expand or contract. These are examples.

Table 8, Clinical Applications by Vendor with Primary Owner

SYSTEM/APPLICATION	PRIMARY DEPT. OWNER	VENDOR
<i>RFID Tracking</i>	<i>House</i>	<i>AeroScout</i>
AGFA ICIS	Radiology	AGFA
AGFA IMPAX	Radiology	AGFA
Anesthesia Admin	OR, Anesthesia, ICU	SIS - 2013
<i>Baby Tracker Child Monitoring System – being tested</i>	<i>Nursery</i>	<i>HUGS</i>
<i>CaredNation</i>	<i>House</i>	<i>Local</i>
CATH LAB PACS	Cath Lab	GE
CBord (Food Service)	Dietary	CBORD
OR Mgmt.	Periop	SIS

SYSTEM/APPLICATION	PRIMARY DEPT. OWNER	VENDOR
coPath	Pathology	Cerner
<i>Dictation System</i>	<i>Medical Records</i>	<i>Dictaphone, Softmed</i>
<i>eCW/CareLinkSF</i>	<i>Outpatient Ambulatory</i>	<i>eClinicalWorks</i>
PulseCheck	Emergency Department	Picis
EDM Document Mgmt. (Scanning)	House	Siemens
EEG & Related	Neurology, NeuroSurgery	Nicollette
eReferral App	Outpatient Clinics	Local
Fetal Monitoring (bioMedical)	Birth Center	HP
SALAR	House	Salar
ECHO PACS	Echo Cardiology	GE
Gemweb -ABG, Bld	Lab	Unknown
RALS - Glucometers	Lab	Unknown
ICIP (becoming ICCA)	ICU	Philips
InPatient Medication/Pharmacy Mgmt.	Pharmacy	Siemens
<i>Invision Patient Mgmt.</i>	<i>House, PFS</i>	<i>Siemens</i>
<i>Invision/LCR - Clinical</i>	<i>House, Nursing</i>	<i>Siemens</i>
IR Dept. Mgmt. & Charting	Radiology/IR	Hi IQ?
<i>Lab Mgmt. System</i>	<i>Lab</i>	<i>Sunquest</i>
<i>Lab Collection Mgmt.</i>	<i>Lab</i>	<i>Sunquest</i>
MAC Lab	Cath Lab	GE/Boston
MAK Med Administration Checking	House/Nursing/Pharmacy	Siemens
Medication Cabinets	Pharmacy	Omniceil
Mental Health	Psych	Avatar
Forensic Charting	Jail Health	CHART
No current Sterile Processing Mgmt. Automation.	PerioOp	
Tracemaster EKG	Cardiology	Phillips
Portable Ultrasound - ED		SonoSite

SYSTEM/APPLICATION	PRIMARY DEPT. OWNER	VENDOR
Portable Ultrasound - Other		
<i>PowerScribe - Voice Recognition for Radiology</i>		<i>Nuance</i>
Procedure and Physician Charting System	GI	Provation
Procedure and Physician Charting System	Pulmonary	Provation
Procedure and Physician Charting System	Cardiology	Provation
Procedure and Physician Charting System	Ortho	Provation
Pumps	BioMedical	
Radiologue -Clinical Image Scheduling/Details	Radiology	Local
Retinal Imaging	Ophthalmology	OIS-Merge
RMS - Syngo	Radiology	Siemens
Supply Cabinets	Materials Mgt	Omniceil
<i>Patient Physiologic Monitoring, Telemetry and Alerts</i>	<i>BioMedical</i>	<i>Extensions Healthcare, Phillips, GE, Others</i>
<i>Translator Devices Video/VoIP</i>	<i>Translator Dept.</i>	<i>Cisco, Polycom</i>
Ventilators	Respiratory, Critical Care, PeriOp	Draeger, Other
WatchChild Clinical Documentation (includes Fetal Monitoring Recording)	Labor & Delivery	Hill-Rom
Medicine Patient Mgmt. & Handoff	Medicine	Local/Filemaker
Surgery Patient Mgmt. & Handoff	Surgery	Local/Filemaker
Critical Care Patient Mgmt. & Handoff	Anesthesia	Local/Filemaker
Pediatrics Patient Mgmt. and Handoff	Pediatrics	Local/Filemaker

SYSTEM/APPLICATION	PRIMARY DEPT. OWNER	VENDOR
Neurosurgery Patient Mgmt. & Handoff	Neuro Surgery	Local/Filemaker
Bed Control/Tracking	House	Local
Otolaryngology Scanner	ENT	
WINUMS OMFS	Oral Surgery	
PSYCH/PES Chart	Psych	Local

V. DESKTOP AND SERVER

Common with many organizations, SFGH’s desktop operating system is currently a mixture of Microsoft Windows XP, Vista and 7 with a goal of migrating completely to Windows 7. This migration is still in process at this time. Department of Public Health is also moving to thin clients, some Windows 8, some Apple Mac, and some tablet solutions. Department of Technology’s (DT) server virtualization standard is VMware View version 5. VMware vCenter Operations Manager deployment is in process while vCloud Director is on the roadmap. SFGH has a combination of 275 physical and virtualized servers with VMware vSphere being the standard. Similarly, UCSF is also migrating to a server virtualization environment while 80% of their 120 servers are virtualized.

In collaboration with the DT and in conjunction the approved strategic policy for server virtualization, the DPH will utilize the Cisco-VMware VM View solution for virtualized desktop management.

SFGH/DPH server hardware comprises several vendors and models i.e. HP, IBM, others. DPH is currently the Cisco UCS standard with NetApp as a storage partner..

UCSF server hardware platform entails Dell PowerEdge 710,900 and 610 with EqualLogic storage (iSCSI).

DT and SFGH/DPH server operating system installed base includes Microsoft Windows NT, 2000, 2003, 2008 and 2012 along with CentOS and RedHat Linux versions.

W. DIRECTORY SERVICES

Microsoft Active Directory provides user and administrator authentication and access control for both DPH and DT. Each operates a separate domain and tree. A trust relationship between the two trees is in the development stage. There are three domains within DPH. Consequently, Active Directory Federation Services (ADFS) and Single Sign-On (SSO) solutions such as Imprivata are being investigated. Per a Microsoft assessment there are 6,900 DPH business users. DPH’s Microsoft Active Directory (AD) lists 28,000 accounts, while the user population is 8,000 and UCSF accounts for 2-3,000 of the accounts in DPH. UCSF including UC medical center has 20-30K accounts. DPH is using single sign-on (SSO).

DT is currently evaluating Identity Management / SSO solutions, one of which may be implemented during this project and therefore could impact the architecture of the selected solution.

X. SECURITY AND PRIVACY

Security and privacy are important parts of the healthcare environment, such as protecting Protected Healthcare Information (PHI) based on a number of regulations including Health Insurance Portability and Accountability Act (HIPAA). Some items of consideration are not storing PHI information on endpoints/devices, unless encrypted and encryption on PHI while in transport. SFGH/DPH is in the process of researching a Mobile Device Management (MDM) solution such as AirWatch. SFGH/DPH Security Policy and Procedures are in the development stage. DPH is in

discussion with DT about appropriate AD integration including scope of telephony in part of core services. Please include in your proposal any aspect of your solution which may be impacted by Active Directory decisions made by CCSF.

Paging solutions are in flux. In your proposal, describe the paging solution(s) appropriate to a Level I Trauma Center.

Y. SYSTEMS MANAGEMENT

Requirements include:

1. Provisioning (Solution must provide these tools. Describe how your solution implements these.)
 - Accelerated site deployments
 - Roles-based access with delegation
 - Single user interface for call control, messaging and presence
 - Policy based automation of rules, workflow and delegation
 - Bulk provisioning scripts
 - End user self-care
 - Tracking and auditing of all changes
 - Access to provisioning tools from on and off premises
2. Assurance
 - Single repository for inventory
 - Status view
 - Problem identification
 - Troubleshooting (including access to monitoring and troubleshooting tools from on and off premises)
 - Alarm correlation and event notification along with email and SNMP forwarding
 - End-to-end monitoring
 - Real-time diagnostics
3. Analytics
 - Automated reports
 1. Call volumes
 2. Agent-level reports in call centers (if call centers implemented in Building 25)
 - Capacity analysis

Z. INTEGRATION WITH MICROSOFT LYNC

DPH intends to use the Microsoft Lync client as the primary user interface for instant messaging and presence where appropriate within the workforce. The hospital intends to use actual handsets / voice terminals as the PRIMARY communication tool. The following functions are expected to be provided in the UC solution:

- Point to point and group chat
- Contact availability using presence
- Federation
- Extensible Messaging and Presence Protocol (XMPP)
- Google Talk, MSN/Windows Live, Yahoo, and AOL.
- Third-party presence integration – Cisco Unified Communications Manager
- Remote desktop sharing
- Custom status display
- Granular control of published contact information and directory

- Tabbed multiple conversations

AA. OPTIONAL REQUIREMENTS

1. Outlook voice access: Users can control InBoxes with Outlook Voice Access by using a telephone keypad or voice inputs. State whether your solution supports this.
2. Unified messaging card: Users can read preview of voice mail messages from their mobile phone. State whether your solution supports this.

BB. PROPOSER QUALIFICATION VALIDITY

Qualification approval will be valid for two (2) calendar years from the date of notice of qualification or until the forthcoming Design-Build contract is awarded. The CCSF DT reserves the right during those two calendar years to limit, suspend or rescind the pre-qualification status based on subsequently learned information and after giving notice of the proposed action to the Contractor and an opportunity for a hearing consistent with the hearing procedures described below for appealing a pre-qualification determination.

CC. NOT IN SCOPE FOR THIS RFP

1. The following technology solutions for the Building 25 construction project are not in the scope of this proposal, however the UC solutions implemented by the vendor must consider co-location with the following technologies and their implementation schedules and dependencies:
 - Distributed Antenna System (DAS) – solution is being provisioned outside of this RFP
 - Radio connectivity (e.g., rooftop radio room) – solution is being provisioned outside of this RFP
 - Microwave connectivity as backup to fiber – solution is being provisioned outside of this RFP
 - MPOE(s) and Network Equipment Room(s) – these have already been designed and must be considered in the UC design and implementation

Appendix A

Erlang Loads of current DID and POP circuits (attachment)

Group	Trunks	Type	Av. Pk. Usage (CCS)	Days	Model	GOS Objective	Load Offered (Erlangs)	Actual GOS
10	23	isdn	26	10	ErlangB	0.001	0.7222	0.00000000
11	23	isdn	180	10	ErlangB	0.001	5.0000	0.00000000
12	23	isdn	151	10	ErlangB	0.001	4.1944	0.00000000
28	46	isdn	147	10	ErlangB	0.001	4.0833	0.00000000
30	23	isdn	54	10	ErlangB	0.001	1.5000	0.00000000
32	23	isdn	47	10	ErlangB	0.001	1.3056	0.00000000
35	23	isdn	53	10	ErlangB	0.001	1.4722	0.00000000
36	23	isdn	58	10	ErlangB	0.001	1.6111	0.00000000
40	2	co	7	10	ErlangB	0.001	0.1976	0.01604233
42	2	wats	2	10	ErlangB	0.001	0.0556	0.00146402
50	23	isdn	156	10	ErlangB	0.001	4.3333	0.00000000
56	46	isdn	471	10	ErlangB	0.001	13.0833	0.00000000
57	0	isdn	0	10	ErlangB	0.001		
58	24	tie	15	10	ErlangB	0.001	0.4167	0.00000000
59	10	co	75	10	ErlangB	0.001	2.0834	0.00005287
61	23	isdn	11	10	ErlangB	0.001	0.3056	0.00000000
62	46	isdn	12	10	ErlangB	0.001	0.3333	0.00000000
84	1	wats	0	10	ErlangB	0.001		
85	1	wats	2	10	ErlangB	0.001	0.0588	0.05555556
86	1	wats	0	10	ErlangB	0.001		
101	168	did	1376	10	ErlangB	0.001	38.2222	0.00000000
102	196	co	1618	10	ErlangB	0.001	44.9444	0.00000000
103	30	co	0	10	ErlangB	0.001		
104	42	co	4	10	ErlangB	0.001	0.1111	0.00000000
106	24	tie	327	10	ErlangB	0.001	9.0835	0.00001822
109	24	tie	172	10	ErlangB	0.001	4.7778	0.00000000
112	10	co	2	10	ErlangB	0.001	0.0556	0.00000000
114	23	tand	133	10	ErlangB	0.001	3.6944	0.00000000
124	22	tand	34	10	ErlangB	0.001	0.9444	0.00000000
129	0	tie	0	10	ErlangB	0.001		
134	21	isdn	45	10	ErlangB	0.001	1.2500	0.00000000
135	2	isdn	0	10	ErlangB	0.001		
289	1	cpe	0	10	ErlangB	0.001		
296	1	cpe	0	10	ErlangB	0.001		
297	1	cpe	2	10	ErlangB	0.001	0.0588	0.05555556
298	1	cpe	0	10	ErlangB	0.001		
299	1	cpe	0	10	ErlangB	0.001		

Needed Trunks	Recommendation
5	Remove 18 trunk(s)
13	Remove 10.trunk(s)
12	Remove 11 trunk(s)
12	Remove 34 trunk(s)
7	Remove 16 trunk(s)
6	Remove 17 trunk(s)
7	Remove 16 trunk(s)
7	Remove 16 trunk(s)
3	Add 1 trunk(s)
2	
12	Remove 11 trunk(s)
25	Remove 21 trunk(s)
4	Remove 20 trunk(s)
8	Remove 2 trunk(s)
4	Remove 19 trunk(s)
4	Remove 42 trunk(s)

RFP for DPH Building 25
New General Hospital Unified Communications System
DT RFP #2014-08

3	Add 2 trunk(s)
57	Remove 111 trunk(s)
65	Remove 131 trunk(s)
3	Remove 39 trunk(s)
19	Remove 5 trunk(s)
13	Remove 11 trunk(s)
2	Remove 8 trunk(s)
11	Remove 12 trunk(s)
5	Remove 17 trunk(s)
6	Remove 15 trunk(s)
3	Add 2 trunk(s)

III. Submission Requirements

A. Time and Place for Submission of Proposals

Proposals must be received by 2:00 p.m., on Tuesday, August 5, 2014. Postmarks will not be considered in judging the timeliness of submissions. Proposals may be delivered in person and left with the Department of Technology Receptionist or mailed to:

Jolie Gines
DT RFP #2014-08 DPH Building 25 New General Hospital
Unified Communications Systems
City and County of San Francisco
Department of Technology
One South Van Ness Avenue, 2nd Floor
San Francisco, CA 94103

Proposers shall submit six (6) copies of the proposal and two copies, separately bound, of required CMD Forms in a sealed envelope clearly marked DT RFP #2014-08 DPH Building 25 New General Hospital Unified Communications System to the above location. Proposals that are submitted by fax will not be accepted. Late submissions will not be considered.

B. Format

Please use three-hole recycled paper, print double-sided to the maximum extent practical, and bind the proposal with a binder clip, rubber band, or single staple, or submit it in a three-ring binder. Please do not bind your proposal with a spiral binding, glued binding, or anything similar. You may use tabs or other separators within the document.

For word processing documents, the department prefers that text be unjustified (i.e., with a ragged-right margin) and use a serif font (e.g., Times Roman, and not Arial), and that pages have margins of at least 1" on all sides (excluding headers and footers).

If your response is lengthy, please include a Table of Contents.

You must also submit an electronic version of the proposal to dtcontracts@sfgov.org

C. Content

Firms interested in responding to this RFP must submit the following information, in the order specified below:

1. Introduction and Executive Summary (up to 3 pages)

Submit a letter of introduction and executive summary of the proposal. The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.

2. Project Approach (up to 15 pages)

Describe the services and activities that your firm proposes to provide to the City. Include the following information:

- a. Overall scope of work tasks; and
- b. Schedule and ability to complete the project within the City's required time frame; and
- c. Assignment of work within your firm's work team.

3. Firm Qualifications (up to 8 pages)

Provide information on your firm's background and qualifications which addresses the following:

- a. Name, address, and telephone number of a contact person; and
- b. A brief description of your firm, as well as how any joint venture or association would be structured; and
- c. A description of not more than four projects similar in size and scope prepared by your firm including client, reference and telephone numbers, staff members who worked on each project, budget, schedule and project summary. Descriptions should be limited to one page for each project. If joint consultants or subconsultants are proposed provide the above information for each.

4. Team Qualifications (up to 10 pages)

- a. Provide a list identifying: (1) each key person on the project team, (2) the project manager, (3) the role each will play in the project, and (4) a written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the City's prior approval.
- b. Provide a description of the experience and qualifications of the project team members, including brief resumes if necessary.

5. References (up to 2 pages)

Provide references for the lead consulting firm, lead project manager, and all subconsultants, including the name, address and telephone number of at least three but no more than five recent clients (preferably other public agencies).

6. Fee Proposal

The City intends to award this contract to the firm that it considers will provide the best overall program services. The City reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request.

Please provide a fee proposal in a sealed envelope that includes the following:

- a. Total fee for each of the disciplines identified in the Scope of Work with a not-to-exceed figure; and
- b. Hourly rates for all team members. Hourly rates and itemized costs may be used to negotiate changes in the Scope of Work if necessary.

IV. Evaluation and Selection Criteria

A. Minimum Qualifications

To be qualified as the chosen vendor for the SF General Hospital Building 25 Unified Communications project, proposers must meet the following minimum qualifications:

Candidate must be experienced and established in operating a managed consulting and professional services portfolio to build (plan, design, planning, engineering, installation, integration, optimization, test and network turn-up) a unified communications solution.

Candidate must be in possession of all applicable and current licenses, certifications, etc.

Candidates must complete both questions in this section. Candidates must pass both questions in this section in order to be qualified to submit a bid for the Project.

Question 1:

Has your company successfully completed five (5) unified communication system integration projects, each with a minimum of five hundred (500) end users and a minimum contract value of \$2 million, within the past ten (10) years?

Yes No

Question 2:

Does your proposed Project Manager for this Project have at least ten (10) years of experience on unified communications projects of similar size and complexity as the SF General Hospital Building 25 Unified Communications project as described in this RFP?

Yes No

List the relevant qualifying projects by submitting Project Data Sheets.

Any proposal that does not demonstrate that the proposer meets these minimum requirements by the deadline for submittal of proposals will be considered non-responsive and will not be eligible for award of the contract.

A. Selection Criteria

The proposals will be evaluated by a selection committee comprised of parties with expertise in Unified Communications Systems. The City intends to evaluate the proposals generally in accordance with the criteria itemized below. Up to three of the firms with the highest scoring proposals will be interviewed by the committee to make the final selection.

Following the evaluation of the written proposals, the three proposers receiving the highest scores will be invited to an oral interview. The interview will consist of standard questions asked of each of the three proposers.

The written scores will be utilized for short listing purposes and the department will combine both the written and oral interview scores of the short listed proposers as the final scores and selection of the proposer.

SCORE SHEET-PROPOSALS
New SF General Hospital Building 25
Unified Communications Systems
RFP # 2014-08

Name of Contractor: _____

MINIMUM QUALIFICATIONS

Pass/Fail

1) Prime Contractor has 5 (five) to 10 (ten) years of current and continuous experience in providing voice network design and implementation of systems of similar size and complexity with the specific ability to meet the operational needs of a large Level One trauma center (refer to <http://www.amtrauma.org/resources/trauma-categorization/index.aspx>).

2) Prime Contractor has current certifications for staff that will be working on the design and implementation of this project.

PROJECT APPROACH-REQUIREMENTS (60 Points)

A. General	Ability to be tightly integrated into legacy systems at SFGH and DPH	15	Refer RFP pg 25 to 35
B. Hardware	Provides high availability of 99.999% uptime; integrates to existing infrastructure; scales to the project's future capacity needs as described in the RFP.	5	Refer RFP pg 3, 17, 36,
C. Service	Ability of solution provider to provide lengthy support contract. This includes implementation and post-install support for up to 6 months. DPH requires warranty and long term support agreements (5-10 years) to cover hardware, software, licensing, tier 2, 3 and 4 support, MAC, after hours, and training of internal staff. Identify Ongoing support option for the solution to be installed and associated costs for Year 1, Years 2-5, Years 5-10.	5	Refer RFP pg 3, 18
D. Training	Training scope, depth, accommodation to DPH staff schedules and locations	5	Refer RFP pg 3, 4, 8
E. Advanced Communications	See Unified Communications below	15	
F. Required System Features		15	Features below will be added / subtracted to derive "Required System Feature score

Feature	Description	Comply	Comments
Auto attendant ACD & IVR	Answers callers with a recording and allows callers to route themselves to an extension or provide responses through touch tone input, in response to a voice prompt.		
Automated Directory - Incoming Callers	Allows callers to look up an employee's extension by entering the first few letters of their name		
Call Conferencing (up to 6 parties)	Connecting three or more (up to six) callers into one phone conversation.		
Call Forwarding	Ability to temporarily forward all calls to another extension or to voice mail.		
Call Forwarding – Off Network	Ability to temporarily forward all calls to a number outside the system.		
Call Hold	The ability to temporarily leave a phone call without disconnecting it.		
Caller ID	Display incoming caller ID, when available, on the phone display.		
Caller ID Blocked	Ability to block outgoing caller ID at the extension level.		
Call Pick Up	Ability to pick up a ringing phone, in a defined list, from another location using a code.		
Call Routing	Ability to route calls based on a written script.		
Call Transfer	The ability to move a call from one extension to another. Including moving calls out of the system to numbers on the PSTN.		
Computer Telephone Integration (CTI)	Ability for the phone system to interact with a computer system—examples are a user clicking on a telephone number on the screen and the phone system automatically dials the number (reduces wrong numbers and saves time) or when a customer calls in, the phone number from the Caller-ID is passed to the computer and automatically displayed on the screen before the employee answers the phone		

Directory – Personal	Allows users to create a personal directory of frequently called numbers.		
Directory – System	Allow system users to look up extensions by entering the first few letters of a name.		
Display Call History	Display menu in phone allowing for user to view missed calls, placed calls, etc.		
Extension Mobility	Extends office number to a cell phone providing one number reachability.		
Group Page	Allow user to send a message via the speaker on the phone to an administered group of extensions.		
Holiday Table	Ability to create a Holiday Table and route calls based on that table.		
Intercom - Automatic	Provide an immediate talk path between two extensions by lifting the receiver on the phone. Typically used with door phones.		
Intercom- Dialed	Allowing for communication between administered groups of extensions using a predetermined code.		
Music on Hold	Provide background music when someone is put on hold - would use a CCSF provided music source.		
Paging	Allows a user to speak over a public address system to locate an employee or give announcements – controlled by user permissions.		
Paging – All Phones	Allows a user to send an announcement via the speaker on all phones simultaneously – i.e. alerting staff of a building evacuation. Controlled by user permissions.		
Priority Calling	Special/distinctive call alerting between internal telephone users.		
Redial	Allows the last number called to be redialed with the touch of a button		
Shared Mailboxes	Ability to route multiple numbers to one mailbox.		
Shared Line Appearances	Ability to have one line on multiple phones at multiple sites (not just the prime site).		

Speed Dial	Ability to store telephone numbers and access via a list or programmed button on the telephone.		
Soft Phones	Allow user to have a phone application installed on a computer and have access to the feature/functionality of the phone system from a remote location.		
Time of Day Routing	Ability to route calls based on time of day/day of week.		
Whisper (Barge In) Page	Whisper Page allows one user to interrupt or "barge in" on the call of another user and make an announcement that is only heard by the user.		
Unified Communications and Mobility	Ability to interface with Extensions, Emergin, or similar "middleware" products		
Unified Communications and Mobility	Ability to conveniently activate "duty" phones. Workforce needs to have easily assigned devices for each shift. The solution must address this.		
Unified Communications and Mobility	Mobile device feature management Experience of solution & provider with implementing new technology feature sets, such as alarms and alerting, secure texting, healthcare applications and application deployment on mobile devices.		
Unified Communications and Mobility	Ability to use soft phone clients on existing computing devices for voice & video. Ability of the solution provider to drive and manage the change of voice/mobile technology within the organization.		
Unified Communications and Mobility	Ability to use soft phone clients on existing computing devices for voice & video. Ability of the solution provider to drive and manage the change of voice/mobile technology within the organization.		
Unified Communications and Mobility	Ability to address need for "Presence" and fixed mobile convergence.		

STAFF (20 Points)

- a. Recent experience of staff assigned to the project and a description of the tasks to be performed by each staff person;
- b. Professional qualifications and education;
- c. Workload, staff availability and accessibility.

EXPERIENCE OF FIRM AND SUBCONSULTANTS (20 Points)

- a. Expertise of the firm and subconsultants in the fields necessary to complete the tasks; and
- b. Quality of recently completed projects, including adherence to schedules, deadlines and budgets; and
- c. Experience with similar projects; and
- d. Results of reference checks.

SCORE SHEET-ORAL INTERVIEW

New SF General Hospital Building 25

Unified Communications Systems

RFP # 2014-08

Name of Contractor: _____

Oral Interview (100 Points)

For final bidders short-listed

Categories:

1. Approach: 25 pts

- understands project needs
- project staffing approach
- approach appears to meet our needs
- approach organized, logical
- recognizes health care environment

2. Pricing: 20 pts

- modularity of pricing specifically around possible disposables in patient rooms
- right to use license (add on incremental licenses -- state the price of those (no commitment to buy up front)
- clarity of pricing structure and its fit with DPH comprehensive price matrix detail requirement

3. Bidder Capability and Experience: 25 pts

- understands legacy and proposed technology
- demonstrates success in similar size projects
- demonstrates experience with legacy and proposed technology
- familiar with hospital operations, mission-critical operations
- specific skills sets of the proposed team (qualifications). We will only accept project staff with licensed qualifications
- experience with emerging technologies in the healthcare space (unified communications, "intelligent mobile device", alerting, data exchange)

4. Training: 10 pts

- End user
- local support staff (DPH and DT tech staff up to 25 staff)

5. Solution Design: 20 pts

- Scalability
- appropriate to DPH needs
- survivability and High Availability
- interoperability with 3rd party phone and software systems

RFP for DPH Building 25
New General Hospital Unified Communications System
DT RFP #2014-08

Name of Evaluator: _____
Comments:

V. Pre-proposal conference and Contract award

A. Pre-Proposal Conference

Proposers must attend a pre-proposal conference at 10 a.m., Tuesday, July 1, 2014, to be held at One south Van Ness Avenue, 2nd Floor. Any available new information will be provided at that time. If you have further questions regarding the RFP, please contact the individual designated in Section VI.B.

B. Contract Award

The Departments of Technology will select a proposer with whom the Department of Technology shall commence contract negotiations. The selection of any proposal shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiations and approvals before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time the Department of Technology, in its sole discretion, may terminate negotiations with the highest ranked proposer and begin contract negotiations with the next highest ranked proposer.

VI. Terms and Conditions for Receipt of Proposals

A. Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the Department, in writing, if the proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to the Department promptly after discovery, but in no event later than five working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

B. Inquiries Regarding RFP

Inquiries regarding the RFP and all oral notifications of an intent to request written modification or clarification of the RFP, **must be submitted by July 3, 2014** to:

dtcontracts@sfgov.org.

C. Objections to RFP Terms

Should a proposer object on any ground to any provision or legal requirement set forth in this RFP, the proposer must, not more than ten calendar days after the RFP is issued, provide written notice to the Department setting forth with specificity the grounds for the objection. The failure of a proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

D. Change Notices

The Department may modify the RFP, prior to the proposal due date, by issuing Bid Addendum(s), which will be posted on the website. The proposer shall be responsible for ensuring that its proposal reflects any and all Bid Addendum(s) issued by the Department prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the proposer consult the website frequently, including shortly before the proposal due date, to determine if the proposer has downloaded all Bid Addendum(s).

E. Term of Proposal

Submission of a proposal signifies that the proposed services and prices are valid for 120 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

F. Revision of Proposal

A proposer may revise a proposal on the proposer's own initiative at any time before the deadline for submission of proposals. The proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date.

In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any proposer.

At any time during the proposal evaluation process, the Department may require a proposer to provide oral or written clarification of its proposal. The Department reserves the right to make an award without further clarifications of proposals received.

G. Errors and Omissions in Proposal

Failure by the Department to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the vendor from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP.

H. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions of the RFP will become the property of the City and may be used by the City in any way deemed appropriate.

I. Proposer's Obligations under the Campaign Reform Ordinance

Proposers must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code, which states:

No person who contracts with the City and County of San Francisco for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and the later of either (1) the termination of negotiations for such contract, or (2) three months have elapsed from the date the contract is approved by the City elective officer or the board on which that City elective officer serves.

If a proposer is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the proposer is prohibited from making contributions to:

- the officer's re-election campaign
- a candidate for that officer's office
- a committee controlled by the officer or candidate.

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (1) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (2) a city officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for documents relating to a Request for Proposal, and requests to be placed on a mailing list do not constitute negotiations.

Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties:

1. **Criminal.** Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both.
2. **Civil.** Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to \$5,000.
3. **Administrative.** Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.

For further information, proposers should contact the San Francisco Ethics Commission at (415) 581-2300.

J. Sunshine Ordinance

In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses to RFPs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

K. Public Access to Meetings and Records

If a proposer is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. Administrative Code, the proposer must comply with Chapter 12L. The proposer must include in its proposal (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to proposer's meetings and records, and (2) a summary of all complaints concerning the proposer's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the proposer shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in proposer's Chapter 12L submissions shall be grounds for rejection of the proposal and/or termination of any subsequent Agreement reached on the basis of the proposal.

L. Reservations of Rights by the City

The issuance of this RFP does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Proposals;
4. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals;
5. Procure any materials, equipment or services specified in this RFP by any other means;
6. Determine that no project will be pursued.

M. No Waiver

No waiver by the City of any provision of this RFP shall be implied from any failure by the City to recognize or take action on account of any failure by a proposer to observe any provision of this RFP.

N. Local Business Enterprise Goals and Outreach

The requirements of the Local Business Enterprise and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the San Francisco Administrative Code as it now exists or as it may be amended in the future (collectively the "LBE Ordinance") shall apply to this RFP.

1. LBE Subconsultant Participation Goals

The LBE subconsulting goal for this project is 10% of the total value of the goods and/or services to be procured.

Each firm responding to this solicitation shall demonstrate in its response that it has used good-faith outreach to select LBE subcontractors as set forth in S.F. Administrative Code §§14B.8 and 14B.9, and shall identify the particular LBE subcontractors solicited and selected to be used in performing the contract. For each LBE identified as a subcontractor, the response must specify the value of the participation as a percentage of the total value of the goods and/or services to be procured, the type of work to be performed, and such information as may reasonably be required to determine the responsiveness of the proposal. LBEs identified as subcontractors must be certified with the San Francisco Contract Monitoring Division at the time the proposal is submitted, and must be contacted by the proposer (prime contractor) prior to listing them as subcontractors in the proposal. Any proposal that does not meet the requirements of this paragraph will be non-responsive.

In addition to demonstrating that it will achieve the level of subconsulting participation required by the contract, a proposer shall also undertake and document in its submittal the good faith efforts required by

Chapter 14B.8(C)&(D) and CMD Attachment 2, Requirements for Architecture, Engineering and Professional Services Contracts.

Proposals which fail to comply with the material requirements of S.F. Administrative Code §§14B.8 and 14B.9, CMD Attachment 2 and this RFP will be deemed non-responsive and will be rejected. During the term of the contract, any failure to comply with the level of LBE subcontractor participation specified in the contract shall be deemed a material breach of contract. Subconsulting goals can only be met with CMD-certified LBEs located in San Francisco.

2. LBE Participation

The City strongly encourages proposals from qualified LBEs. Pursuant to Chapter 14B, the following rating discount will be in effect for the award of this project for any proposers who are certified by CMD as a LBE, or joint ventures where the joint venture partners are in the same discipline and have the specific levels of participation as identified below. Certification applications may be obtained by calling CMD at (415) 252-2500. The rating discount applies at each phase of the selection process. The application of the rating discount is as follows:

- a. A 10% bid discount shall be applied to Small LBEs and Micro-LBEs bidding as primes; or
- b. A 2% bid discount will be applied to an SBA-LBE, except that the 2% discount shall not be applied at any stage if it would adversely affect a Small LBE or Micro-LBE bidder.

If applying for a rating discount as a joint venture: The LBE must be an active partner in the joint venture and perform work, manage the job and take financial risks in proportion to the required level of participation stated in the proposal, and must be responsible for a clearly defined portion of the work to be performed and share in the ownership, control, management responsibilities, risks, and profits of the joint venture. The portion of the LBE joint venture's work shall be set forth in detail separately from the work to be performed by the non-LBE joint venture partner. The LBE joint venture's portion of the contract must be assigned a commercially useful function.

3. CMD Forms to be Submitted with Proposal

a. All proposals submitted must include the following Contract Monitoring Division (CMD) Forms contained in the CMD Attachment 2: 1) CMD Contract Participation Form, 2) CMD "Good Faith Outreach" Requirements Form, 3) CMD Non-Discrimination Affidavit, 4) CMD Joint Venture Form (if applicable), and 5) CMD Employment Form. If these forms are not returned with the proposal, the proposal may be determined to be non-responsive and may be rejected.

b. Please submit only two copies of the above forms with your proposal. The forms should be placed in a separate, sealed envelope labeled CMD Forms.

If you have any questions concerning the CMD Forms, you may call Romulus Asenloo, the Contract Monitoring Division Contract Compliance Officer at 415 581 2321. You may also contact him via e-mail at romulus.asenloo@sfgov.org

VII. Contract Requirements

A. Standard Contract Provisions

The successful proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services, attached hereto as Appendix C. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

Proposers are urged to pay special attention to the requirements of Administrative Code Chapters 12B and 12C, Nondiscrimination in Contracts and Benefits, (§34 “Nondiscrimination; Penalties” in the Agreement); the Minimum Compensation Ordinance (§43 “Requiring Minimum Compensation for Covered Employee” in the Agreement); the Health Care Accountability Ordinance (§44 “Requiring Health Benefits for Covered Employees” in the Agreement); the First Source Hiring Program (§45 “First Source Hiring Program” in the Agreement); and applicable conflict of interest laws (§23 “Conflict of Interest” in the Agreement), as set forth in paragraphs B, C, D, E and F below.

B. Nondiscrimination in Contracts and Benefits

The successful proposer will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available on the CMD’s website at www.sfcMD.org.

C. Minimum Compensation Ordinance (MCO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements. For the contractual requirements of the MCO, see §43 “Requiring Minimum Compensation for Covered Employee”.

For the amount of hourly gross compensation currently required under the MCO, see www.sfgov.org/olse/mco. Note that this hourly rate may increase on January 1 of each year and that contractors will be required to pay any such increases to covered employees during the term of the contract.

Additional information regarding the MCO is available on the web at www.sfgov.org/olse/mco.

D. Health Care Accountability Ordinance (HCAO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in S.F. Administrative Code Chapter 12Q. Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the HCAO is available on the web at www.sfgov.org/olse/hcao.

E. First Source Hiring Program (FSHP)

If the contract is for more than \$50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at <http://www.workforcedevelopmentsf.org/> and from the First Source Hiring Administrator, (415) 401-4960.

F. Conflicts of Interest

The successful proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful proposer might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful proposer that the City has selected the proposer.

VIII. Protest Procedures

A. Protest of Non-Responsiveness Determination

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

B. Protest of Contract Award

Within five working days of the City's issuance of a notice of intent to award the contract, any firm that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day after the City's issuance of the notice of intent to award.

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

C. Delivery of Protests

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

dtcontracts@sfgov.org

Appendix B
Standard Forms

The requirements described in this Appendix are separate from those described in Appendix A.

Before the City can award any contract to a contractor, that contractor must file three standard City forms (items 1-3 on the chart). Because many contractors have already completed these forms, and because some informational forms are rarely revised, the City has not included them in the RFP package. Instead, this Appendix describes the forms, where to find them on the Internet (see bottom of page 2), and where to file them. If a contractor cannot get the documents off the Internet, the contractor should call (415) 554-6248 or e-mail Purchasing (purchasing@sfgov.org) and Purchasing will fax, mail or e-mail them to the contractor.

If a contractor has already filled out items 1-3 (see note under item 3) on the chart, **the contractor should not do so again unless the contractor's answers have changed.** To find out whether these forms have been submitted, the contractor should call Vendor File Support in the Controller's Office at (415) 554-6702.

If a contractor would like to apply to be certified as a local business enterprise, it must submit item 4. To find out about item 4 and certification, the contractor should call Contract Monitoring Division at (415) 581 2310.

Item	Form name and Internet location	Form	Description	Return the form to; For more info
1.	Request for Taxpayer Identification Number and Certification http://sfgsa.org/index.aspx?page=4762 www.irs.gov/pub/irs-fill/fw9.pdf	W-9	The City needs the contractor's taxpayer ID number on this form. If a contractor has already done business with the City, this form is not necessary because the City already has the number.	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702
2.	Business Tax Declaration http://sfgsa.org/index.aspx?page=4762	P-25	All contractors must sign this form to determine if they must register with the Tax Collector, even if not located in San Francisco. All businesses that qualify as "conducting business in San Francisco" must register with the Tax Collector	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702
3.	S.F. Administrative Code Chapters 12B & 12C Declaration: Nondiscrimination in Contracts and Benefits	CMD-12B-101	Contractors tell the City if their personnel policies meet the City's requirements for nondiscrimination against protected classes of people, and in the provision of benefits	Contract Monitoring Division 30 Van Ness, #200 San Francisco, CA 94102-6059 (415) 581 2310

Item	Form name and Internet location	Form	Description	Return the form to; For more info
	http://sfgsa.org/index.aspx?page=4762 In Vendor Profile Application		between employees with spouses and employees with domestic partners. Form submission is not complete if it does not include the additional documentation asked for on the form. Other forms may be required, depending on the answers on this form. Contract-by-Contract Compliance status vendors must fill out an additional form for each contract.	
4.	CMD LBE Certification Application http://sfgsa.org/index.aspx?page=4762 In Vendor Profile Application		Local businesses complete this form to be certified by CMD as LBEs. Certified LBEs receive a rating bonus pursuant to Chapter 14B when bidding on City contracts. To receive the bid discount, you must be certified by CMD by the proposal due date.	Contract Monitoring Unit 30 Van Ness, #200 San Francisco, CA 94102-6059 (415) 581 2310

Where the forms are on the Internet

Office of Contract Administration

Homepage: www.sfgov.org/oca/
 Purchasing forms: Click on "Required Vendor Forms" under the "Information for Vendors and Contractors" banner.

Contract Monitoring Division

CMD's homepage: <http://sfgsa.org/index.aspx?page=5365>
 Equal Benefits forms: <http://sfgsa.org/index.aspx?page=5359>
 LBE certification form: <http://sfgsa.org/index.aspx?page=5364#Section%20V>

Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ARTS COMMISSION Dept. Code: ART

Type of Request: Initial Modification of an existing PSC (PSC # 4004-12/13)

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: WritersCorps artists-in-residence

Funding Source: DCYF, SFPL, NEA, grant funds

PSC Original Approved Amount: <u>\$330,000</u>	PSC Original Approved Duration: <u>09/01/12 - 06/30/13 (43 weeks 1 c</u>
PSC Mod#1 Amount: <u>\$180,000</u>	PSC Mod#1 Duration: <u>07/25/14-06/30/15 (2 years)</u>
PSC Mod#2 Amount: _____	PSC Mod#2 Duration: _____
PSC Cumulative Amount Proposed: <u>\$510,000</u>	PSC Cumulative Duration Proposed: <u>2 years 43 weeks</u>

1. Description of Work

A. Scope of Work:

Eight WritersCorps Artists-in-Residence will conduct creative writing classes with youth in need at up to 14 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach and mentor targeted youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops; compile, design and edit publications of youth writing; and help to organize city-wide literary arts events for participating youth. Artists-in-Residence will work for ten months from September to June.

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

Funding from DCYF, San Francisco Public Library, National Endowment for the Arts, and California Arts Council has been allocated to the WritersCorps program to provide youth-in-need opportunities to acquire essential skills in writing, self expression and public speaking. The consequences of denial would be that essential literary arts programming, which has served over 17,800 youth-in-need in San Francisco since 1994, would be eliminated.

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.

Yes

D. Will the contract(s) be renewed? Yes, depending on continued funding.

2. Union Notification: On 07/25/14, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4004-12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/15/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Artists-in-Residence are required to have a minimum of two years teaching creative writing and/or language arts to youth from diverse cultural backgrounds; one year of community service; a masters-level degree (or equivalent experience) in multicultural contemporary literature; and they must provide evidence of literary accomplishment. Artists-in-Residence must demonstrate ability to organize events, to write reports, and to edit and proofread manuscripts for publication. Artists-in-Residence must able to represent

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:

Due to the teaching and artistic skills required, these positions are most appropriately filled by independent contractors.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. This contract requires highly specialized skills, for a period shorter than one year.

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
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Continuing contract YES NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 07/25/14 BY:

Name: Kevin R. Quan Phone: 415-252-4604 Email: Kevin.r.quan@sfgov.org

Address: 25 Van Ness, Suite 345 San Francisco, CA, 94102

Receipt of Union Notification(s)

Subject: 7 Day Notice Review Period Over - Ready for DHR Approval Modification 4004-12/13 - MODIFICATIONS

Date: Saturday, August 2, 2014 10:00:26 PM Pacific Daylight Time

From: Quan, Kevin (ART) (sent by DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>)

To: Quan, Kevin (ART), leah.berlanga@seiu1021.org, gail@sffdlocal798.org, cityworker@sfcwu.org, davidmkersten@gmail.com, djohnson@opcmllocal300.org, hodlocal@pacbell.net, ablood@cirseiu.org, pkarinen@nccrc.org, tony@dc16.us, stevek@bac3-ca.org, xiumin.li@seiu1021.org, Poon, SinYee (HSA), smcgarry@nccrc.org, rmitchell@twusf.org, grojo@local39.org, jduritz@uapd.com, staff@sfmea.com, mike@dc16.us, khughes@ibew6.org, L21PSCReview@ifpte21.org, sfsmsa@gmail.com, mshelley@dc16.us, david.canham@seiu1021.org, joe.tanner@seiu1021.net, Larry.Bradshaw@seiu1021.org, L21PSCReview@ifpte21.org, LiUNA.local261@gmail.com, local200twu@sbcglobal.net, speedy4864@aol.com, camaguey@sfmea.com, ecdemvoter@aol.com, tiya.thlang@seiu1021.org, Hung, Melissa (ART), Isen, Richard (TIS), DHR-PSCCoordinator, DHR (HRD)

PSC No: 4004-12/13 - MODIFICATIONS

Requesting Department: ARTS COMMISSION -- ART

Type of Request: - Modification

Type of Service: WritersCorps artists-in-residence

PSC Amount: \$180,000

PSC Duration: 07/25/2014 – 06/30/2015

The 7 day review period for expedited PSC modifications has now ended. Any further questions about the services should be directed to the Department directly.

<http://apps.sfgov.org/dhrdrupal/node/3731>

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 05/21/12
DEPARTMENT NAME: Arts Commission DEPARTMENT NUMBER: 28

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

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

TYPE OF SERVICE: WritersCorps Artists-in-Residence

FUNDING SOURCE: Department of Children, Youth and their Families; San Francisco Public Library;
National Endowment for the Arts; California Arts Council

PSC AMOUNT: \$330,000 PSC DURATION: 9/1/12-6/30/13

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Eight WritersCorps Artists-in-Residence will conduct creative writing classes with youth in need at up to 14 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach and mentor targeted youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops; compile, design and edit publications of youth writing; and help to organize city-wide literary arts events for participating youth. Artists-in-Residence will work for ten months from September to June.

B. Explain why this service is necessary and the consequences of denial: Funding from DCYF, San Francisco Public Library, National Endowment for the Arts, and California Arts Council has been allocated to the WritersCorps program to provide youth-in-need opportunities to acquire essential skills in writing, self expression and public speaking. The consequences of denial would be that essential literary arts programming, which has served over 17,800 youth-in-need in San Francisco since 1994, would be eliminated.

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): From 1994 to 2011, WritersCorps Artists-in-Residence (previously titled "WritersCorps Teachers") have been performing community service for the Arts Commission, funded in part by AmeriCorps, the National Endowment for the Arts, the Arts Commission, the Department of Children, Youth and their Families, the Youth Arts Fund, and private foundations. In 1998 the S.F. Board of Supervisors and the Community Arts and Education program of the San Francisco Arts Commission adopted the WritersCorps program to serve the city's youth-in-need by contracting qualified Artists-in-Residence to teach and mentor youth-in-need. Previous approval number for this service: PSC# No 4020-11/12

D. Will the contract(s) be renewed: Yes, depending on continued funding.

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

Local 21 Union Name Signature of person mailing / faxing form Date 5/21/2012
Local 1021 Union Name Signature of person mailing / faxing form Date 5/21/2012

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4004-12/13
STAFF ANALYSIS/RECOMMENDATION:

Received 5/21/12
mk

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Artists-in-Residence are required to have a minimum of two years teaching creative writing and/or language arts to youth from diverse cultural backgrounds; one year of community service; a masters-level degree (or equivalent experience) in multicultural contemporary literature; and they must provide evidence of literary accomplishment. Artists-in-Residence must demonstrate ability to organize events, to write reports, and to edit and proofread manuscripts for publication. Artists-in-Residence must be able to represent the City in public forums.

B. Which, if any, civil service class normally performs this work? There are no classifications that possess this level and type of expertise.

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: Due to the teaching and artistic skills required, these positions are most appropriately filled by independent contractors.

B. Would it be practical to adopt a new civil service class to perform this work? Explain: No. This contract requires highly specialized skills, for a period shorter than one year.

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?

- Describe training and indicate approximate number of hours. X

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

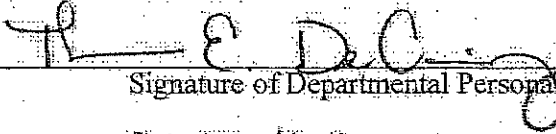
C. Are there legal mandates requiring the use of contractual services? X

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

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

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

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


Signature of Departmental Personal Services Contract Coordinator

Rebekah Krell
Print or Type Name

252-4665
Telephone Number

25 Van Ness Ave, Suite 345
San Francisco, CA 94102
Address

Ryan, Maria

From: Hung, Melissa
Sent: Monday, May 21, 2012 3:11 PM
To: L21PSCReview@ifpte21.org
Cc: DHR-PSCCoordinator, DHR
Subject: PSC - Arts Commission - WritersCorps Artists-in-Residence
Attachments: 2012-13 PSC-SFAC-WritersCorps.pdf

Attached please find the Personal Services Contract Summary for WritersCorps Artists-in-Residence.

—
Melissa Hung | Program Manager
WritersCorps | San Francisco Arts Commission
25 Van Ness Ave, Ste 345 | San Francisco CA 94102
415.252.4655 | 415.252.2595 (f)

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July 16, 2012 - Regular Meeting

Civil Service Commission - July 16, 2012

MINUTES

Regular Meeting

July 16, 2012

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:03 p.m.

ROLL CALL

President Kate Favetti	Present
Vice President Scott R. Heldfond	Present
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Not Present (Notified absence)

President Kate Favetti presided.

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

None.

APPROVAL OF MINUTES

Regular Meeting of July 2, 2012

Action: Adopted. (Vote of 3 to 0)

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


Micki Callahan, Human Resources Director reminded the Commission that the new Human Resources/ Payroll System will be going live at the end of August. The first pay check under the new payroll system will be September 11, 2012. All departments have been notified not to make any appointments during the middle of August in order to prevent inputting obsolete data at the start up.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

No report.

0270-12-8 Review of request for approval of proposed personal services contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
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	<p>4004-12/13</p>	<p>Art Commission</p>	<p>\$330,000</p>	<p>Eight Writer Corps Artists- in-Residence will conduct creative writing classes with youth in need at up to 14 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach and mentor targeted youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops; compile, design and edit publications of youth writing; and help to organize city-wide literary arts events for participating youth. Artists-in-Residence will work for ten months from September to</p>	<p>Regular</p>	<p>06/30/13</p>
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			June.		
4005-12/13	Emergency Management	\$585,000	<p>This project will: 1) assess the state of medical surge planning and patient tracking efforts in the Bay Area</p> <p>UASI (BAUASI) region and provide technical assistance to counties; and 2) develop a final report including a gap analysis regarding regional medical surge planning, a feasibility assessment related to patient tracking, and a road map for next steps.</p>	Regular	01/01/14

4006-12/13	Fire Department	\$258,719	<p>The Fire Department currently owns a Fire Trainer T-1000 Training Simulator, which is used at the Division of Training for conducting live fire simulations to recruits and uniformed members. Based on the manufacturer's preventive maintenance tasks outlined in the product's service manual, the contract will be for quarterly inspections, cleaning, checking/verifying, calibrating/adjusting and/or flushing of the product's various pilot lights, burners, valves, sensors, fans, blowers, wires, filters, batteries and cabinet housing. Additionally, if any of the product's elements listed above were to break down and need repair or replacement, the contract includes corrective maintenance at a pre-set hourly rate</p>	Regular	06/30/15
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			for labor plus the cost of parts.		
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4007-12/13	Municipal Transportation Agency	\$5,000,000	<p>The consultant will provide specialized engineering and technical support during the rehabilitation of the existing Neo-plan fleet and the upcoming procurement for the diesel-hybrid coaches and the electric trolley-coaches. Their task at will include detailed and structural analysis of the new coaches; quality control and resident inspection at the production facilities; reviewing test plans, quality control and inspection procedures; ensuring all required test, measurement are satisfactorily performed and documented prior to coach delivery; provide independent price and cost analysis per Federal Transit Administration (FTA) guideline; provide independent audits for pre-award and post-delivery of</p>	Regular	12/31/12
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			FTA's Buy America requirements.		
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4008-12/13	City Planning	\$75,000	<p>The SF Public Utilities Commission applied for and received a grant from the US Environmental Protection Agency in September 2010 to develop the Civic Center Sustainable District Plan that will evaluate opportunities for sustainable management of water, wastewater, storm water and energy resources within the District and develop projects and strategies that will result in measurable reductions in water, wastewater and power demands over time. \$75,000 was budgeted for the Planning Department to develop background documentation and a cultural landscape survey of the Civic Center Historic District. The existing designation materials do not fully document the important landscape features</p>	Regular	12/31/13
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		<p>that, together with the buildings, comprise the character of the District. The documentation is intended to update and consolidate all background information regarding the District into one information sources and identify all character-defining features that contribute to the significance. The consultant will provide a matrix outlining survey findings, and prepare a single document based on a review of all previous documentation and primary research.</p>		
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4009-12/13	Public Utilities Commission	\$14,000,000	<p>Contractor to provide staff, equipment and services to complete environmental monitoring, surveys, and studies; perform field work including sample collection, and resource protection and management tasks; perform and develop tools for data collection, storage, and analysis; and lead research and assessments necessary to prepare reports, designs, figures and maps, studies, technical memorandum, specifications, permit amendments and revisions and other documents to support the SFPUC permit compliance and watershed management activities.</p>	Regular	08/31/26
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4010-12/13	Public Works	\$4,500,000	<p>Consultants will perform highly specialized mechanical and electrical engineering tasks that include surge analysis, constructability analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering, power system reliability studies, construction support, peer review validation, and other consultation work. Projects and facilities may include sewage and water treatment plants; pump stations; compressed natural gas (CNG) filling systems; heating, ventilation, and air conditioning (HVAC) systems; emergency generator systems; and emergency services</p> <p>during power outages or rolling blackouts. The</p>	Regular	12/31/17
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			Department of Public Works (DPW) intends to award up to three (3) as-needed contracts each not to exceed \$1,500,000.		
4185-06/07	Human Resources	<p>Increase Amount</p> <p>\$4,500,000</p> <p>New Amount</p> <p>\$9,000,000</p>	<p>The San Francisco Health Plan ("SFHP") administers healthcare coverage to eligible temporary exempt as-needed City employees who are members of SEIU Local 1021, formerly Local 790, 535, UHW. This modification allows the City to exercise the 2-year contract extension to continue to provide healthcare services that include preventive care, hospitalization, vision services, emergency care, prescription drugs, etc.</p>	Modification	06/30/16

T.J. Lansang, Municipal Transportation Agency spoke on PSC #4007-12/13.

Speakers:

Greg Lyman and Kofo Domingo, Public Utilities Commission spoke on PSC #4009-12/13.

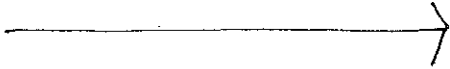
Brent Lewis, Department of Human Resources spoke on PSC #4185-06/07.

Action:

(1) Adopted the report; Approved the request for PSC #4009-12/13 as amended to reflect that staff will be trained. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

(2) Adopted the report; Approved the request for PSC #4185-06/07 as amended to extend duration to June 30, 2016. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

(3) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)



0049-12-6

Appeal by Ted Zarzecki of the Municipal Transportation Agency's findings on his discrimination complaint, EEO File #10482. (Item No. 8)

Speakers: None.

Action: Postponed to the meeting of August 6, 2012 at the request of the Municipal Transportation Agency. (Vote of 3 to 0)

0271-12-2

Request to Grant Status to PCS Employee Jocelyn Gordon from Class 4203 Senior Assessment Clerk to Class 4214 Assessor-Recorder Office Specialist. (Item No. 9)

Speakers: Melanie Morales, Office of Assessor-Recorder

Action: Adopted the report. Granted status to PCS Employee Jocelyn Gordon from Class 4203 Senior Assessment Clerk to Class 4214 Assessor-Recorder Office Specialist. (Vote of 3 to 0)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY Dept. Code: MTA

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 38452 - 13/14)

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

Type of Service: Soil Laboratory Analytical Testing and Soil Disposal

Funding Source: Federal, State and Local Funds

PSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 05/22/14 - 03/31/18 (3 years 44 w
PSC Mod#1 Amount: \$400,000 PSC Mod#1 Duration: no duration added
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$500,000 PSC Cumulative Duration Proposed: 3 years 44 weeks

1. Description of Work

A. Scope of Work:

The scope remains as in the earlier contract in addition to the following reasons. Due to the discovery of fuel leaks from three (3) abandoned underground fuel storage tanks adjacent to the project site, more volumes of the excavated soil is expected to be contaminated with hydrocarbon fuels. It is estimated that 30% of the excavation volumes will be contaminated. The modification reflects the estimated increase in the cost for testing and handling the additional soils. See attached document(s).

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

This service is necessary to ensure on-schedule completion of the Central Subway three underground stations currently in progress. The soils will be disposed of in accordance with all applicable laws if found to exceed the reuse criteria. The consequence of denial of this service would result in a delay and possible stoppage in excavation and construction of the three underground stations.

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. No.

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

2. Union Notification: On 08/08/14, the Department notified the following employee organizations of this PSC/RFP request: SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Bldg Mtl & Constr Teamsters, L 853;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 38452 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/15/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The contractor must provide comprehensive soil testing and removal services in compliance with Regional Water Quality Control Board and Bay Area Air Quality Management District. The environmental testing laboratory shall possess California Department of Public Health Environmental Laboratory Accreditation (ELAP). Construction-scale, HS-20 truck drivers shall possess a 40-hour Hazwoper certificate.

B. Which, if any, civil service class(es) normally perform(s) this work?
2402,2416,7355,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
International Stem Cell Corporation (ISCO) sampling equipment, spectrometer, chromatograph, HS-20 trucks, excavator, and backhoe.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

There are no civil service classes that perform this scale of soil laboratory analysis and transporting construction debris of this capacity.

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

No. It is not practical to adopt new civil service classes for as-needed construction soil laboratory and disposal 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? None.	<input checked="" type="checkbox"/>	<input 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? No.	<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? No.	<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? No.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 08/08/14 BY:

Name: Cynthia Hamada Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com

Address: 1 South Van Ness Avenue, #219 San Francisco, CA 94103

Receipt of Union Notification(s)

Hamada, Cynthia

From: dhr-psccordinator@sfgov.org on behalf of cynthia.hamada@sfmta.com
Sent: Friday, August 08, 2014 4:19 PM
To: Hamada, Cynthia; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; Hamada, Cynthia; DHR-PSCCoordinator, DHR; Isen, Richard
Subject: Receipt of Modification Request to PSC # 38452 - 13/14 - MODIFICATIONS
Categories: Green Category

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a modification request for a Personal Services Contract (PSC) for \$400,000 for services for the period August 8, 2014 – March 31, 2018. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/3797>

Email sent to the following addresses: L21PSCReview@ifpte21.org Larry.Bradshaw@seiu1021.org joe.tanner@seiu1021.net david.canham@seiu1021.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 8, 2014

DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER: 68

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

TYPE OF REQUEST: () INITIAL REQUEST (X) MODIFICATION (PSC# 38452-13/14)

TYPE OF SERVICE: Soil Laboratory Analytical Testing and Soil Disposal

FUNDING SOURCE: Federal, State & Local Funds

PSC ORIG AMOUNT: \$100,000.00 PSC DURATION: May 22, 2014 - March 31, 2018

PSC MOD #1 AMOUNT: \$400,000.00 PSC DURATION: August 8, 2014 - March 31, 2018

PSC TOTAL AMOUNT: \$500,000.00 PSC DURATION: May 22, 2014 - March 31, 2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contractor will provide soil analytical testing and disposal of soil services for the Central Subway projects. A preliminary environmental site assessment revealed screening levels of contamination above what is considered residential reusable soil. City and State codes require construction debris material to be reused to the maximum extent feasible in an efficient and cost-effective manner. Additional laboratory testing will provide a more representative characterization of the excavated materials to allow maximum reuse. Additionally, no opportunity exists to store the excavated materials for further on-site testing due to the densely occupied residential or commercial neighborhoods. The contractor must provide a staging area for the excavated materials, analytical testing, and disposal services. (See attached.)

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

This service is necessary to ensure on-schedule completion of the Central Subway three underground stations currently in progress. The soils will be disposed of in accordance with all applicable laws if found to exceed the reuse criteria. The consequence of denial of this service would result in a delay and possible stoppage in excavation and construction of the three underground stations.

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

This service had been previously provided through construction contracts.

D. Will the contract(s) be renewed:

No

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

IFPTE Local 21 Union Name Signature of person mailing / faxing form Date 8/8/14
SEIU Local 1021 Union Name Signature of person mailing / faxing form Date 8/8/14
Teamsters Local 853 Union Name Signature of person mailing / faxing form Date

RFP sent to Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 38452-13/14

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

SPMTA approved 8/8/14 cmh

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The contractor must provide comprehensive soil testing and removal services in compliance with Regional Water Quality Control Board and Bay Area Air Quality Management District. The environmental testing laboratory shall possess California Department of Public Health Environmental Laboratory Accreditation (ELAP). Construction-scale, HS-20 truck drivers shall possess a 40-hour Hazwoper certificate.

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

Civil Service Class 2402 Laboratory Technician I; Class 2416 Laboratory Technician II; and Class 7355 Truck Driver provide similar type of work, but not in this specialized field.

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

International Stem Cell Corporation (ISCO) sampling equipment, spectrometer, chromatograph, HS-20 trucks, excavator, and backhoe.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There are no civil service classes that perform this scale of soil laboratory analysis and transporting construction debris of this capacity.

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

No. It is not practical to adopt new civil service classes for as-needed construction soil laboratory and disposal 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 legal mandates requiring the use of contractual services? | () | (X) |
| D. Are there federal or state grant requirements regarding the use of contractual services? | () | (X) |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | () | (x) |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | () | (X) |

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

Parveen Boparai

 Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai

 Print or Type Name

415-701-5377

 Telephone Number

San Francisco Municipal Transportation Agency, Human Resources

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

 Address

Modification for PSC #38452-13/14 (Attachment)

Item 1.A. Continued.

Due to the discovery of fuel leaks from three (3) abandoned underground fuel storage tanks adjacent to the project site, more volumes of the excavated soil is expected to be contaminated with hydrocarbon fuels. It is estimated that 30% of the excavation volumes will be contaminated. The modification reflects the estimated increase in the cost for testing and handling the additional soils.

Hamada, Cynthia

From: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Sent: Friday, May 30, 2014 9:23 AM
To: Hamada, Cynthia
Cc: DHR-PSCCoordinator, DHR; Lewis, Brent; Boparai, Parveen
Subject: Expedited PSC Approval Notice: Soil Laboratory Analytical Testing & Soil Disposal (MTA)
Attachments: 38452-1314_MTA_05302014.pdf

Expedited PSC Approval Notice

Type of Service: Soil Laboratory Analytical Testing & Soil Disposal
PSC#: 38452-13/14
PSC Amount: \$100,000.00
PSC Duration: 05/22/2014 – 03/31/2018

Approved Document Appended.

Sincerely,

Leorah Dang / Citywide Personal Services Contracts / CCSF, Dept. of Human Resources, One South Van Ness Ave. 4th Floor, San Francisco, CA 94103 / Phone (415) 557-4842

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA Dept. Code: MTA

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

Type of Approval: Expedited Regular Omit Posting

Type of Service: Soil Laboratory Analytical Testing and Soil Disposal

Funding Source: Federal, State and Local Funds PSC Duration: 3 years 44 weeks
PSC Amount: \$100,000 PSC Est. Start Date: 05/22/2014 PSC Est. End Date: 03/31/2018

1. Description of Work

A. Scope of Work:

The contractor will provide soil analytical testing and disposal of soil services for the Central Subway projects. A preliminary environmental site assessment revealed screening levels of contamination above what is considered residential reusable soil. City and State codes require construction debris material to be reused to the maximum extent feasible in an efficient and cost-effective manner. Additional laboratory testing will provide a more representative characterization of the excavated materials to allow maximum reuse. Additionally, no opportunity exists to store the excavated materials for further on-site testing due to the densely occupied residential or commercial neighborhoods. The contractor must provide a staging area for the excavated materials, analytical testing, and disposal services.

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

This service is necessary to ensure on-schedule completion of the Central Subway three underground stations currently in progress. The soils will be disposed of in accordance with all applicable laws if found to exceed the reuse criteria. The consequence of denial of this service would result in a delay and possible stoppage in excavation and construction of the three underground stations.

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

This service had been previously provided through construction contracts.

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

2. Union Notification: On 05/12/2014, the Department notified the following employee organizations of this PSC/RFP request: SEIU 1021 Miscellaneous, Professional & Tech Engrs, Local 21, Bldg Mtl & Constr Teamsters, L 853,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 38452 - 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 05/30/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The contractor must provide comprehensive soil testing and removal services in compliance with Regional Water Quality Control Board and Bay Area Air Quality Management District. The environmental testing laboratory shall possess California Department of Public Health Environmental Laboratory Accreditation (ELAP). Construction-scale, HS-20 truck drivers shall possess a 40-hour Hazwoper certificate.

B. Which, if any, civil service class(es) normally perform(s) this work?
2402,2416,7355,

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

International Stem Cell Corporation (ISCO) sampling equipment, spectrometer, chromatograph, HS-20 trucks, excavator, and backhoe.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

There are no civil service classes that perform this scale of soil laboratory analysis and transporting construction debris of this capacity.

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

No. It is not practical to adopt new civil-service classes for as-needed construction soil laboratory and disposal 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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 05/12/2014 BY:

Name: Cynthia Hamada Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com

Address: 1 South Van Ness Avenue, #219 San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS Dept. Code: DPW

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4102 10/11)

Type of Approval: [] Expedited [x] Regular [] Omit Posting

Type of Service: Civil/Structural Engineering Services on an As-Needed Basis

Funding Source: Departmental Work Orders

PSC Original Approved Amount: \$8,000,000 PSC Original Approved Duration: 07/01/11 - 12/31/16 (5 years 26 w
PSC Mod#1 Amount: \$2,000,000 PSC Mod#1 Duration: 12/31/16-01/09/17 (1 week 2 days)
PSC Mod#2 Amount: \$2,000,000 PSC Mod#2 Duration: no duration added
PSC Mod#3 Amount: \$15,000,000 PSC Mod#3 Duration: 01/09/15-03/31/20 (3 years 11 weeks)
PSC Mod#4 Amount: PSC Mod#4 Duration:
PSC Cumulative Amount Proposed: \$27,000,000 PSC Cumulative Duration Proposed: 8 years 39 weeks

1. Description of Work

A. Scope of Work:

Consultants will perform highly specialized (1) civil engineering tasks that include roadway, curb ramp, and sewer site improvement design, pier and marina renovation related work, traffic and speed data collection; (2) hydrologic engineering tasks that include preparation of sewer system strategic planning, flood control improvements modeling, new developments review, watershed wide system studies, overflow and cumulative impact studies, water quality modeling; and (3) structural engineering tasks that include non-linear analysis, condition assessment reports, field investigations, peer reviews, value engineering, and consultation for various types of structures within Seismic Zone 4. The Department of Public Works (DPW) intends to award four (4) as-needed contracts not to exceed \$2,000,000 and a maximum term of 5 years each. The additional time in the PSC Duration is to allow for any delays in processing and awarding the contracts.

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

Services are needed to assist DPW on difficult or unique projects that require specialized expertise beyond the capabilities of existing staff and to meet scheduling demands when the workload exceeds department resources. Denial of this service could result in failure to meet client department requirements and project delays that would increase construction costs.

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.

Yes, the original PSC was approved on 5/2/2011

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

2. Union Notification: On 08/14/14, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4102 10/11

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/15/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Requires licensed civil and structural engineers with expertise and familiarity with public works projects; expertise in current engineering and construction practices, such as plan, specification, and cost estimate preparation, field investigation, constructability analysis, peer reviews, reports and studies, and the ability to provide professional services to the City on short notice, such as during mitigation of earthquake emergencies and prevention of impending structural collapses.

B. Which, if any, civil service class(es) normally perform(s) this work?
5203,5207,5241,5211,5218,5219,

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

Yes. The Contractor will provide appropriate land survey, diving, and testing equipment for specific tasks, physical modeling software, and traffic counting equipment.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Some Civil Service classes are not able to do the more specialized work on difficult or unique projects that require expertise beyond the capabilities of existing staff. However, City staff will be utilized when feasible. Consultants will only be contacted to meet abrupt scheduling demands, when the workload exceeds department resources, when specialized expertise is not available through City staff or during the occurrence of emergency events.

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

No, Civil Service Classes already exist. The as-needed services are required to augment City staff during peak workload periods, for those projects that require specialized expertise and knowledge, and emergency situations such as those that occur during an earthquake.

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

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 08/14/14 BY:

Name: Sung Kim Phone: 415-554-6417 Email: sung.kim@sfdpw.org

Address: 1155 Market Street, 4th Floor San Francisco, CA 94103

Receipt of Union Notification(s)

Kim, Sung

From: dhr-psccordinator@sfgov.org on behalf of sung.kim@sfdpw.org
Sent: Thursday, August 14, 2014 9:54 AM
To: Kim, Sung; L21PSCReview@ifpte21.org; Carlos, Carina; DHR-PSCCoordinator, DHR; richard.isen@sfgov.org
Subject: Receipt of Modification Request to PSC # 4102 10/11 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a modification request for a Personal Services Contract (PSC) for \$15,000,000 for services for the period January 9, 2015 - March 31, 2020. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/1740>

Email sent to the following addresses: L21PSCReview@ifpte21.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS Dept. Code: DPW

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4102 10/11)

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

Type of Service: Civil/Structural Engineering Services on an As-Needed Basis

Funding Source: Departmental Work Orders
PSC Original Approved Amount: \$8,000,000 PSC Original Approved Duration: 07/01/11 - 12/31/16 (5 years 26 w
PSC Mod#1 Amount: \$2,000,000 PSC Mod#1 Duration: 12/31/16-01/09/17 (1 week 2 days)
PSC Mod#2 Amount: \$2,000,000 PSC Mod#2 Duration: no duration added
PSC Cumulative Amount Proposed: \$12,000,000 PSC Cumulative Duration Proposed: 5 years 27 weeks

1. Description of Work

A. Scope of Work:

Consultants will perform highly specialized (1) civil engineering tasks that include roadway, curb ramp, and sewer site improvement design, pier and marina renovation related work, traffic and speed data collection; (2) hydrologic engineering tasks that include preparation of sewer system strategic planning, flood control improvements modeling, new developments review, watershed wide system studies, overflow and cumulative impact studies, water quality modeling; and (3) structural engineering tasks that include non-linear analysis, condition assessment reports, field investigations, peer reviews, value engineering, and consultation for various types of structures within Seismic Zone 4. The Department of Public Works (DPW) intends to award four (4) as-needed contracts not to exceed \$2,000,000 and a maximum term of 5 years each. The additional time in the PSC Duration is to allow for any delays in processing and awarding the contracts.

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

Services are needed to assist DPW on difficult or unique projects that require specialized expertise beyond the capabilities of existing staff and to meet scheduling demands when the workload exceeds department resources. Denial of this service could result in failure to meet client department requirements and project delays that would increase construction costs.

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.

Yes, the original PSC was approved on 5/2/2011.

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

2. Union Notification: On 03/24/14, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4102 10/11

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 04/01/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Requires licensed civil and structural engineers with expertise and familiarity with public works projects; expertise in current engineering and construction practices, such as plan, specification, and cost estimate preparation, field investigation, constructability analysis, peer reviews, reports and studies, and the ability to provide professional services to the City on short notice, such as during mitigation of earthquake emergencies and prevention of impending structural collapses.

B. Which, if any, civil service class(es) normally perform(s) this work?
5203,5207,5241,5211,5218,5219,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Yes. The Contractor will provide appropriate land survey, diving, and testing equipment for specific tasks, physical modeling software, and traffic counting equipment.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Some Civil Service classes are not able to do the more specialized work on difficult or unique projects that require expertise beyond the capabilities of existing staff. However, City staff will be utilized when feasible. Consultants will only be contacted to meet abrupt scheduling demands, when the workload exceeds department resources, when specialized expertise is not available through City staff or during the occurrence of emergency events.

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

No, Civil Service Classes already exist. The as-needed services are required to augment City staff during peak workload periods, for those projects that require specialized expertise and knowledge, and emergency situations such as those that occur during an earthquake.

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

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 03/24/14 BY:

Name: Sung Kim Phone: 415-554-6417 Email: sung.kim@sfdpw.org

Address: 1155 Market Street, 4th Floor San Francisco, CA 94103

Carlos, Carina

From: dhr-psccordinator@sfgov.org on behalf of sung.kim@sfdpw.org
Sent: Monday, March 24, 2014 1:18 PM
To: Kim, Sung; L21PSCReview@ifpte21.org; Carlos, Carina; DHR-PSCCoordinator, DHR; richard.isen@sfgov.org
Subject: Receipt of a REGULAR Modification Request to PSC # 4102-10/11 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a modification request for a Personal Services Contract (PSC) for \$2,000,000 for services for the period December 31, 2016 – January 9, 2017. For Regular/Annual/Continual Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/1740>

Email sent to the following addresses: L21PSCReview@ifpte21.org



Edwin M. Lee, Mayor
Mohammed Nuru, Director



Gordon Choy, Division Manager

MEMORANDUM

August 1, 2013

TO: Citywide Personal Services Contract Coordinator
Department of Human Resources

FROM: Stacey Camillo, PSC Coordinator
Department of Public Works (90) *[Signature]*

SUBJECT: Civil Service Commission PSC Modification Up To 50% of Approved Amount or Time

The Public Works Department is proposing to modify an approved Personal Services Contract Summary (PSC) and is requesting your consideration for an administrative review of the PSC Modification because the proposed modification is less than 50% of the Civil Service Commission's approved PSC amount and/or duration.

Following is the information about the PSC modification:

PSC No. 4102-10/11 Approved on: 5/2/2011

Description: As-Needed Civil/Structural Engineering Services

Original Approved Amount	\$8,000,000	Original Approved Duration	7/1/2011 – 12/31/2016
Modification #1 Amount:	\$2,000,000	Modification #1 of Duration	12/31/2016 – 1/9/2017
Total Modified Amount:	\$10,000,000	Total Modified Duration:	7/1/2011 – 1/9/2017

Reason for the modification:

Due to the high demand for Civil and Structural Engineering services from projects funded by the Roadway Repair Bond Program, two of the four master contracts are close to their \$2M contract limits. The additional contract amounts will ensure that the necessary professional services are available to meet project schedule and required expertise.

Attachment: Copy of Approved PSC Summary

Thank you for your consideration in issuing an administrative decision on this PSC Modification. Please call me at (415) 554-6230 if there are any questions.

Cc: Severino Caranto, PCS - Contract Manager
Tammy Wong, GSA Human Resources

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 8/7/2013

By: [Signature]
Micki Callahan, Human Resources Director



PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 28, 2011

DEPARTMENT NAME: PUBLIC WORKS

DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Civil/Structural Engineering Services on an As-Needed Basis

FUNDING SOURCE: Departmental Work Orders

PSC AMOUNT: \$8,000,000.00 (4 at \$2,000,000 each) PSC DURATION: July 1, 2011 to December 31, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Consultants will perform highly specialized (1) civil engineering tasks that include roadway, curb ramp, and sewer site improvement design, pier and marina renovation related work, traffic and speed data collection; (2) hydrologic engineering tasks that include preparation of sewer system strategic planning, flood control improvements modeling, new developments review, watershed wide system studies, overflow and cumulative impact studies, water quality modeling; and (3) structural engineering tasks that include non-linear analysis, condition assessment reports, field investigations, peer reviews, value engineering, and consultation for various types of structures within Seismic Zones 4. The Department of Public Works (DPW) intends to award four (4) as-needed contracts not to exceed \$2,000,000 and a maximum term of 5 years each. The additional time in the PSC Duration is to allow for any delays in processing and awarding the contracts.

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

Services are needed to assist DPW on difficult or unique projects that require specialized expertise beyond the capabilities of existing staff and to meet scheduling demands when the workload exceeds department resources. Denial of this service could result in failure to meet client department requirements and project delays that would increase construction costs.

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 were provided through a total of 8 contracts for As-Needed Civil, Hydrologic, and Structural Engineering Services under PSC# 4084-08/09 (approved 1/05/2009), 4198-06/07 (approved 8/06/2007), and 4151-06/07 (approved 5/07/2007), respectively, at \$1,000,000 each contract.

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

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

Local 21 Union Name, Signature of person mailing/faxing form: Conner Carlos, Date: 3/2/11

Union Name, Signature of person mailing/faxing form, Date

RFP sent to Union Name, on when available 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 licensed civil and structural engineers with expertise and familiarity with public works projects; expertise in current engineering and construction practices, such as plan, specification, and cost estimate preparation, field investigation, constructability analysis, peer reviews, reports and studies, and the ability to provide professional services to the City on short notice, such as during mitigation of earthquake emergencies and prevention of impending structural collapses.

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

Civil Services Classifications: 5203 (Assistant Engineer), 5207 (Associate Engineer), 5241 (Engineer), 5211 (Senior Engineer), 5218 (Structural Engineer), 5219 (Senior Structural Engineer)

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

Yes. The Contractor will provide appropriate land survey, diving, and testing equipment for specific tasks, physical modeling software, and traffic counting equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Some Civil Service classes are not able to do the more specialized work on difficult or unique projects that require expertise beyond the capabilities of existing staff. However, City staff will be utilized when feasible. Consultants will only be contacted to meet abrupt scheduling demands, when the workload exceeds department resources, when specialized expertise is not available through City staff or during the occurrence of emergency events.

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

No, Civil Service Classes already exist. The as-needed services are required to augment City staff during peak workload periods, for those projects that require specialized expertise and knowledge, and emergency situations such as those that occur during an earthquake.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

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

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

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

Gordon Choy
Signature of Departmental Personal Services Contract Coordinator

Gordon Choy
Print or Type Name

(415) 654-6230
Telephone Number

875 Stevenson Street, Room 420
San Francisco, CA 94103
Address



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

4102-10/11
Similar

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

May 5, 2011

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4101-10/11 THROUGH 4103-10/11 AND 4090-09/10.

At its meeting of May 2, 2011 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. Please share it with everyone responsible for follow-up.*

It was the decision of the Commission to adopt the report; approve request for approval of personal service contracts. Notify the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Micki Callahan, Human Resources Director
- Carina Carlos, Department of Public Works
- Gordon Choy, Department of Public Works
- Marie de Vera, Department of Human Resources
- Kan Htun, Arts Commission
- Naomi Kelly, Office of Contract Administration
- Ben Rosenfield, Controller
- Maria Ryan, Department of Human Resources
- Commission File
- Chron

POSTING FOR
5/2/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4101-10/11	28	Art Commission	Regular	\$240,000	Three nonprofit organizations with arts programming will be selected through a competitive public application process by community based selection panels to administer short-term, one time only, temporary projects in three of the Central Subway corridor neighborhoods to mitigate the impact of construction on the neighborhoods and promote the Central Subway in the neighborhoods.	5/2/2011 - 12/31/2016
4102-10/11	90	Public Works	Regular	\$8,000,000	Consultants will perform highly specialized (1) civil engineering tasks that include roadway, curb ramp, and sewer site improvement design, pier, and marina renovation related work, traffic and speed data collection; (2) hydrologic engineering tasks that include preparation of sewer system strategic planning, flood control improvements modeling, new developments review, watershed wide system studies, overflow and cumulative impact studies, assessment reports, field investigation, peer reviews, value engineering, and consultation for various types of structures within Seismic Zone 4. The Department of Public Works (DPW) intends to award four (4) as-needed contracts not to exceed \$2,000,000 and a maximum of 5 years each. The additional time in the PSC duration is to allow for any delays in processing and awarding the contracts.	7/1/2011 - 12/31/2016
4103-10/11	90	Public Works	Regular	\$11,000,000	The proposed work includes seismic strengthening, life safety upgrades and associated code required improvements, facility preservation and modernization of the War Memorial Veterans Building, a historic landmark. Seismic strengthening includes addition of concrete shear walls, diaphragm collectors, lateral bracing of ceilings. Facility improvements include disabled access improvements, replacement of 80-year old mechanical equipment, electrical system upgrades, roof and elevator renovations, and tenant improvements.	6/15/2011 - 6/30/2016

Total Amount - Regular: \$19,240,000