



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

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

1. Civil Service Commission Register Number: _____ - _____ -
2. For Civil Service Commission Meeting of: Febrary 2nd, 2026
3. Check One:
 Ratification Agenda
 Consent Agenda
 Regular Agenda
 Human Resources Directors Report
4. Subject: Review of Request of Approval of Proposed Personal Services Contracts
5. Recommendation: Review & Approve
6. Report prepared by: DHR on Behalf of CSC Telephone number: _____
7. Notifications: **(Attach a list of the person(s) to be notified in the format described in IV. Commission Report Format -A).**
8. Reviewed and approved for Civil Service Commission Agenda:

Human Resources Director:

Date: _____
9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

**Executive Officer
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102**
10. Receipt-stamp this form in the ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

Attachment

CSC RECEIPT STAMP

Table of Contents
PSC Submissions

New

DHRPSC0005999 v 0.01	Controller	1
DHRPSC0005888 v 0.01	Public Works	5
DHRPSC0005545 v 0.01	Public Works	8

Amendment

DHRPSC0005229 v 1.01	Public Health	14
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PSC Requests Scheduled for Hearing - 2/2/2026

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
DHRPSC0005999 - v0.01	CON	New	\$1,500,000.00	\$1,500,000.00	Provide professional services to configure and provide technical integration of the Citywide hosted financial reporting solution to prepare the City's mandatory Annual Comprehensive Financial Report reports and fulfill future legislative accounting requirements that are in compliance with the Governmental Accounting Standards Board, and Government Finance Officers Association.	48	48	2026-02-02 14:00:00	Joyce Kimotsuki
DHRPSC0005888 - v0.01	DPW	New	\$950,000.00	\$950,000.00	San Francisco Public Works (SF Public Works) requires specialized professional services to support the advancement of its Asset Management Program. The work involves assessing current asset management practices, identifying and recommending improvements, and developing tools, plans, and training to enhance the department's ability to make data-informed operating and capital investment decisions.	48	48	2026-02-02 14:00:00	Belle Macaranas
DHRPSC0005545 - v0.01	DPW	New	\$500,000.00	\$500,000.00	Citywide Trash Can Sensors:				
					The Selected Proposer (Vendor) will provide a comprehensive trash can sensor system and associated services to improve the management and maintenance of San Francisco's public trash cans, tasks included: 1) Deliver Furnish and install 3,500 trash can sensors in existing public trash can receptacles across designated locations within the City of San Francisco. 2) Provide a Data Management and Monitoring System with associated licenses and user rights that can be integrated with existing City systems. 3) Conduct training sessions and onboarding for Public Works staff to ensure they can effectively use the data management and monitoring system. 4) Provide ongoing regular maintenance on the trash can sensors.	72	72	2026-02-02 14:00:00	Belle Macaranas

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
TOTALS:			\$2,950,000.00	\$2,950,000.00					

Department Summary

Department	New Count	Amendment Count	Total New Amount	Total Cumulative Amount
CON	1	0	\$1,500,000.00	\$1,500,000.00
DPW	2	0	\$1,450,000.00	\$1,450,000.00
Column Total	3	0	\$2,950,000.00	\$2,950,000.00

Generated on: 1/16/2026, 12:10:30 PM by Suzanne Choi

PSC Requests Scheduled for Hearing - 2/2/2026

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
DHRPSC0005229 - v1.01	DPH	Amendment	\$5,640,744.00	\$9,640,744.00	The selected contractor(s) will provide substance use residential services at American Society of Addiction Medicine (ASAM) Level 3.1, clinically managed low-intensity residential services, for youth up to the age of 18 years old experiencing high level of substance use and meeting the ASAM criteria for residential services.	0	61	2026-02-02 14:00:00	Reanna Albert
TOTALS:			\$5,640,744.00	\$9,640,744.00					

Department Summary

Department	New Count	Amendment Count	Total New Amount	Total Cumulative Amount
DPH	0	1	\$5,640,744.00	\$9,640,744.00
Column Total	0	1	\$5,640,744.00	\$9,640,744.00

Generated on: 1/16/2026, 12:11:17 PM by Suzanne Choi

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: CON

Submitted By: Austin Truong

Department Coordinator: Joyce Kimotsuki,
Joyce.Kimotsuki@sfgov.org

Project Manager: Michael Rottmayer

ServiceNow Number: DHRPSC0005999

Version: 0.01

Version Type: New

Brief description of proposed work: Professional services necessary to implement the Citywide hosted automated financial reporting solution to comply with the Annual Comprehensive Financial Report reporting requirement, Governmental Accounting Standards Board, and Government Finance Officers Association, and including both technical integrations with the financial system and preparation of the final report.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$1,500,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 48

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Provide professional services to configure and provide technical integration of the Citywide hosted financial reporting solution to prepare the City's mandatory Annual Comprehensive Financial Report reports and fulfill future legislative accounting requirements that are in compliance with the Governmental Accounting Standards Board, and Government Finance Officers Association.

Why are these services required and what are the consequences of denial?: These services

are required to increase the operational and cost efficiencies across City departments in order to timely meet City Charter accounting and reporting deadlines and achieve compliance with the Government Finance Officer Association. If denied, this would increase the risk of the City not meeting mandated deadlines and this would also negatively impact the City's debt issuance and grant application.

Has your department contracted out these services in the last three years?: Yes. See attached list of contracts entered into for these or similar services in the last 3 years.

How many contracts?: 2

Why have you not hired City employees to perform the services?: The work is short-term in nature to configure and complete the initial Citywide system integration. The Controller's Office will require the contractor to train existing staff on all components of the project so that services can be brought in-house. There are currently no City employees with the knowledge, skills, training to cover the highly specialized subject matter expertise that spans all of the required areas 1) Technical configuration and integration of the Citywide financial reporting solution with the City's financial system 2) Accounting Comprehensive Financial Reporting requirements and preparation of the final report 3) Governmental Accounting Standards Board compliance 4) Government Finance Officers Association compliance.

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: No

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:

No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: No

Q5 - Are the services required on a temporary basis or on a long-term basis?: Temporary Basis

Q5a) Explain the Temporary basis of the services: Services needed to address a transitional or short-term situation

Q5b) Why do you believe this to be a transitional or short-term situation?: Services require highly specialized complex technical systems knowledge needed for the initial Citywide short-term set up for system configuration and integration of the hosted Citywide financial reporting solution.

Q5c) How will you ensure the services aren't needed once this PSC request has ended?: The Controller's Office will require the contractor to train existing staff on all components of the

project so that services can be brought in-house. Knowledge transfer at the end of services provided will occur so that City staff are able to maintain the system going forward. The Controller's Office has a significant devoted training budget for existing City staff.

Q5d) Describe the required skills and expertise needed to perform the services: Consultants are required to have two years of experience in the configuration, set up, and implementation of a hosted financial reporting solution, and completed two similar prior projects that are in compliance with the Governmental Accounting Standards Board, and Government Finance Officers Association. This work requires the contractor to have knowledge, skills and training to cover the above highly specialized subject matter expertise that spans the technical system configuration, integration and implementation as well as the compliance requirements of the Governmental Accounting Standards Board and Government Finance Officers Association.

Q5e) Does the Department have employees with the required skills and expertise?: No

Q5f) not needed

Q5g) Will the services terminate upon resolution of the situation?: Yes

Additional information to support your request (Optional): The work is highly specialized and short-term in nature.

Union Notifications

Job Class(es): 1052 - IS Business Analyst, 1070 - IS Project Director, 1054 - IS Business Analyst-Principal, 1064 - IS Prg Analyst-Principal, 1670 - Financial Systems Supervisor, 1657 - Accountant IV, 1063 - IS Programmer Analyst-Senior, 1053 - IS Business Analyst-Senior, 1654 - Accountant III

Labor Unions: 021 - Prof & Tech Eng, Local 21

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 12/30/2025

Union Review End Date: 1/9/2026

Union Review Duration Met On: 1/9/2026

List of Previously Approved Contracts for Similar Services (Measured 3 years from the PSC Submission Date)

Instructions:

- Step 1: Download and save this template to your desktop.
- Step 2: Complete the fields below.
- Step 3: Upload a copy of the completed file to your PSC record.

Document Content:

Do not use this document to list contracts let under this PSC record; those will be tracked separately in the PSC record itself at the end of each fiscal year. Rather, use this template to identify other contracts executed by your department for the services now being requested with this PSC submission. The list of contracts should be limited to those executed within the last three years, measured from the date of the PSC submission. The Commission will use this information to determine if there is a pattern of contracting this or similar work out, regardless of which PSC record is associated with those other contracts.

Dept Acronym:	CON
Dept Name:	Controller's Office
PSC Coordinator Name:	Joyce Kimotsuki
PSC Coordinator Email:	Joyce.Kimotsuki@sfegov.org
PSC ServiceNow Record No.:	DHRPSC0005999

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DPW

Submitted By: Belle Macaranas

Department Coordinator: Belle Macaranas,

belle.macaranas@sfdpw.org

Project Manager: Jerad Weiner

ServiceNow Number: DHRPSC0005888

Version: 0.01

Version Type: New

Brief description of proposed work: Asset Management Support Project

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$950,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 48

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Asset Management Support Project:

San Francisco Public Works (SF Public Works) requires specialized professional services to support the advancement of its Asset Management Program. The work involves assessing current asset management practices, identifying and recommending improvements, and developing tools, plans, and training to enhance the department's ability to make data-informed operating and capital investment decisions.

Why are these services required and what are the consequences of denial?: Public Works has

committed to establishing an asset management program to better understand the condition and lifecycle needs of the public infrastructure for which the department is responsible. Asset management is an internationally recognized business framework that enables asset managers to maximize performance over the lifecycle of an asset while minimizing the operating and maintenance needs. Establishing strong practices for the department is essential to realize the benefits of this program and consultant support with experience in this field will provide a strong foundation for the program.

The consequence of this denial means that the department will maintain the status quo which will continue the trend of runaway operating and maintenance costs, faulty decision making which expands the asset portfolio without an understanding of the ability to maintain it, and the continued practice of expensive emergency repairs when assets fail unexpectedly. It's critical that the department adapt and change how it approaches its business in an environment of constrained resources and increased demand of our services.

Has your department contracted out these services in the last three years?: No

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: Yes

Provide details related to contracts for which dept comm approval required: Commission approval required for contracts equal to or exceeds \$230,000 (Minimum competitive amount).

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:

No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: No

Q5 - Are the services required on a temporary basis or on a long-term basis?: Temporary Basis

Q5a) Explain the Temporary basis of the services: Services needed to address a transitional or short-term situation

Q5b) Why do you believe this to be a transitional or short-term situation?: It is the first year of a new program, skilled contractors are needed for the initial implementation of the program.

Q5c) How will you ensure the services aren't needed once this PSC request has ended?: This is an ongoing program and services will be needed once this PSC request has ended. The goal is to transition to City staff by the end of this request.

Q5d) Describe the required skills and expertise needed to perform the services:

Implementing an Asset Management Program requires individuals with specialized skills and

experience working with organizations and a deep knowledge of ISO 55000 standards, International Standards Organization framework for asset management programs and execution, to successfully establish a program.

The services require experience in evaluating organizations for asset management competency against the ISO standard and experience with addressing the 10 functional areas (Purpose/Context, Leadership/Governance, Organization/People, Strategy/Planning, Asset Management Decision Making, Information Management, Lifecycle Delivery, Review/Continuous Improvement, Risk Management, Values/Outcomes) to ensure full implementation of the program.

The practice of asset management is relatively new in the United States but have been implemented in the U.K., Canada, Australia and New Zealand, so many of the industry experts have developed their skills overseas and have been working to apply this practice to utilities, transportation, and municipal organizations in the United States as recognition of this practice is growing and showing results.

Q5e) Does the Department have employees with the required skills and expertise?: No

Q5f) not needed

Q5g) Will the services terminate upon resolution of the situation?: Yes

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 1823 - Senior Administrative Analyst, 1822 - Administrative Analyst, 1820 - Junior Administrative Analyst, 1824 - Pr Administrative Analyst

Labor Unions: 021 - Prof & Tech Eng, Local 21, 790 - SEIU, Local 1021, Misc

Labor Union Email Addresses: L21pscreview@ifpte21.org, PSCreview@seiu1021.org

Union Review Sent On: 12/23/2025

Union Review End Date: 1/2/2026

Union Review Duration Met On: 1/2/2026

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DPW

Submitted By: Belle Macaranas

Department Coordinator: Belle Macaranas,

belle.macaranas@sfdpw.org

Project Manager: Lisa Zhuo

ServiceNow Number: DHRPSC0005545

Version: 0.01

Version Type: New

Brief description of proposed work: Citywide Trash Can Sensors

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$500,000

Does contract include items other than services?: Yes

- Commodities & Equipment: \$500,000
- Cloud-Based Software Licenses and Support (without Professional Services): \$600,000

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 72

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Citywide Trash Can Sensors:

The Selected Proposer (Vendor) will provide a comprehensive trash can sensor system and associated services to improve the management and maintenance of San Francisco's public trash cans, tasks included: 1) Deliver Furnish and install 3,500 trash can sensors in existing public trash can receptacles across designated locations within the City of San Francisco. 2) Provide a Data Management and Monitoring System with associated licenses and user rights that can be integrated with existing City systems. 3) Conduct training sessions and onboarding for Public

Works staff to ensure they can effectively use the data management and monitoring system. 4) Provide ongoing regular maintenance on the trash can sensors.

Why are these services required and what are the consequences of denial?: Clean streets is a priority for our community. City has received more than 250,000 requests related to street cleaning, comprised of overflowing cans, illegal dumping and street and sidewalk cleaning. The installation of sensors in each City trash can allow the City to proactively service the trash cans before they overflow. The sensors will play an important role in keeping the sidewalks clean and free of overflowing trash, they will also help to enhance the efficiency of our current trash collection procedures.

Has your department contracted out these services in the last three years?: No

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: Yes

Provide details related to contracts for which dept comm approval required: Commission approval required for contracts equal to or exceeds \$230,000 (Minimum competitive amount).

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:

No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: Yes

Q4a) What facilities or equipment does the City lack that contractor possesses?: Trash can sensors with a fully developed data management and monitoring software system and the specialized tools and technical expertise required to install, configure, and maintain the system.

Does the dept plan to acquire the facilities/equipment to perform the services?: No

Explain why: Part of the contract requires the vendor to provide a software that is capable of tracking sensor status and other information. The development and implementation of a software system from scratch is a huge time and cost investment for the City to undertake. Additionally, the City currently lacks the necessary expertise for new software development, thus requiring the City to subcontract the professional service to an outside contractor. The estimated cost and time necessary to develop a new software from scratch is likely going to exceed the cost and time of the proposed contract.

Additional information to support your request (Optional):

Union Notifications

Post Union Notification

Job Class(es): 1823 - Senior Administrative Analyst, 5212 - Engineer/Architect Principal, 5211 - Eng/Arch/Landscape Arch Sr

Labor Unions: 021 - Prof & Tech Eng, Local 21

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 12/23/2025

Union Review End Date: 1/2/2026

Union Review Duration Met On: 1/2/2026

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPWDept. Code: DPWType of Request: Initial Modification of an existing PSC (PSC #)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Modified Platform, Upload Data and Develop ReportingFunding Source: Departmental BudgetPSC Amount: \$60,000 PSC Est. Start Date: 08/10/2018 PSC Est. End Date 08/10/2022**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

Professional services will be charged by Nordsense at \$175/hr rate. Examples of work include upload of historical can data into the Nordsense Platform; development of additional use of the 311 API; development of any integrations between Nordsense and SFPW.

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

Without the work noted above, we will not be able to fully implement the system. This will result in the project not meeting its goal and inability to support the department's goal of improving street cleanliness.

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

Service was not necessary prior to purchase of the nordsense sensors.

D. Will the contract(s) be renewed?

No.

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

The contract will have a duration no more than 5 years.

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

B. Explain the qualifying circumstances:

Additional changes in the Nordsense platform and the related integration between the sensor and 311 are required in order to fully realize the benefits of the acquired technology.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Extensive experience and access to Nordsense platform.

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 so, explain: No.

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

The service is unique to the product and no available resources

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

A. Explain why civil service classes are not applicable.
No experience and no access to the Nordsense Platform.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Department is buying Nordsense product with the service. The work is required highly specialized to set up, and it is not regularly required.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. The work required for this project is highly specialized and Public Works does not have access.

C. Are there legal mandates requiring the use of contractual services?
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 08/03/2018, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 1155 Market Street, 4th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 30326 - 18/19

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 08/14/2018

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DPH

Submitted By: Reanna Albert

Department Coordinator: Reanna Albert,
reanna.albert@sfdph.org

Project Manager: Kellee Hom

ServiceNow Number: DHRPSC0005229

Version: 1.01

Version Type: Amendment

Legacy PSC #: 43395-23/24

Brief description of proposed work: Substance Use Disorder Residential Treatment Services for Youth

Reason for the Request for Amendment: To increase the amount to align with the anticipated contract term.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

Previously Approved Amount: \$4,000,000

Increase Amount: \$5,640,744

Why are you requesting the PSC amount to be increased?: To ensure sufficient funds to align with the anticipated contract term.

Total Amended Amount: \$9,640,744

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 61

Duration Increase (months): 0

Total Amended Duration (months): 61

First Contract Start Date: 9/1/2024

PSC Duration End Date: 10/1/2029

Funding

Funding Source: Federal Funds, State Funds, City Funds

Special circumstances related to funding: Yes

Explain the special circumstances: In order to operate a Substance Use Services youth residential facility, the facility must be licensed and certified by Department of Health Care Services (DHCS) and additionally licensed by the California Department of Social Services (CDSS)

as a youth group home.

Scope of Work

Are you making substantive changes to the scope of work last approved?: No

Clearly describe scope and detail the services to be performed: The selected contractor(s) will provide substance use residential services at American Society of Addiction Medicine (ASAM) Level 3.1, clinically managed low-intensity residential services, for youth up to the age of 18 years old experiencing high level of substance use and meeting the ASAM criteria for residential services.

Why are these services required and what are the consequences of denial?: The Department of Public Health was recently on a Corrective Action Plan (CAP) that was resolved when we implemented this level of service. The California Department of Healthcare Services (DHCS) mandates that every Drug Medi-Cal Organized Delivery System (DMC ODS) county offer the full continuum of care in an age-appropriate manner to all beneficiaries in San Francisco. Denial of services would result in San Francisco's return to being on a DHCS CAP. If the Department does not maintain program compliance with State and Federal requirements, it can result in sanctions ranging from fines to withholding payments.

Has your department contracted out these services in the last three years?: Yes. See attached list of contracts entered into for these or similar services in the last 3 years.

How many contracts?: 1

Why have you not hired City employees to perform the services?: The department does not currently have a facility with the appropriate licenses and certifications to operate a youth residential program.

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval?: Yes

Provide details related to contracts for which dept comm approval required: Health Commission approval will be required.

Will any contracts under this PSC require Board of Supervisors approval?: No

Justification

Has your response to Q1 changed?: No

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:

No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: Yes

Q4a) What facilities or equipment does the City lack that contractor possesses?: The department does not have a facility that has appropriate licensing and certification.

Does the dept plan to acquire the facilities/equipment to perform the services?: No

Explain why: The department does not operate licensed residential treatment facilities for youth that meet ASAM Level 3.1 requirements, and the program is structured to be delivered through community-based providers with appropriate licenses, certifications, and staff for 24-hour services.

Additional information to support your request (Optional):

Union Notifications

Have the Job Classes/Labor Unions changed?:

Job Class(es): 2587 - Health Worker 3, 2930 - Behavioral Health Clinician, 2243 - Sup Psychiatric Physician Spec, 2586 - Health Worker 2, 2242 - Sr Psychiatric Physician Spec, 2585 - Health Worker 1, 2932 - Sr Behavioral Health Clinicn, 2233 - Supervising Physician Spec, 2588 - Health Worker 4

Labor Unions: 164 - Physician/Dentists 8-CC, UAPD, 163 - Physician/Dentists 11-AA, UAPD, 790 - SEIU, Local 1021, Misc

Labor Union Email Addresses: pking@uapd.com, pking@uapd.com, PSCreview@seiu1021.org

Union Review Sent On: 12/30/2025

Union Review End Date: 1/9/2026

Union Review Duration Met On: 1/9/2026

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: Substance Use Disorder Residential Treatment Services for Youth

Funding Source: General Funds, Federal Dollars

PSC Duration: 5 years 4 weeks

PSC Amount: \$4,000,000

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

The selected contractor(s) will provide substance use residential services at American Society of Addiction Medicine (ASAM) Level 3.1, clinically managed low-intensity residential services, for youth up to the age of 18 years old experiencing high level of substance use and meeting the ASAM criteria for residential services.

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

The need for services is based on the prevalent and increasing substance issues that our youth are facing in San Francisco, and indications are that youth in the City who are experiencing elevated risks associated with their substance misuse would benefit from a residential milieu to support their treatment in a safe and supervised environment. Additionally, the trend we see of adult users starting their substance use journey in adolescence presents an opportunity to treat any elevated or problematic substance use sooner in their life by expanding into this level of care. Denial of services could result in a lack of appropriate care for youth facing substance use issues, increased risks for youth such as poor health outcomes and a continuation of substance-related issues, and negative impacts on their long-term health and well-being. Additionally, if the Department does not maintain program compliance with State and Federal requirements, it can result in sanctions ranging from fines to withholding payments.

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

This is a new service.

D. Will the contract(s) be renewed?

Yes, as the need continues and as funding is available, and as long as the City continues to contract with the Department of Healthcare Services (DHCS).

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

The department expects the need for these services to be ongoing.

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

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

B. Explain the qualifying circumstances:

The Department currently does not have a children's residential facility, licensed and certified by DHCS and CDSS, to provide 24/7 substance use treatment. The Department also does not have capacity nor plans to build or acquire such a facility and therefore must utilize contractors to meet as many of the City's youth needs as possible. Additionally, if the Department does not maintain program compliance with State and Federal requirements, it can result in sanctions ranging from fines to withholding payments.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor(s) must have: -Clinical staff who are knowledgeable about the biological and psychosocial dimensions of substance use disorders for adolescents and their treatment, and are able to identify signs and symptoms of acute psychiatric conditions including psychiatric decompensation. -Experience with youth substance youth residential treatment or mental health residential treatment. -Clinical staff who are experienced and knowledgeable in family dynamics and family system work. -Medical director who is an addiction specialist physician under whose license the program will exist. -Licensed practitioners of the healing arts (LPHA), such as licensed or license-eligible professional staff registered under Board of Behavioral Sciences (BBS) or Board of Psychology (BOP), who can determine medical necessity, diagnose, and supervise clinical work of allied staff. LPHA experience will include working with youth with intense behavioral needs. -Drug counselors, registered or certified with DHCS-approved national licensing boards. -Nurse practitioners who can administer and monitor medication given to youth and take vital signs as necessary. -Group living workers who monitor the safety and well-being of the youth, especially overnight. -Care coordinators and navigators to help youth and family link to other services and transition to another level of care upon discharge.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2233, Supervising Physician Spec; 2585, Health Worker 1; 2586, Health Worker 2; 2587, Health Worker 3; 2588, Health Worker 4; 2930, Psychiatric Social Worker; 2932, Sr Psychiatric Social Worker; 2242, Senior Psychiatric Physician Specialist; 2243, Supervising Psychiatric Physician Specialist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor will maintain appropriate community facilities that are licensed and otherwise compliant with external funding and regulatory requirements for provision of contracted services.

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

The Department is responsible for continually monitoring the abilities of its system of care to deliver services and utilizes civil service staff to provide services. The Department currently does not have a children's residential facility, licensed and certified by DHCS and California Department of Social Services (CDSS), to provide 24/7 substance use treatment. The Department also does not have capacity nor plans to build or acquire such a facility.

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

- A. Explain why civil service classes are not applicable.
Civil service classes are not applicable because the Department does not have a children's residential facility, licensed and certified by DHCS and CDSS, to provide 24/7 substance use treatment. The Department also does not have capacity nor plans to build or acquire such a facility.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the Department does not have the infrastructure, e.g. children's residential facility, to provide substance use disorder youth residential services.

6. Additional Information

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

7. Union Notification: On 01/22/2024, the Department notified the following employee organizations of this PSC/RFP request:

Physicians and Dentists - 11AA; Physicians and Dentists - 8CC; SEIU 1021 Miscellaneous; SEIU Local 1021

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

Name: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard St. San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43395 - 23/24

DHR Analysis/Recommendation:

action date: 05/06/2024

Commission Approval Required

Approved by Civil Service Commission

05/06/2024 DHR Approved for 05/06/2024

List of Previously Approved Contracts for Similar Services (Measured 3 years from the PSC Submission Date)

Instructions:

Step 1: Download and save this template to your desktop.

Step 2: Complete the fields below.

Step 3: Upload a copy of the completed file to your PSC record under the "Required Documentation" tab.

Document Content:

Do not use this document to list contracts let under this PSC record; those will be tracked separately in the PSC record itself at the end of each fiscal year. Rather, use this template to identify other contracts executed by your department for the services now being requested with this PSC submission. The list of contracts should be limited to those executed within the last three years, measured from the date of the PSC submission. The Commission will use this information to determine if there is a pattern of contracting this or similar work out, regardless of which PSC record is associated with those other contracts.

Other than completing the blank fields below and adding row at the bottom, do not change or alter this template.

Dept Acronym:	DPH
Dept Name:	Department of Public Health
PSC Coordinator Name:	Reanna Albert
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PSC ServiceNow Record No.:	DHRPSC0005229