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PSC Requests Scheduled for Hearing - 3/16/2026

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
DHRPSC0006052 - v0.01	ADM	New	\$2,900,000.00	\$2,900,000.00	Services for contractors coming onto City property to fuel individual City vehicles with gasoline and diesel fuels using the contractor's fuel tanker truck and dispensing equipment. The contractor's trucks and drivers will supply gasoline and diesel fuels upon request from individual vehicle operators.	60	60	2026-03-16 14:00:00	Lynn Khaw
DHRPSC0001015 - v0.01	DPW	New	\$5,000,000.00	\$5,000,000.00	Design and Construction Administration Support for the Powell Street Improvement Project: This contract will provide preparation of final design documents, including full construction documents. The contractor will provide technical Support for the stakeholder engagement on Powell Street and around Union Square, including incorporation of community input, businesses and interagency approvals into construction documents. As part of the construction design, the contract will lead utility coordination with multiple utility providers and City agencies, including conflict identification, resolution, and schedule integration. Finally, the scope includes construction administration support, such as response to RFIs, review of submittals for design conformance, design clarifications during construction, and coordination with City staff. Public Works and City staff are involved, playing a critical supporting role, but we don't have the bandwidth to take the lead without affecting timelines.	36	36	2026-03-16 14:00:00	Belle Macaranas
DHRPSC0006087 - v0.01	HSA	New	\$2,000,000.00	\$2,000,000.00	The consultant shall provide technical assistance, guidance and best practices for the Family First Prevention Services Act (FPPSA), and how to plan, implement, and evaluate promising, supported or well supported prevention services for San Francisco Child Welfare, Behavioral Health, Juvenile Probation, Department of Early Childhood and Community-Based Organization (CBOs).	36	36	2026-03-16 14:00:00	Tara Alvarez

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					<p>This scope shall include the following subject areas: prevention program development and implementation that leverages a public and private partner network; determination of funding sources for services; development of provider and county capacity and processes to capture services costs in alignment with FFPSA requirements and California Department Social Services (CDSS) instructions for claiming; continuous quality improvement utilizing programmatic and data evaluation and findings; and related coaching, supervision, and capacity building for all partner agencies.</p> <p>The expected outcome is development and implementation of an integrated and comprehensive citywide prevention services pathway that increases economic stability, reduces child maltreatment, and improves child welfare permanency outcomes through coordinated prevention programs provided to children, youth and families of the City and County of San Francisco.</p>				
DHRPSC0006032 - v0.01	HSA	New	\$810,000.00	\$810,000.00	<p>Provide visitation, individualized one-on-one, peer support activities and counseling for the parents/guardians of children who are dually involved in the child welfare and criminal justice systems.</p> <p>Incarcerated visitation services include assisting Protective Services Workers (PSWs) in arranging, scheduling, navigating and confirming parent / guardian child visits in jails under the jurisdiction of the City and County San Francisco (CCSF) Sheriff Department.</p> <p>Participate in the San Francisco Children of Incarcerated Parents Partnership (SFCIPP), a coalition of social service providers, representatives of government bodies, advocates and others who work with or are concerned about children incarcerated parents and their families.</p>	48	48	2026-03-16 14:00:00	Elizabeth Leone

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					<p>Participate in Visiting Committee that includes Facility Command staff, SFSO Program staff, Community Based Organization staff.</p> <p>CWW provides services to parents/legal guardians whose children are involved in the child welfare system and who are incarcerated in one of the two San Francisco County jails:</p> <ul style="list-style-type: none"> County Jail #2 - 425 7th Street, SF County Jail #3 - 1 Moreland Dr., San Bruno 				
DHRPSC0006025 - v0.01	PUC	New	\$2,000,000.00	\$2,000,000.00	<p>The selected contractor(s) will be responsible for implementing a comprehensive state lobbying strategy for the San Francisco Public Utilities Commission (SFPUC), on legislative and regulatory issues related to water, wastewater, power, infrastructure, and other issues as directed. The scope of work includes:</p> <ul style="list-style-type: none"> LEGISLATIVE TRACKING STATE REPRESENTATION POSITION AND STRATEGY DEVELOPMENT DRAFT MATERIALS LOBBYING STRATEGY MEETINGS MEMBERSHIP ASSOCIATIONS DEVELOP AND IDENTIFY STATE FUNDING OPPORTUNITIES REPORTS 	60	60	2026-03-16 14:00:00	Olga Mejia-Rocha
DHRPSC0005879 - v0.01	PUC	New	\$24,000,000.00	\$24,000,000.00	Scope of Work/Services to be Contracted Out: The San Francisco Public Utilities Commission	120	120	2026-03-16	Olga Mejia-Rocha

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					<p>(SFPUC) intends to award one (1) contract for \$24 million over 10 years to provide services to support the planning and engineering design for Southeast Water Pollution Control Plant, Oceanside Water Pollution Control Plant, and Northpoint Facility. SFPUC is seeking a comprehensive phased process engineering master plan and the related designs for construction that will include the rehabilitation, repair, replacement or upgrade of wastewater treatment systems and their components. Systems include primary treatment, secondary treatment, tertiary treatment, and related sidestream systems. Current systems conditions will be reviewed and analyzed with respect to the currently available industry technologies while considering increased process reliability and efficiencies.</p> <p>Systems components to be incorporated as part this phased approach include grit classification and removal, screening conveyers, scum removal and compaction, digested sludge dewatering capability increases by centrifuge and screw press, primary and aeration tank rehabilitation, primary odor controls, secondary odor controls, solids handling capacity increases, secondary system capacity increases through load removal by primary filtration, primary sedimentation tank upgrades, secondary sedimentation tank upgrades, sludge transfer pumping, metering upgrades, variable frequency driven fans, feasibility for digestion capacity increase through incorporating recuperative thickening or thermal hydrolysis, electrical system and emergency generator evaluation and upgrades.</p> <p>The systems have special safety consideration of the OSHA hazardous classified locations as defined by NFPA 70 NEC, including Class 1 Division 1 and Division 2 ignitable concentrations of gases. Also, flow pattern optimizations for fluid systems with the boundary condition interactions between liquids and gasses will require the development of</p>			14:00:00	

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					<p>Computational Fluid Dynamics (CFD) models.</p> <p>City Staff will be managing and overseeing the work of the consultants on these multiple related projects to assure that the project deliverables achieve the goals within the defined constraints.</p> <p>Spending totals for this project will vary from year to year, so an even distribution of funds by year is not expected.</p>				
TOTALS:			\$36,710,000.00	\$36,710,000.00					

Department Summary

Department	New Count	Amendment Count	Total New Amount	Total Cumulative Amount
ADM	1	0	\$2,900,000.00	\$2,900,000.00
DPW	1	0	\$5,000,000.00	\$5,000,000.00
HSA	2	0	\$2,810,000.00	\$2,810,000.00
PUC	2	0	\$26,000,000.00	\$26,000,000.00
Column Total	6	0	\$36,710,000.00	\$36,710,000.00

Generated on: 3/6/2026, 11:25:38 AM by Elizabeth Aldana

PSC Requests Scheduled for Hearing - 3/16/2026

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
DHRPSC0002549 - v2.03	DEC	Amendment	\$20,000,000.00	\$30,000,000.00	<p>Original coordinator's email: MAhn@sfgov.org.</p> <p>This request is for professional training and technical assistance for department funded programs providing direct services to children (birth to 5) and their families. Program improvement may also be made available as continuing education to department staff whose roles involve support of funded programs.</p> <p>Technical assistance and program improvement will be provided broadly to address issues of program quality, administrative capability, and fulfillment of state and local early care and education requirements.</p>	24	83	2026-03-16 14:00:00	Matthew Ahn
DHRPSC0002550 - v1.01	DEC	Amendment	\$10,000,000.00	\$20,000,000.00	<p>Services are for the design, access, and support of information system solutions for the Department of Early Childhood (DEC). Information technology management system solutions are defined as technology-based systems that assist DEC staff and clients by providing childcare web-based waitlist; Program Evaluation and Assessment systems; Website Creation and Content Development Applications; contract management; and other ancillary services including training, technical support, installations, and upgrades of DEC's information technology.</p>	59	119	2026-03-16 14:00:00	Matthew Ahn
DHRPSC0005624 - v1.01	MTA	Amendment	\$1,231,955.90	\$1,889,965.30	<p>Safety inspection(s) of our lifting device assets including Cranes, Gantries, Jib Cranes, Storage Stackers and Mechanical lifting such as Blocks and Chain Hoists. Repairs to such devices and systems to proper manufacturer specifications and applicable regulations. Monitoring wear limits and recommending repairs in a preventative manner keeping equipment operational for</p>	0	60	2026-03-16 14:00:00	Amy Nuque

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					normal and emergency use when needed. Emergency repairs as needed.				
TOTALS:			\$31,231,955.90	\$51,889,965.30					

Department Summary

Department	New Count	Amendment Count	Total New Amount	Total Cumulative Amount
DEC	0	2	\$30,000,000.00	\$50,000,000.00
MTA	0	1	\$1,231,955.90	\$1,889,965.30
Column Total	0	3	\$31,231,955.90	\$51,889,965.30

Generated on: 2/26/2026, 11:45:35 AM by Elizabeth Aldana

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: ADM

Submitted By: Mark Farley

Department Coordinator: Lynn Khaw,
lynn.khaw@sfgov.org

Project Manager: Mark Farley

ServiceNow Number: DHRPSC0006052

Version: 0.01

Version Type: New

Brief description of proposed work: Services for contractors coming onto City property to fuel individual City vehicles with gasoline and diesel fuels as needed for onsite fueling and in the event of an emergency.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$2,900,000

Does contract include items other than services?: Yes

- Commodities & Equipment: \$285,100,000

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 60

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Services for contractors coming onto City property to fuel individual City vehicles with gasoline and diesel fuels using the contractor's fuel tanker truck and dispensing equipment. The contractor's trucks and drivers will supply gasoline and diesel fuels upon request from individual vehicle operators.

Why are these services required and what are the consequences of denial?: These services are intended to cover City facilities in the event of City fueling disruptions or emergencies, including damage to City fueling dispensing equipment or fuel tanks. The consequences of

denial could potentially prevent City work vehicles from providing essential City services up to and including emergency response, which could have life-threatening implications.

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?: These are as-needed services in the event of fuel disruptions (singular or multiple) that would prevent City workers from dispensing fuel into individual City vehicles. The City doesn't have mobile fuel dispensing equipment to perform the work. Also, suppliers who provide the fuel restrict the operation of their trucks to their employees only for safety and liability reasons.

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?: Yes

Q4a) What facilities or equipment does the City lack that contractor possesses?: The City doesn't have mobile fuel dispensing trucks.

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

Explain why: It's not financially feasible for the City to invest in the equipment for these infrequent as-needed services.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 7410 - Automotive Service Worker

Labor Unions: 252 - TWU Local 250-A, AutoServWrkr

Labor Union Email Addresses: president@twusf.org

Union Review Sent On: 1/16/2026

Union Review End Date: 2/15/2026

Union Review Duration Met On: 2/15/2026

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 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:	ADM
Dept Name:	ADM - Office of Contract Administration
PSC Coordinator Name:	Lynn Khaw
PSC Coordinator Email:	Lynn.Khaw@sfgov.org
PSC ServiceNow Record No.:	DHRPSC0006052

PS Contract ID	Contract Start Date	Contract End Date	Contract Not to Exceed Amount	PSC ServiceNow Record Number (if PSC approval was obtained)	Brief Description of Services Rendered
1000037442	11/14/2025	1/31/2026	\$ 36,000	DHRPSC0005875	Fleet Fueling Services (Diesel) for individual City vehicles
1000036821	11/14/2025	10/31/2030	\$ 64,000	DHRPSC0005875	Fleet Fueling Services (Gasoline) for individual City vehicles

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: Michelle Woo

ServiceNow Number: DHRPSC0001015

Version: 0.01

Version Type: New

Brief description of proposed work: Design and Construction Administration Support for the Powell Street Improvement Project

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$5,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 36

Funding

Funding Source: Private Grant, City Funds

Special circumstances related to funding: Yes

Explain the special circumstances: Project has multiple funds. Project is composed of Prop B and private funding.

This project has been identified by the elected officials, partner agencies and others as a key downtown revitalization effort. It is a long-standing public-private partnership supported by extensive community engagement and support. The project has secured partial funding from Proposition B, the 2024 Healthy, Safe and Vibrant San Francisco Bond, which city voters passed with 73% approval. The Downtown Partnership is also actively fundraising to further advance the community's vision of the project and maximize the downtown revitalization effort. This project is critical to proceed, as current property vacancies along the Powel Street corridor create a time-sensitive opportunity for infrastructure upgrades with reduced disruption. The preliminary programming work and design drawings were performed externally by a private design

consultant, in conjunction with city staff. This initial design work was performed by an external consultant hired by the Union Square Alliance. Now this project is now moving into the construction document phase and keeping it with a private firm will ensure continuity of this high-profile and technically complex, time sensitive project can be delivered on an accelerated schedule. Public Works and City staff are involved, playing a critical supporting role, but we don't have the bandwidth to take the lead without affecting timelines.

Scope of Work

Clearly describe scope and detail the services to be performed: Design and Construction Administration Support for the Powell Street Improvement Project:

This contract will provide preparation of final design documents, including full construction documents. The contractor will provide technical Support for the stakeholder engagement on Powell Street and around Union Square, including incorporation of community input, businesses and interagency approvals into construction documents. As part of the construction design, the contract will lead utility coordination with multiple utility providers and City agencies, including conflict identification, resolution, and schedule integration. Finally, the scope includes construction administration support, such as response to RFIs, review of submittals for design conformance, design clarifications during construction, and coordination with City staff. Public Works and City staff are involved, playing a critical supporting role, but we don't have the bandwidth to take the lead without affecting timelines.

Why are these services required and what are the consequences of denial?: There are three significant impacts should these services be denied. There is urgency associated with this project as it is identified as a critical project to help with the City's economic recovery. This project has been identified by the Mayor's Office and other elected officials and a critical project to assist in the revitalization of downtown. The new Public Works Strategic Plan has a goal to be part of revitalizing the City and this project is one of the ways in which this will happen. The project has secured partial funding from Proposition B, the 2024 Healthy, Safe and Vibrant San Francisco Bond, which city voters passed with 73% approval and denial will not fulfill the expectation of City residents.

Additionally, as previously mentioned, there are current property vacancies along the Powell Street corridor that create a time-sensitive opportunity for infrastructure upgrades that will minimize business impact on this critical commercial corridor. Since a part of this funding is coming from General Obligation bond process passed by the voters, there are spend down requirements to comply with the bond requirements and with limited City staff capacity to deliver the required design services within the necessary timeframe this agreement is needed to ensure compliance with the bonds. Consequences of denial would lead to funding loss, project schedule delays, and reduced community trust and confidence.

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?: Existing City staff possess the required skills. City staff are currently fully assigned to other active capital projects with fixed schedules and funding deadlines. Hiring and onboarding additional City staff would not meet the project's accelerated timeline or bond expenditure requirements. Contracting with a private firm allows the Department to maintain project continuity, meet schedule demands, and avoid funding risk.

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?: This project is short-term. Project is anticipated to be completed within 24 months.

Q5c) How will you ensure the services aren't needed once this PSC request has ended?: Funding will expire within 3 years.

Q5d) Describe the required skills and expertise needed to perform the services: Design development, preparation of bid documents, Construction Management - General Contractor (CMGC) experience, engineering and construction support.

Q5e) Does the Department have employees with the required skills and expertise?: Yes

Q5f) Explain why the employees are not able to perform these services: While Public Works is the only department that delivers streetscape capital projects, existing staff are already assigned to other active projects to meet project schedules and avoid funding loss. For this project, the design drawings were performed by an external consultant and based on time sensitivity and project understanding, continuing with a consultant would ensure project design

continuity, consistency and expediency. Further, because of the relationships developed by the current designer, it would take Public Works staff a while to get up to speed with the complexity of this project.

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

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 5241 - Engineer, 5211 - Eng/Arch/Landscape Arch Sr, 5262 - Landscape Architect Assoc 1, 5207 - Assoc Engineer

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 2/5/2026

Union Review End Date: 2/15/2026

Union Review Duration Met On: 2/15/2026

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

Dept Acronym:	DPW
Dept Name:	San Francisco Public Works
PSC Coordinator Name:	Belle Macaranas
PSC Coordinator Email:	Belle.Macaranas@sfdpw.org
PSC ServiceNow Record No.:	PSC0001015

PS Contract ID	Contract Start Date	Contract End Date	Contract Not to Exceed Amount	PSC ServiceNow Record Number (if PSC approval was obtained)	Brief Description of Services Rendered
1000034943	2/4/2025	2/2/2029	\$ 2,205,124	PSC0002658 (45988-23/24)	Powell Street Infrastructure Improvement Project - Provide project control and engineering support during the design development phase, including review, coordination, and evaluation of design development documents.

From: [Jessica Nuti](#)
To: [Macaranas, Belle \(DPW\)](#); [L21PSC Review](#); [Kung, Jocelyn \(DPW\)](#); [Esterbrooks, Anthony \(DPW\)](#)
Cc: [Mark Weirick](#); [Isen, Carol \(HRD\)](#); [Samuel Favela](#); [DHR-Personal Services Contracts](#); [Woo, Michelle \(DPW\)](#); [Robertson, Bruce \(DPW\)](#); [Washington, Ben \(DPW\)](#); [Ryor, Magdalena \(DPW\)](#); [Sy, Don \(DPW\)](#)
Subject: Re: DPW [DHRPSC0001015] submitted for Union Review - Powell St. Improvement Project
Date: Wednesday, February 25, 2026 10:09:48 AM
Attachments: [image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image003.png](#)
[Outlook-ttqfvvx.png](#)
[Outlook-x4rytav0.png](#)
[Outlook-im2b02k2.png](#)
[PSC0001015 Vacancy Rate Report.pdf](#)

Hi Michelle and all,

Again, thank you for meeting with us today. We appreciate the information provided to us and the department's commitment to do all that's possible to keep as much for the work in house as possible. IFPTE Local 21 withdraws our objection but we do ask for the below information to be provided to us by Monday, March 2nd.

- Please provide a breakdown of the attached vacancy report for each individual vacancy that includes:
 - Date the position became vacant
 - Position type (for example, PEX, TEX, PSC)
 - Funding (For example, general funded, grant)
 - Hiring status (for example, position is posted, awaiting approval at the mayor's office, interviewing)

Please let me know if you have any questions. We look forward to receiving the above information.

Thank you,



Jessica Nuti (she/her)

Lead Union Organizer, IFPTE Local 21

Main: (415) 864-2100

Direct: (415) 914-7367

Join Us: www.ifpte21.org/join/

From: Jessica Nuti <jnuti@ifpte21.org>
Sent: Tuesday, February 24, 2026 4:44 PM
To: Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org>; L21PSC Review <L21PSCReview@ifpte21.org>; Chu, Amanda (HRD) <amanda.l.chu@sfgov.org>; Kung, Jocelyn (DPW) <jocelyn.kung@sfdpw.org>; Esterbrooks, Anthony (DPW) <anthony.esterbrooks@sfdpw.org>
Cc: Mark Weirick <mweirick@ifpte21.org>; Isen, Carol (HRD) <carol.isen@sfgov.org>; Samuel Favela <sfavela@ifpte21.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Woo, Michelle (DPW) <Michelle.Woo@sfdpw.org>; Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org>; Washington, Ben (DPW) <ben.washington@sfdpw.org>; Ryor, Magdalena (DPW) <Magdalena.Ryor@sfdpw.org>; Sy, Don (DPW) <don.sy@sfdpw.org>
Subject: Re: DPW [DHRPSC0001015] submitted for Union Review - Powell St. Improvement Project

Hi Amanda,

Please provide release time for the following Local 21 members for our PSC meeting at tomorrow 9AM. Apologies for the short notice due to the quick timeline turnaround.

- Anthony Esterbrooks (DPW)
- Jocelyn Kung (DPW)

Thank you,



Jessica Nuti (she/her)

Lead Union Organizer, IFPTE Local 21

Main: (415) 864-2100

Direct: (415) 914-7367

Join Us: www.ifpte21.org/join/

From: Jessica Nuti <jnuti@ifpte21.org>
Sent: Tuesday, February 24, 2026 8:46 AM
To: Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org>; L21PSC Review <L21PSCReview@ifpte21.org>
Cc: Mark Weirick <mweirick@ifpte21.org>; Isen, Carol (HRD) <carol.isen@sfgov.org>; Samuel Favela <sfavela@ifpte21.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Woo, Michelle (DPW) <Michelle.Woo@sfdpw.org>; Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org>; Washington, Ben (DPW) <ben.washington@sfdpw.org>; Ryor, Magdalena (DPW) <Magdalena.Ryor@sfdpw.org>; Sy, Don (DPW) <don.sy@sfdpw.org>
Subject: Re: DPW [DHRPSC0001015] submitted for Union Review - Powell St. Improvement Project

Hi Belle,

Let's schedule for 9AM tomorrow. I'll reach out to folks on our end to see who is available to attend.

Thank you,



Jessica Nuti (she/her)

Lead Union Organizer, IFPTE Local 21

Main: (415) 864-2100

Direct: (415) 914-7367

Join Us: www.ifpte21.org/join/

From: Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org>

Sent: Tuesday, February 24, 2026 8:39 AM

To: Jessica Nuti <jnuti@ifpte21.org>; L21PSC Review <L21PSCReview@ifpte21.org>

Cc: Mark Weirick <mweirick@ifpte21.org>; Isen, Carol (HRD) <carol.isen@sfgov.org>; Samuel Favela <sfavela@ifpte21.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Woo, Michelle (DPW) <Michelle.Woo@sfdpw.org>; Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org>; Washington, Ben (DPW) <ben.washington@sfdpw.org>; Ryor, Magdalena (DPW) <Magdalena.Ryor@sfdpw.org>; Sy, Don (DPW) <don.sy@sfdpw.org>

Subject: RE: DPW [DHRPSC0001015] submitted for Union Review - Powell St. Improvement Project

Hi Jessica,

Checking in to confirm whether you are able to meet this afternoon or tomorrow morning. We are approaching the meet-and-confer timeline for PSC0001015 – Powell Street Improvement Project and would like to ensure we connect promptly to keep the process moving.



Belle Macaranas
Contract Administration

San Francisco Public Works | City and County of San Francisco

49 South Van Ness Ave. | San Francisco, CA 94103 | (628) 271-3138 | sfpublicworks.org · twitter.com/sfpublicworks

From: Macaranas, Belle (DPW)
Sent: Monday, February 23, 2026 7:55 AM
To: 'Jessica Nuti' <jnuti@ifpte21.org>; 'L21PSC Review' <L21PSCReview@ifpte21.org>
Cc: 'Mark Weirick' <mweirick@ifpte21.org>; Isen, Carol (HRD) <Carol.Isen@sfgov.org>; 'Samuel Favela' <sfavela@ifpte21.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Woo, Michelle (DPW) <michelle.woo@sfdpw.org>; Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org>; Washington, Ben (DPW) <ben.washington@sfdpw.org>; Ryor, Magdalena (DPW) <magdalena.ryor@sfdpw.org>; Sy, Don (DPW) <don.sy@sfdpw.org>
Subject: RE: DPW [DHRPSC0001015] submitted for Union Review - Powell St. Improvement Project

Hi Jessica,

Attached is the vacancy report for the relevant classifications.

We are available to meet at the following times. Please confirm which time you can accommodate.

- ? Tuesday (2/24): 1:00 – 1:30 PM
- Wednesday (2/25): 9:00 – 10:00 AM



Belle Macaranas
Contract Administration Division

From: Macaranas, Belle (DPW)
Sent: Friday, February 20, 2026 4:15 PM
To: Jessica Nuti <jnuti@ifpte21.org>; L21PSC Review <L21PSCReview@ifpte21.org>
Cc: Mark Weirick <mweirick@ifpte21.org>; Isen, Carol (HRD) <Carol.Isen@sfgov.org>; Samuel Favela <sfavela@ifpte21.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Woo, Michelle (DPW) <michelle.woo@sfdpw.org>; Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org>; Washington, Ben (DPW) <ben.washington@sfdpw.org>; Ryor, Magdalena (DPW) <magdalena.ryor@sfdpw.org>; Sy, Don (DPW) <don.sy@sfdpw.org>
Subject: RE: DPW [DHRPSC0001015] submitted for Union Review - Powell St. Improvement Project
Importance: High

Hi Jessica,

Below are the Department's responses in blue to the questions regarding PSC0001015 – Powell Street

Improvement Project. We will provide the vacancy report for the relevant classifications next week.

We do not expect to extend the meet-and-confer deadline at this time. We are available to meet next week at the following times:

- Tuesday (2/24): 1:00 – 1:30 PM
- Wednesday (2/25): 9:00 – 10:00 AM



Belle Macaranas
Contract Administration

San Francisco Public Works | City and County of San Francisco
49 South Van Ness Ave. | San Francisco, CA 94103 | (628) 271-3138 | sfpublicworks.org · twitter.com/sfpublicworks

From: Jessica Nuti <jnuti@ifpte21.org>
Sent: Sunday, February 15, 2026 6:28 AM
To: Sy, Don (DPW) <don.sy@sfdpw.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Woo, Michelle (DPW) <Michelle.Woo@sfdpw.org>; Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org>; L21PSC Review <L21PSCReview@ifpte21.org>; Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org>; Washington, Ben (DPW) <ben.washington@sfdpw.org>
Cc: Mark Weirick <mweirick@ifpte21.org>; Isen, Carol (HRD) <carol.isen@sfgov.org>; Samuel Favela <sfavela@ifpte21.org>
Subject: Re: DPW [DHRPSC0001015] submitted for Union Review

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Good morning, Belle,

IFPTE Local 21 objects to this PSC and requests to meet within 10 days. Please let me know you and your team's availability for this week and I'll share the availability with our team.

Prior to this meeting, please provide the following information for our meeting:

- **A list of department decision makers who determined the need to contract out this service. Provide any documentation that a decision maker may have put together to justify the PSC.**

- The preference is to provide as many services as possible in-house with Public Works staff. However, the decision to contract out these services will be made through robust discussions with Engineering Managers, Bureau Managers, and Deputy Directors who are responsible for capital project delivery and ensuring sufficient resources to meet the critical, time sensitive nature of this project. The initial design for this project was performed by an external consultant and to ensure project delivery in a timely manner, the decision was made to continue with the same consultant. The PSC request form serves as the documentation supporting the justification to contract out the services, consistent with City requirements. The PSC form also shows that internal Public Works staff are very much involved in this project and are core to the successful delivery of it.
- **Please provide documentation of the first right of refusal within the department and citywide departments.** For example, was SFMTA reached out to and please provide documentation of their response.
 - Please see attached first right of refusal email from the Public Works Bureau of Engineering Manager Patrick Rivera.
 - At this time, the Engineering Managers, Bureau Managers, and Deputy Directors have reviewed availability within the department and determined there are insufficient resources to meet the required timeline but will continue to play a key role in providing oversight, review, and coordination to support the successful delivery of the project. As the project consists of complete streets improvements within Public Works' expertise, it would not be appropriate or efficient to assign the work to other agencies. Therefore, contracting this work externally is necessary to ensure timely, successful project delivery.
- **Vacancy report for all Local 21 classifications in your department that may perform this work or may perform this work along with the contractor selected.**
 - Vacancy Report will be provided next week.
 - **Given that the PSC request form states, "Existing City staff possess the required skills. City staff are currently fully assigned to other active capital projects with fixed schedules and funding deadlines. Hiring and onboarding additional City staff would not meet the project's accelerated timeline or bond expenditure requirements," please explain how this scenario has happened that results to DPW requesting a PSC.**
 - Public Works existing staff in the relevant classifications are already fully assigned to active capital projects with fixed schedules and funding deadlines. Reassigning current staff would delay other funded projects already in progress. Public Works has some vacancies in these classifications, and is actively working to fill these

classifications, hiring permanent staff would take longer than the project timeline and would not resolve the immediate workload from multiple projects moving forward at the same time, especially with the required skillset to work on such a complex project. Specifically, Public Works is actively recruiting to fill the vacancies in the classifications identified in this PSC, including recent approvals and onboarding of staff in the 5211, 5241 and 5207 classifications. Public Works has also received approval for several dozen construction management positions in the 63xx series as well as 5201/3/7

- **Please provide hiring plan of vacancies to address the above for this and future projects where "existing City staff possess the required skills."**
 - Public Works provides a list of critical positions based on need. This project is extremely time sensitive and will require this contract to be in-place no later than March 2026 in order to meet design completion by August 2026 to avoid project delays. Finding staff with the specialization to handle a project of this complexity in that short time frame is very difficult. We explored potentially shifting staff from one project to this project, but that would create similar challenges, including compliance with funding for timely spend down of funds and ensure excellence project delivery. Since this project is short and discrete we are requesting to move in this direction.
- **Evaluation of metrics and impact analysis conducted to assess the contractor's performance and service deliverables. Ideally, a workplan and breakdown of how this contract will provide in-house employees support on the project.**
 - Please provide a cost breakdown of City resources in going forward on the contract including what tasks, specifically a staffing plan.
 - Please see attached Fee Summary.
 - City staff will play a significant role in this project responsible for reviewing, coordinating and evaluating the Contractor's performance and service deliverables for general conformance in accordance with our City QA/QC procedures. In addition, City staff will provide all construction management services related to this project. The internal costs for City staff are approximately \$8 million.
- **Please explain the \$5M request. Please provide the methodology that was used to arrive at this number and any supporting documents that support this.**
 - The request is to award a maximum contract amount of \$5M. The estimate is allocated as follows:
 - **Design Phase** – \$2.4M (8% of construction budget) to complete the

construction design phase.

- **Construction Administration** – \$1.4M (3% of construction budget) to assist the Public Works Project Manager and Construction Management staff to ensure the project construction aligns with design; and
- **Contingency** – \$1.2M to address potential scope adjustments, utility coordination complexities, and schedule-related design support during construction.
- Design and construction administration fees are in line with the past projects of similar nature and schedule.

Please provide the information prior to our meeting with ample time for our review. If you need more time to provide the information, we must be in mutual agreement to extend the deadline of the meeting within 10 days of this objection. We do not waive our right to object without being provided with our requested information. We look forward to meeting.

Thank you,



Jessica Nuti (she/her)

Lead Union Organizer, IFPTE Local 21

Main: (415) 864-2100

Direct: (415) 914-7367

Join Us: www.ifpte21.org/join/

From: CCSF IT Service Desk <ccsfdt@service-now.com>

Sent: Thursday, February 5, 2026 5:16 PM

To: don.sy@sfdpw.org <don.sy@sfdpw.org>; DHR-PersonalServicesContracts@sfgov.org <DHR-PersonalServicesContracts@sfgov.org>; Michelle.Woo@sfdpw.org <Michelle.Woo@sfdpw.org>; belle.macaranas@sfdpw.org <belle.macaranas@sfdpw.org>; L21PSC Review <L21PSCReview@ifpte21.org>; bruce.robertson@sfdpw.org <bruce.robertson@sfdpw.org>; ben.washington@sfdpw.org <ben.washington@sfdpw.org>

Subject: DPW [DHRPSC0001015] submitted for Union Review

Hello union representatives,

DPW is requesting your review of PSC [DHRPSC0001015]. Please see relevant details of this request below and in the attached document(s). **Should you have any questions or objections, please state them by replying all to this email by 2026-02-15. If you would like to request a factfinder review for this PSC, please submit the [PSC factfinder review request form](#) within 5 days of your initial meeting with the department.**

PSC Summary

=====

Record Number: DHRPSC0001015 v 0.01

Description of Proposed Work: Design and Construction Administration Support for the Powell Street Improvement Project

Request Type: New

Approval Type: CSC Approval

CSC Review Reason(s):

✔ CSC Approval by Amount

Submitting Department: DPW

Dept PSC Coordinator: Belle Macaranas

Dept PSC Coordinator Email: belle.macaranas@sfdpw.org

Dept PSC Coordinator Phone: +1 (628) 271-3138

PSC Amount: \$5,000,000.00

PSC Duration (months): 36

Funding Source(s): Private Grant, City Funds

Special Funding Circumstances: Project has multiple funds. Project is composed of Prop B and private funding. This project has been identified by the elected officials, partner agencies and others as a key downtown revitalization effort. It is a long-standing public-private partnership supported by extensive community engagement and support. The project has secured partial funding from Proposition B, the 2024 Healthy, Safe and Vibrant San Francisco Bond, which city voters passed with 73% approval. The Downtown Partnership is also actively fundraising to further advance the community's vision of the project and maximize the downtown revitalization effort. This project is critical to proceed, as current property vacancies along the Powel Street corridor create a time-sensitive opportunity for infrastructure upgrades with reduced disruption. The preliminary programming work and design drawings were performed externally by a private design consultant, in conjunction with city staff. This initial design work was performed by an external consultant hired by the Union Square Alliance. Now this project is now moving into the construction document phase and keeping it with a private firm will ensure continuity of this high-profile and technically complex, time sensitive project can be delivered on an accelerated schedule. Public Works and City staff are involved, playing a critical supporting role, but we don't have the bandwidth to take the lead without affecting timelines.

Scope of Work: Design and Construction Administration Support for the Powell Street Improvement Project: This contract will provide preparation of final design documents, including full construction documents. The contractor will provide technical Support for the stakeholder engagement on Powell Street and around Union Square, including incorporation of community input, businesses and interagency approvals into construction documents. As part of the construction design, the contract will lead utility coordination with multiple utility providers and City agencies, including conflict identification, resolution, and schedule integration. Finally, the scope includes construction administration support, such as response to RFIs, review of submittals for design conformance, design clarifications during construction, and coordination with City staff. Public Works and City staff are involved, playing a critical supporting role, but we don't have the bandwidth to take the lead without affecting timelines.

Job Class(es): 5207 - Assoc Engineer, 5241 - Engineer, 5262 - Landscape Architect Assoc 1, 5211 - Eng/Arch/Landscape Arch Sr

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

PSC Justification(s)

=====

✔ Temporary services needed to address a transitional or short-term situation

Ref:TIS6440476_xehrnS2pjfMmlvP4tDIQ

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: HSA

Submitted By: Elizabeth Leone

Department Coordinator: Tara Alvarez,
tara.alvarez@sfgov.org

Project Manager: Denard Ingram

ServiceNow Number: DHRPSC0006087

Version: 0.01

Version Type: New

Brief description of proposed work: FFPSA - The Citywide Child Abuse Prevention Plan will help San Francisco agencies and community groups put the Family First Prevention Services Act (FFPSA) into action. It will provide guidance on how to plan, start, and measure prevention programs that support children and families. This includes finding funding, building local capacity, and making sure costs meet state and federal rules. The goal is to create this citywide system of prevention services that helps families stay stable, reduces child abuse, and improves long-term outcomes for kids and youth.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$2,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 36

Funding

Funding Source: Federal Funds, State Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The consultant shall provide technical assistance, guidance and best practices for the Family First Prevention Services Act (FFPSA), and how to plan, implement, and evaluate promising, supported or well supported prevention services for San Francisco Child Welfare, Behavioral Health, Juvenile Probation, Department of Early Childhood and Community-Based Organization (CBOs).

This scope shall include the following subject areas: prevention program development and implementation that leverages a public and private partner network; determination of funding sources for services; development of provider and county capacity and processes to capture services costs in alignment with FFPSA requirements and California Department Social Services (CDSS) instructions for claiming; continuous quality improvement utilizing programmatic and data evaluation and findings; and related coaching, supervision, and capacity building for all partner agencies.

The expected outcome is development and implementation of an integrated and comprehensive citywide prevention services pathway that increases economic stability, reduces child maltreatment, and improves child welfare permanency outcomes through coordinated prevention programs provided to children, youth and families of the City and County of San Francisco.

Why are these services required and what are the consequences of denial?: The consultant is uniquely positioned to provide the same services at the local level to the San Francisco Human Services Agency Family & Children's Services Division for direct implementation and capacity building technical assistance to ensure alignment with FFPSA federal child welfare requirements and achieve better outcomes for children, youth, and families in the City and County of San Francisco. Bringing in a new vendor post-December 2025 will place the County at risk of: 1) falling out of compliance with State and Federal mandates related to CPP implementation; and 2) FCS and Community Partners not maximizing our Federal reimbursement opportunities for Title IV-E funds.

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 the staff capacity, nor does it have the technical knowledge to implement this statewide change to traditional title IV-E services internally.

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: This contract will be submitted for approval by Human Services Commission.

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?: This is a short - term, project based effort rather than an ongoing operational function. The scope of work focuses on providing technical assistance and implementation support for multiple prevention pathways and at the end of this service trainings and a transition plan will be utilized to ensure transfer of knowledge for programs and City Staff. The outcome is to develop and implement a citywide prevention services plan that coordinates programs to promote economic stability, reduce child maltreatment, and improve child welfare outcomes for families in San Francisco.

Q5c) How will you ensure the services aren't needed once this PSC request has ended?: This project has an anticipated completion date of June 2028. After this date, services are not needed.

Q5d) Describe the required skills and expertise needed to perform the services: Specialized knowledge and expertise of the Family First Prevention Services Act, as well as the required CQI/data reporting, and complex payor of last resort fiscal requirements.

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): -None- - None Selected

Labor Unions: No Union Selected -

Labor Union Email Addresses: anthony@dc16.us, charlie@local377.com, mbeauchamp@oe3.org, ccarr@oe3.org, pking@uapd.com, pfinn@ibt856.org, mleach@ibt856.org, plangrooferslocal40@gmail.com, laborers261@gmail.com, nick@dc16.us, PSCreview@seiu1021.org, lvega@nccrc.org, president@twusf.org, PSCreview@seiu1021.org, PSCreview@seiu1021.org, pking@uapd.com, mleach@ibt856.org, cpark@local39.org, jvarga@ibt856.org, PSCreview@seiu1021.org, L21pscreview@ifpte21.org, president@twusf.org, president@sfsherriffsmsa.org, cjohnson@bac3-ca.org, mhenneberry@teamsters853.org, staff@sfmea.com, mleach@ibt856.org, laborers261@gmail.com, president@twusf.org, jb@local16.org, local22publicsector@nccrc.org, john.lenny@sfgov.org, sfcwupresidentjmleonard@yahoo.com, local200twu@sbcglobal.net, staff@sfmea.com,

Post Union Notification

Louis@sfpoa.org, joshv@smw104.org, administration@sffdlocal798.org,
PSCreview@seiu1021.org, pmendeziamaw@comcast.net, dvickers@iam1414.org,
administration@sffdlocal798.org, larryjr@ualocal38.org, president@twusf.org,
WOrellana@opcmialocal300.org, L21pscreview@ifpte21.org, PSCreview@seiu1021.org,
President@sanfranciscodsa.com, staff@sfmea.com, mleach@ibt856.org, ibew6@ibew6.org,
oashworth@ibew6.org, sfdpoa@yahoo.com

Union Review Sent On: 2/6/2026

Union Review End Date: 2/13/2026

Union Review Duration Met On: 2/13/2026

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: HSA

Submitted By: Tara Alvarez

Department Coordinator: Elizabeth Leone,
elizabeth.leone@sfgov.org

Project Manager: Lily Tan

ServiceNow Number: DHRPSC0006032

Version: 0.01

Version Type: New

Brief description of proposed work: Visitation for Incarcerated Parents provides trauma-informed, evidence-based visitation and family support services for children and incarcerated parents involved in both the child welfare and criminal justice systems. Services include arranging and facilitating parent-child visits in San Francisco and out-of-county correctional facilities, documenting visit outcomes, and consulting with assigned Protective Service Workers to support case planning and visitation goals. Providers will provide individualized parent engagement, visitation preparation, parenting education, and planning to strengthen parent-child relationships and promote child safety and well-being. Providers will deliver appropriate and responsive services, connect parents to available jail-based resources, and offer group-based peer support and parenting workshops. The work also includes collaboration with community partners and participation in multidisciplinary teams to ensure coordinated, high-quality service delivery.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$810,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 48

Funding

Funding Source: Federal Funds, City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Provide visitation,

individualized one-on-one, peer support activities and counseling for the parents/guardians of children who are dually involved in the child welfare and criminal justice systems.

Incarcerated visitation services include assisting Protective Services Workers (PSWs) in arranging, scheduling, navigating and confirming parent / guardian child visits in jails under the jurisdiction of the City and County San Francisco (CCSF) Sheriff Department.

Participate in the San Francisco Children of Incarcerated Parents Partnership (SFCIPP), a coalition of social service providers, representatives of government bodies, advocates and others who work with or are concerned about children incarcerated parents and their families.

Participate in Visiting Committee that includes Facility Command staff, SFSO Program staff, Community Based Organization staff.

CWW provides services to parents/legal guardians whose children are involved in the child welfare system and who are incarcerated in one of the two San Francisco County jails:

- County Jail #2 - 425 7th Street, SF
- County Jail #3 - 1 Moreland Dr., San Bruno

Why are these services required and what are the consequences of denial?: Incarceration of parents is not an automatic barrier to the safety of the child or directly related to parenting abilities. A determination for visits for a child with an incarcerated parent must be made in the best interest of the child when developing a visitation plan. It is important for a child to maintain connection with and/or resolve their relationship with their parent even if he or she may never be able to live with their parent (per Welfare and Institutions Code, Section 361.5).

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 current 2940 classification is unable to provide parenting classes, counseling, and coordinate visitation with the county jails, due to the high volume of existing client caseloads, which significantly limits their capacity to perform these specialized duties.

Child Welfare Workers are primarily responsible for coordinating and connecting clients to a range of services in alignment with case plans, rather than focusing on the direct provision of any single service. Our infrastructure is designed to facilitate comprehensive service coordination, not specializing in individual service delivery.

2918 and 2916 are assigned to distinct functions and responsibilities, leaving a critical gap in the provision of intensive visitation management. This gap affects the ability to address interconnected needs for incarcerated parents.

This is a comprehensive service to address the needs of incarcerated parents and to support the

well being of the child by maintaining important familial relationships which requires working knowledge of jail and prison visitation policies and procedures, including those of the City and County of San Francisco Sheriff's Department and out-of-county detention and correctional facilities.

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: This contract requires approval from the Department of Human Services Commission.

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?: Long-term Basis

Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: No

Q5b) Do the services require specialized expertise, knowledge experience?: Yes

Q5b1) Describe the specialized skills and expertise required to perform the services:

Respondents must demonstrate specialized expertise, knowledge, and experience sufficient to effectively provide visitation, case coordination, and family support services to children and incarcerated parents involved in the child welfare and criminal justice systems.

-Working knowledge of jail and prison visitation policies and procedures, including those of the City and County of San Francisco Sheriff's Department and out-of-county detention and correctional facilities.

-Ability to provide parenting classes, workshops, or peer support activities for justice-involved parents.

-Experience coordinating services within institutional correctional settings, including navigating security protocols, scheduling processes, and facility requirements.

-Familiarity with child welfare case planning, court-involved families, and collaboration with protective social workers (PSWs).

-Demonstrated use of trauma-informed, evidence-based service delivery models during facilitation of parent-child visitation in high-risk or controlled environments while promoting family connection.

-Ability to complete structured visitation documentation and narrative reports, including factual observations, progress toward visitation goals, and areas of concern.

-Ability to work collaboratively with government agencies, community-based organizations,

advocates, and other stakeholders and participate in cross-system partnerships.

Q5c) Does City have classifications with the required specialized skills or expertise?: Yes

Q5c1) Identify the classifications: 2587 - Health Worker 3, 2940 - Protective Services Worker, 2918 - HSA Social Worker, 2916 - Social Work Specialist

Q5c2) Does the Department have employees in these classifications?: Yes

Q5c3) Why are they not able to perform the services?: There is no single City classification that would be able to perform all the duties in this contract.

Bringing this work in-house would require hiring a multidisciplinary team across several classifications (e.g., Protective Services Worker, Social Work Specialist, HSA Social Worker, Health Worker III) and providing specialized training in trauma-informed, evidence-based practices. This approach would require considerable time to recruit, onboard, and train staff, along with establishing ongoing supervision and quality assurance processes.

Conversely, continuing with the contract allows the City to leverage providers who already meet the specialized requirements outlined in the RFP, including supervised visitation standard and peer support expertise. This option ensures continuity of services for families without delay.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: No

Q5e1) Explain why training of City employees is not required: Due to existing workload demands and responsibilities assigned to classifications such as 2940, 2916, and 2918, City staff are not positioned to provide the level of intensity, specialization, and sustained engagement required to effectively serve parents in jail. Reassigning these responsibilities to current staff without significant additional resources and structural modifications would adversely affect service quality and client outcomes. To ensure compliance with statutory requirements and the delivery of effective, this specialized program must be administered outside the current City staffing structure. As services will be delivered by qualified external providers with the requisite expertise, additional training for City employees is not effective use of resources.

Q5f) Is there a plan to transition this work back to the City?: No

Q5f1) Explain why the work will not be transitioned back to the City: At this time, there is no plan to transition this work back to the City. In addition to the ability to work with parents dually involved in the child welfare and criminal justice systems, qualified staff that have significant knowledge of the protocols of the jail system and City Sheriff's office. Providing comprehensive, intensive, trauma-informed case facilitation requires specialized expertise and a level of engagement that exceeds the current capacity of Child Welfare and City staff.

Due to existing workload demands and responsibilities assigned to classifications such as 2940, 2916, and 2918, City staff are not positioned to provide the level of intensity, specialization, and sustained engagement required to effectively serve parents in jail. Transitioning this work without additional resources and structural changes would compromise service quality and client outcomes. Therefore, maintaining this specialized program outside of existing City staffing structures is essential to meet the needs of this segment of parents involved in the justice system.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 2587 - Health Worker 3, 2940 - Protective Services Worker, 2918 - HSA Social Worker, 2916 - Social Work Specialist

Labor Unions: 535 - SEIU 1021, 790 - SEIU, Local 1021, Misc

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

Union Review Sent On: 2/6/2026

Union Review End Date: 2/16/2026

Union Review Duration Met On: 2/16/2026

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 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:	HSA
Dept Name:	Human Services Agency
PSC Coordinator Name:	Elizabeth Leone
PSC Coordinator Email:	elizabeth.leone@sfgov.org
PSC ServiceNow Record No.:	DHRPSC0006032

PS Contract ID	Contract Start Date	Contract End Date	Contract Not to Exceed Amount	PSC ServiceNow Record Number (if PSC approval was obtained)	Brief Description of Services Rendered
1000025794	7/1/2022	6/30/2026	\$ 723,380	N/A-previously a grant	Visitation for Incarcerated Parents provides visitation and support services for incarcerated parents in the San Francisco jails and targeted California prisons.

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: PUC

Submitted By: Kevin Byrne

Department Coordinator: Shawndrea Hale,
SHale@sfgwater.org

Project Manager: Maisha Everhart

ServiceNow Number: DHRPSC0006025

Version: 0.01

Version Type: New

Brief description of proposed work: PRO.0353 State Legislative Advocacy

Up to 2 contracts will be awarded.

The San Francisco Public Utilities Commission seeks to retain the services to provide legislative representation and advocacy services before the California State Legislature and State Administration in areas of water, wastewater, energy, natural resources, and infrastructure. In addition, the Consultant(s) will be responsible for identifying potential resources and supporting resource generation activities on behalf of the SFPUC.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$2,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 60

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The selected contractor(s) will be responsible for implementing a comprehensive state lobbying strategy for the San Francisco Public Utilities Commission (SFPUC), on legislative and regulatory issues related to water,

wastewater, power, infrastructure, and other issues as directed. The scope of work includes:

- LEGISLATIVE TRACKING
- STATE REPRESENTATION
- POSITION AND STRATEGY DEVELOPMENT
- DRAFT MATERIALS
- LOBBYING STRATEGY
- MEETINGS
- MEMBERSHIP ASSOCIATIONS
- DEVELOP AND IDENTIFY STATE FUNDING OPPORTUNITIES
- REPORTS

Why are these services required and what are the consequences of denial?: A lobbyist is best positioned to perform legislative representation and advocacy services before the state legislature in areas of interest to SFPUC. Without these services, the SFPUC is at risk of costly operational impacts to its water, wastewater, and power enterprises resulting from legislative and administrative actions. SFPUC is also at risk of losing out on critical funding opportunities to support its operations and infrastructure.

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?: It would be impractical and costly to hire a position to lead this work. The work must be conducted in the state capitol, requiring the immediate ability to attend meetings and hearings.

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: Contracts over \$1,170,000

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?: City lacks a dedicated office in Sacramento, CA

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

Explain why: These services require a firm that has a physical presence in Sacramento. The SFPUC will not own or possess offices in Sacramento used by the contractor.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 0923 - Manager II, 0933 - Manager V

Labor Unions: 351 - Municipal Exec Assoc-Misc

Labor Union Email Addresses: staff@sfmea.com

Union Review Sent On: 1/13/2026

Union Review End Date: 2/12/2026

Union Review Duration Met On: 2/12/2026

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DEC

Submitted By: Matthew Ahn

Department Coordinator: Matthew Ahn,
mahn@sfgov.org

Project Manager: Tracy Fong

ServiceNow Number: DHRPSC0002549

Version: 2.03

Version Type: Amendment

Legacy PSC #: 46649-23/24

Brief description of proposed work: Technical, Training, and Assessment Services

Reason for the Request for Amendment: The initially approved PSC Amount was inaccurate.

After one year of providing these services, we realized that we need additional funding. The \$20 million increase encompasses the actual dollar amount DEC requires for these services.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount
- Requires CSC Approval by Duration
- Requires CSC Approval by Scope

Amount

Previously Approved Amount: \$10,000,000

Increase Amount: \$20,000,000

Why are you requesting the PSC amount to be increased?: The initially approved PSC Amount was inaccurate. The \$20 million increase encompasses the actual dollar amount DEC requires for these services.

Total Amended Amount: \$30,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 59

Duration Increase (months): 24

Why are you requesting the PSC duration to be increased: To accommodate the contract term dates for contracts stemming from this PSC.

Total Amended Duration (months): 83

First Contract Start Date: 9/1/2025

PSC Duration End Date: 8/1/2032

Funding

Post Union Notification

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Are you making substantive changes to the scope of work last approved?: Yes

Clearly describe scope and detail the services to be performed: Original coordinator's email: MAhn@sfgov.org.

This request is for professional training and technical assistance for department funded programs providing direct services to children (birth to 5) and their families. Program improvement may also be made available as continuing education to department staff whose roles involve support of funded programs.

Technical assistance and program improvement will be provided broadly to address issues of program quality, administrative capability, and fulfillment of state and local early care and education requirements.

Has your response to any of the following questions changed?: Yes

Why are these services required and what are the consequences of denial?: The service is necessary because the Department of Early Childhood needs to ensure quality and required programming across our city funded system of over 400 center based and family child care programs. As designated in Article 23, Section 2A.310 b. of the San Francisco Administrative Code, the Department of Early Childhood is charged with "Establishing a universal system for high quality early learning care and education, strengthening the early care and education workforce, and building early care and education system capacity."

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?: 20

Why have you not hired City employees to perform the services?: The scope of work that we're requesting requires specialized certification to perform these services. City staff do not have the capacity to provide ongoing technical assistance at scale over a multi year period.

Board and Commission Approvals

Has your response to any of the following questions changed?: No

Will any contracts under this PSC require department Commission approval: Department does not have a Commission

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?:

Yes

Q1a) Clearly describe & site the regulatory/legal requirements to support outsourcing: As designated in Article 23, Section 2A.310 b. of the San Francisco Administrative Code, the Department of Early Childhood is charged with "Establishing a universal system for high quality early learning care and education, strengthening the early care and education workforce, and building early care and education system capacity."

Has your response to any of the following questions changed?: No

Q2 - Does performing these services cause a conflict of interest?: Yes

Clearly describe the circumstances and the conflict of interest: Due to the sensitive nature of some technical assistance and assessments engagements, city employees won't be able to perform said technical assistance and assessments responsibilities without conflict of interests.

Additional information to support your request (Optional):

Union Notifications

Have the Job Classes/Labor Unions changed?: Yes

Job Class(es): -None- - None Selected

Labor Unions: No Union Selected -

Labor Union Email Addresses: anthony@dc16.us, charlie@local377.com, mbeauchamp@oe3.org, ccarr@oe3.org, pking@uapd.com, pfinn@ibt856.org, mleach@ibt856.org, plangrooferslocal40@gmail.com, laborers261@gmail.com, nick@dc16.us, PSCreview@seiu1021.org, lvega@nccrc.org, president@twusf.org, PSCreview@seiu1021.org, PSCreview@seiu1021.org, pking@uapd.com, mleach@ibt856.org, cpark@local39.org, jvarga@ibt856.org, PSCreview@seiu1021.org, L21pscreview@ifpte21.org, president@twusf.org, president@sfsherriffsmsa.org, cjohnson@bac3-ca.org, mhenneberry@teamsters853.org, staff@sfmea.com, mleach@ibt856.org, laborers261@gmail.com, president@twusf.org, jb@local16.org, local22publicsector@nccrc.org, john.lenny@sfgov.org, sfcwupresidentjleonard@yahoo.com, local200twu@sbcglobal.net, staff@sfmea.com, Louis@sfpoa.org, joshv@smw104.org, administration@sffdlocal798.org, PSCreview@seiu1021.org, pmendeziamaw@comcast.net, dvickers@iam1414.org, administration@sffdlocal798.org, larryjr@ualocal38.org, president@twusf.org, WOrellana@opcmialocal300.org, L21pscreview@ifpte21.org, PSCreview@seiu1021.org, President@sanfranciscodsa.com, staff@sfmea.com, mleach@ibt856.org, ibew6@ibew6.org, oashworth@ibew6.org, sfdpoa@yahoo.com

Union Review Sent On: 2/9/2026

Post Union Notification

Union Review End Date: 2/16/2026
Union Review Duration Met On: 2/16/2026

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DEC

Submitted By: Matthew Ahn

Department Coordinator: Matthew Ahn,
mahn@sfgov.org

Project Manager: Tracy Fong

ServiceNow Number: DHRPSC0002549

Version: 1.01

Version Type: Amendment

Legacy PSC #: 46649-23/24

Brief description of proposed work: Technical, Training, and Assessment Services

Reason for the Request for Amendment: Delay in the release of the RFQ.

Amount

Previously Approved Amount: \$10,000,000

Increase Amount: \$0

Why are you requesting the PSC amount to be increased?:

Total Amended Amount: \$10,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 24

Duration Increase (months): 35

Why are you requesting the PSC duration to be increased: Delay in the release of the RFQ.

Total Amended Duration (months): 59

First Contract Start Date:

PSC Duration End Date:

Funding

Funding Source: City Funds

Special circumstances related to funding: No

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: Original coordinator's email: MAhn@sfgov.org.

This request is for professional training and technical assistance for department funded programs providing direct services to children (birth to 5) and their families. Capacity building may also be

made available as continuing education to department staff whose roles involve support of funded programs.

Technical assistance and capacity building will be provided broadly to address issues of program quality, administrative capability, and fulfillment of state and local early care and education requirements.

Why are these services required and what are the consequences of denial?: The service is necessary because the Department of Early Childhood needs to ensure quality and required programming across our city funded system of over 400 center based and family child care programs. As designated in Article 23, Section 2A.310 b. of the San Francisco Administrative Code, the Department of Early Childhood is charged with "Establishing a universal system for high quality early learning care and education, strengthening the early care and education workforce, and building early care and education system capacity."

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: Department does not have a Commission

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?: Yes

Q1a) Clearly describe & site the regulatory/legal requirements to support outsourcing: As designated in Article 23, Section 2A.310 b. of the San Francisco Administrative Code, the Department of Early Childhood is charged with "Establishing a universal system for high quality early learning care and education, strengthening the early care and education workforce, and building early care and education system capacity."

Q2 - Does performing these services cause a conflict of interest?: Yes

Clearly describe the circumstances and the conflict of interest: Due to the sensitive nature of some technical assistance and assessments engagements, city employees won't be able to perform said technical assistance and assessments responsibilities without conflict of interests.

Additional information to support your request (Optional):

Union Notifications

Have the Job Classes/Labor Unions changed?:

Job Class(es): 1823 - Senior Administrative Analyst, 9774 - Sr. Community Devl Spc 1, 1822 -

Administrative Analyst, 9775 - Sr Community Dev Spec 2

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: 9/12/2024

Union Review End Date: 11/11/2024

Union Review Duration Met On: 11/11/2024

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: Department of Early Childhood -- DEC Dept. Code: DEC

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Technical, Training, and Assessment Services

Funding Source: Mixed Funds PSC Duration: 1 year 52 weeks
PSC Amount: \$10,000,000 PSC Est. Start Date: 07/01/2024 PSC Est. End Date: 06/30/2026

1. Description of Work

A. Scope of Work:

This request is for professional training and technical assistance for department funded programs providing direct services to children (birth to 5) and their families. Capacity building may also be made available as continuing education to department staff whose roles involve support of funded programs.

Technical assistance and capacity building will be provided broadly to address issues of program quality, administrative capability, and fulfillment of state and local early care and education requirements.

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

The service is necessary because the Department of Early Childhood needs to ensure quality and required programming across our city funded system of over 400 center based and family child care programs. As designated in Article 23, Section 2A.310 b., the Department of Early Childhood is charged with "Establishing a universal system for high quality early learning care and education, strengthening the early care and education workforce, and building early care and education system capacity."

Without these services, we would not have the ability to fulfill this charter.

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 was conducted in the past by First 5 San Francisco which was a county entity that was solely funded by state dollars.

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

2. Union Notification: On 01/19/2024, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21; Management & Superv Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engr:

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46649 - 23/24

DHR Analysis/Recommendation:

04/15/2024

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 04/15/2024

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Certified subject matter experts with expertise in a broad array of child development topics, including but not limited to early care & education; state required classroom assessment; family support; diversity, equity, and inclusion; classroom environment rating scale; California child development permit advising; California preschool and infant/toddler learning foundation.

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

1822,1823,9774,9775,

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

No

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The department utilizes civil service classes in the 9700 Community Development Specialist and 1800 Administrative Analyst series for the ongoing monitoring and administration of grants. However, these classes do not have the capacity to provide ongoing technical assistance at scale over a multi-year period.

Additionally, due to the sensitive nature of some technical assistance engagements, it would be a conflict of

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

No, because it requires specialized certification to perform these 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?
No on general services but a possibility on certification. | <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 03/18/2024 BY:

Name: Matthew Ahn Phone: 6286523063 Email: MAhn@sfgov.org

Address: 1650 Mission Street, Suite 312 San Francisco, CA , 94103

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

Dept Acronym:	DEC
Dept Name:	Department of Early Childhood
PSC Coordinator Name:	Matthew Ahn
PSC Coordinator Email:	MAhn@sfgov.org
PSC ServiceNow Record No.:	DHRPSC0002549 2.03

PS Contract ID	Contract Start Date	Contract End Date	Contract Not to Exceed Amount	PSC ServiceNow Record Number (if PSC approval was obtained)	Brief Description of Services Rendered
1000036908	11/1/2025	6/30/2027	\$492,886	DHRPSC0002549 v2.0	Training and technical assistance for department funded programs providing direct services to children (birth to 5) and their families. Capacity building may also be made available as continuing education to department staff whose roles involve support of funded programs.
1000036919	11/1/2025	6/30/2027	\$518,660	DHRPSC0002549 v2.0	Training and technical assistance for department funded programs providing direct services to children (birth to 5) and their families. Capacity building may also be made available as continuing education to department staff whose roles involve support of funded programs.
1000036902	9/1/2025	8/31/2026	\$199,645	DHRPSC0002549 v2.0	Training and technical assistance for department funded programs providing direct services to children (birth to 5) and their families. Capacity building may also be made available as continuing education to department staff whose roles involve support of funded programs.
1000036853	11/1/2025	6/30/2027	\$371,114	DHRPSC0002549 v2.0	Training and technical assistance for department funded programs providing direct services to children (birth to 5) and their families. Capacity building may also be made available as continuing education to department staff whose roles involve support of funded programs.
1000036903	9/1/2025	8/31/2026	\$196,080	DHRPSC0002549 v2.0	Training and technical assistance for department funded programs providing direct services to children (birth to 5) and their families. Capacity building may also be made available as continuing education to department staff whose roles involve support of funded programs.
1000036928	9/1/2025	8/31/2026	\$119,265	DHRPSC0002549 v2.0	Training and technical assistance for department funded programs providing direct services to children (birth to 5) and their families. Capacity building may also be made available as continuing education to department staff whose roles involve support of funded programs.
1000036905	9/1/2025	8/31/2027	\$67,000	DHRPSC0002549 v2.0	Training and technical assistance for department funded programs providing direct services to children (birth to 5) and their families. Capacity building may also be made available as continuing education to department staff whose roles involve support of funded programs.
1000036906	9/1/2025	8/31/2026	\$167,100	DHRPSC0002549 v2.0	Training and technical assistance for department funded programs providing direct services to children (birth to 5) and their families. Capacity building may also be made available as continuing education to department staff whose roles involve support of funded programs.
1000036907	9/1/2025	8/31/2027	\$194,130	DHRPSC0002549 v2.0	Training and technical assistance for department funded programs providing direct services to children (birth to 5) and their families. Capacity building may also be made available as continuing education to department staff whose roles involve support of funded programs.
1000037248	9/1/2025	8/31/2027	\$73,140	DHRPSC0002549 v2.0	Training and technical assistance for department funded programs providing direct services to children (birth to 5) and their families. Capacity building may also be made available as continuing education to department staff whose roles involve support of funded programs.
1000037021	9/1/2025	8/31/2026	\$196,989	DHRPSC0002549 v2.0	Training and technical assistance for department funded programs providing direct services to children (birth to 5) and their families. Capacity building may also be made available as continuing education to department staff whose roles involve support of funded programs.
1000036920	9/1/2025	8/31/2027	\$139,390	DHRPSC0002549 v2.0	Training and technical assistance for department funded programs providing direct services to children (birth to 5) and their families. Capacity building may also be made available as continuing education to department staff whose roles involve support of funded programs.
1000036921	9/1/2025	8/31/2026	\$157,090	DHRPSC0002549 v2.0	Training and technical assistance for department funded programs providing direct services to children (birth to 5) and their families. Capacity building may also be made available as continuing education to department staff whose roles involve support of funded programs.
1000036922	9/1/2025	8/31/2027	\$89,282	DHRPSC0002549 v2.0	Training and technical assistance for department funded programs providing direct services to children (birth to 5) and their families. Capacity building may also be made available as continuing education to department staff whose roles involve support of funded programs.
1000036923	9/1/2025	8/31/2027	\$173,430	DHRPSC0002549 v2.0	Training and technical assistance for department funded programs providing direct services to children (birth to 5) and their families. Capacity building may also be made available as continuing education to department staff whose roles involve support of funded programs.
1000036924	9/1/2025	8/31/2026	\$171,872	DHRPSC0002549 v2.0	Training and technical assistance for department funded programs providing direct services to children (birth to 5) and their families. Capacity building may also be made available as continuing education to department staff whose roles involve support of funded programs.
1000037048	9/1/2025	8/31/2026	\$181,394	DHRPSC0002549 v2.0	Training and technical assistance for department funded programs providing direct services to children (birth to 5) and their families. Capacity building may also be made available as continuing education to department staff whose roles involve support of funded programs.
1000037049	9/1/2025	8/31/2027	\$134,904	DHRPSC0002549 v2.0	Training and technical assistance for department funded programs providing direct services to children (birth to 5) and their families. Capacity building may also be made available as continuing education to department staff whose roles involve support of funded programs.
1000036770	9/1/2025	8/31/2026	\$162,732	DHRPSC0002549 v2.0	Training and technical assistance for department funded programs providing direct services to children (birth to 5) and their families. Capacity building may also be made available as continuing education to department staff whose roles involve support of funded programs.
1000036774	9/1/2025	8/31/2026	\$172,333	DHRPSC0002549 v2.0	Training and technical assistance for department funded programs providing direct services to children (birth to 5) and their families. Capacity building may also be made available as continuing education to department staff whose roles involve support of funded programs.
1000036777	9/1/2025	8/31/2027	\$159,196	DHRPSC0002549 v2.0	Training and technical assistance for department funded programs providing direct services to children (birth to 5) and their families. Capacity building may also be made available as continuing education to department staff whose roles involve support of funded programs.

1000036771	9/1/2025	8/31/2026	\$177,490	DHRPSC0002549 v2.0	Training and technical assistance for department funded programs providing direct services to children (birth to 5) and their families. Capacity building may also be made available as continuing education to department staff whose roles involve support of funded programs.
1000037273	9/1/2025	8/31/2026	\$71,990	DHRPSC0002549 v2.0	Training and technical assistance for department funded programs providing direct services to children (birth to 5) and their families. Capacity building may also be made available as continuing education to department staff whose roles involve support of funded programs.

Memorandum

Date: January 29, 2026

To: Civil Service Commission (CSC) and Local 1021 Union

From: Department of Early Childhood (DEC)

Re: Correction to PSC Form 1 – Technical, Training, and Assessment (T&TA) Services
(DHRPSC0002549)

This memo serves to correct an error in the original PSC Form 1 submission for PSC request DHRPSC0002549 regarding Technical, Training, and Assessment (T&TA) Services.

The original request listed certain civil service classifications (1822, 1823, 9774, 9775) as capable of performing the scope of work. After review with the Department of Human Resources (DHR), this is incorrect. The classifications listed are only capable of managing, supporting, and monitoring the contractors performing the work. There are no civil service classifications that perform these T&TA services and activities, which include specialized training and technical assistance for city-funded early care and education programs.

The inclusion of these classifications was an error and contributed to triggering the union review. DEC is seeking to amend PSC request DHRPSC0002549, including any amendments pertaining to this PSC, to reflect that the services require external professional expertise, as they cannot be performed by existing civil service staff.

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DEC

Submitted By: Matthew Ahn

Department Coordinator: Matthew Ahn,
mahn@sfgov.org

Project Manager: Tracy Fong

ServiceNow Number: DHRPSC0002550

Version: 1.01

Version Type: Amendment

Legacy PSC #: 48217-22/23

Brief description of proposed work: Information Technology Management System

Reason for the Request for Amendment: The amendment is being requested to accommodate the continued utilization of Information technology management system solutions that assist DEC staff and clients by providing childcare web-based waitlist; Program Evaluation and Assessment systems; Website Creation and Content Development Applications; contract management; and other ancillary services, including training, technical support, installations, and upgrades of DEC's information technology, etc.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount
- Requires CSC Approval by Duration

Amount

Previously Approved Amount: \$10,000,000

Increase Amount: \$10,000,000

Why are you requesting the PSC amount to be increased?: To accommodate for upcoming amendments and contracts from this PSC.

Total Amended Amount: \$20,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 60

Duration Increase (months): 59

Why are you requesting the PSC duration to be increased: To accommodate for upcoming amendments and contracts from this PSC.

Total Amended Duration (months): 119

First Contract Start Date: 1/1/2024

PSC Duration End Date: 12/1/2033

Funding

Funding Source: State Funds, City Funds, Federal Funds

Special circumstances related to funding: No

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: Services are for the design, access, and support of information system solutions for the Department of Early Childhood (DEC). Information technology management system solutions are defined as technology-based systems that assist DEC staff and clients by providing childcare web-based waitlist; Program Evaluation and Assessment systems; Website Creation and Content Development Applications; contract management; and other ancillary services including training, technical support, installations, and upgrades of DEC's information technology.

Why are these services required and what are the consequences of denial?: These services are required to process and manage client and/or grantee mandated information that is necessary for the day-to-day operation of DEC. Without these services, operations would be interrupted and would not be able to fulfill childcare enrollment, evaluate the effectiveness of the childcare programs and services, and create communication strategies to implement childcare programs and services.

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?: 3

Why have you not hired City employees to perform the services?: These services are mostly proprietary business solutions that are used by multiple agencies across many states and counties in packages that utilize inter-county data reporting, sharing, and system-wide compliance updates at all levels.

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

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?: Yes. See attached letter from the manufacturer confirming these services must be performed by the manufacturer or an authorized reseller/distributor.

Additional information to support your request (Optional):

Union Notifications

Have the Job Classes/Labor Unions changed?:

Job Class(es): -None- - None Selected

Labor Unions: No Union Selected -

Labor Union Email Addresses: anthony@dc16.us, charlie@local377.com, mbeauchamp@oe3.org, ccarr@oe3.org, pking@uapd.com, pfinn@ibt856.org, mleach@ibt856.org, plangrooferslocal40@gmail.com, laborers261@gmail.com, nick@dc16.us, PSCreview@seiu1021.org, lvega@nccrc.org, president@twusf.org, PSCreview@seiu1021.org, PSCreview@seiu1021.org, pking@uapd.com, mleach@ibt856.org, cpark@local39.org, jvarga@ibt856.org, PSCreview@seiu1021.org, L21pscreview@ifpte21.org, president@twusf.org, president@sfsheriffmsa.org, cjohnson@bac3-ca.org, mhenneberry@teamsters853.org, staff@sfmea.com, mleach@ibt856.org, laborers261@gmail.com, president@twusf.org, jb@local16.org, local22publicsector@nccrc.org, john.lenny@sfgov.org, sfcwupresidentjmleonard@yahoo.com, local200twu@sbcglobal.net, staff@sfmea.com, Louis@sfpoa.org, joshv@smw104.org, administration@sffdlocal798.org, PSCreview@seiu1021.org, pmendeziamaw@comcast.net, dvickers@iam1414.org, administration@sffdlocal798.org, larryjr@ualocal38.org, president@twusf.org, WOrellana@opcmialocal300.org, L21pscreview@ifpte21.org, PSCreview@seiu1021.org, President@sanfranciscodsa.com, staff@sfmea.com, mleach@ibt856.org, ibew6@ibew6.org, oashworth@ibew6.org, sfdpoa@yahoo.com

Union Review Sent On: 2/9/2026

Union Review End Date: 2/16/2026

Union Review Duration Met On: 2/16/2026

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: Department of Early Childhood -- DEC Dept. Code: DEC

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Information Technology Management System

Funding Source: County, State, & Federal PSC Duration: 5 years 1 day
PSC Amount: \$10,000,000 PSC Est. Start Date: 07/01/2023 PSC Est. End Date: 06/30/2028

1. Description of Work

A. Scope of Work:

Services are for the design, access, and support of information system solutions for the Department of Early Childhood (DEC). Information technology management system solutions are defined as technology-based systems that assist DEC staff and clients by providing childcare web-based waitlist; Program Evaluation and Assessment systems; Website Creation and Content Development Applications; contract management; and other ancillary services including training, technical support, installations, and upgrades of DEC's information technology.

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

These services are required to process and manage client and/or grantee mandated information that is necessary for the day-to-day operation of DEC. Without these services, operations would be interrupted and will not be able to fulfill childcare enrollment, evaluate effectiveness of the childcare programs and services, and create communication strategies to implement childcare programs and services.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.
Services were previously approved through PSC 43367 - 17/18.

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

2. Union Notification: On 06/13/2023, the Department notified the following employee organizations of this PSC/RFP request: Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Professional & Tech Engrs, SFAPP; SEIU 1021 Miscel

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48217 - 22/23

DHR Analysis/Recommendation:

09/18/2023

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 09/18/2023

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:
 Specialized skills in programming, integration, and management of information technology systems. These tend to be proprietary business solutions that have been previously developed and are used by multiple agencies across many states and counties.

B. Which, if any, civil service class(es) normally perform(s) this work?
 1053,1063,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
 No. Information management system do not require facilities and/or physical equipment currently possessed by the City.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

These services are mostly proprietary business solutions that are used by multiple agencies across many states and counties in packages that utilize inter-county data reporting, sharing, and system-wide compliance updates at all levels.

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

No, because the work needed would need to span and coordinate with multiple municipalities and/or the project is highly specialized and would best be performed by an independent organization that has specific expertise with similar projects.

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?
Training is for the end-users on how to use online applications for applying | <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 07/25/2023 BY:

Name: Michael DeLeon Phone: _____ Email: michael.deleon@sfgov.org

Address: 1650 Mission St. Suite 312 San Francisco, CA 94103

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

Dept Acronym:	DEC
Dept Name:	Department of Early Childhood
PSC Coordinator Name:	Matthew Ahn
PSC Coordinator Email:	Mahn@sfgov.org
PSC ServiceNow Record No.:	DHRPSC0002550 1.01

PS Contract ID	Contract Start Date	Contract End Date	Contract Not to Exceed Amount	PSC ServiceNow Record Number (if PSC approval was obtained)	Brief Description of Services Rendered
1000032005	1/1/2024	6/30/2026	\$ 254,520	PSC Resolution No.48217-2223	Early Care and Education web-based software system that matches families to providers
1000032997	7/1/2024	6/30/2028	\$ 1,400,000	PSC Resolution No.48217-2223	Development screening and child development support via a digitally enabled mobile app
1000033265	7/1/2024	6/30/2026	\$ 354,500	PSC Resolution No.48217-2223	Web-based data system to track and support early care and education quality improvement efforts



January 8th, 2024

Matthew Ahn
Senior Procurement Analyst
San Francisco Department of Early Childhood
1650 Mission Street, Suite 312
San Francisco, CA 94103

Re: MCT CareWait software for SF DEC

Dear Mr. Ahn,

ELSF was developed as a customized version of MCT's childcare waitlist and provider vacancy system CareWait in 2017. It has been supporting 40,000+ local parents and providers annually. There are many modules specifically designed and developed for San Francisco's mix ECE funding model.

This letter is to attest to the fact that our MCT CareWait software, which has been configured and implemented extensively to support Office of Early Childhood Education programs, is proprietary in nature and is the exclusive property of and only provided through MCT Technology.

Sincerely

Zhiwen Tan

Zhiwen Tan
MCT Technology CEO

BROOKES

Paul H. Brookes Publishing Co., Inc.
Post Office Box 10624, Baltimore, Maryland 21285-0624
www.brookespublishing.com www.agesandstages.com

April 12, 2024

Theresa Zighera
Deputy Director
Child & Family Well-Being and First 5 Programs
San Francisco Department of Early Childhood

Via email: theresa.zighera@sfgov.org

Dear Theresa:

Sparkler Learning licenses the Ages & Stages Questionnaires from Paul H. Brookes Publishing Co. in order to provide the ASQs on its family-friendly mobile application to encourage families with children 5 and under to complete developmental screening and access parenting tips and play-based learning that will support healthy early childhood development.

Sparkler's mobile app is available for iOS and Android, smartphones, and tablets. It is accessible in English, Spanish, and Chinese. Sparkler is currently the only family-friendly mobile app available in the U.S. offering ASQ-3 and ASQ:SE-2 completion via a mobile application. Sparkler is also our only licensee currently offering the ASQs in an integrated, family-friendly mobile platform that includes screening, as well as family-friendly play-based learning activities and tips for parents and caregivers aligned with the screening, and two-way communication to help families access the support they need following screening.

While families can complete an age interval of the ASQs in Simplified Chinese through Brookes's ASQ Online Family Access portal or with some of our site-based provider partners, Sparkler Learning is currently the only mobile application licensee that is able to extend to other organizations and parties the ability for families to complete the Ages & Stages Questionnaires (both ASQ-3 and ASQ:SE-2) in Simplified Chinese.

Thank you for your interest in the Ages & Stages Questionnaires. I am happy to answer any questions you might have.

Sincerely,



Melissa Behm
Executive Vice President
mbehm@brookespublishing.com
410-337-9580, ext. 144



May 29th, 2024

Mr. Wei-min Wang

Deputy Director for Evaluation, Policy, and Communications

San Francisco Department of Early Childhood

1650 Mission Street, Suite 312

San Francisco, CA 94103

Re: ECE Data system software special pricing and sale condition

Please be advised that the WELS Exchange Hub Data System is proprietary technology and its support renewal and upgrades can only be purchased from the WELS SYSTEMS FOUNDATION LLC (WELS).

WELS is a data management system for early childhood settings like centers and family childcare homes. It is designed to work on mobile and desktop platforms and enabled easy access to the information needed by this community to manage their quality improvement processes.

At your request, we have provided our best pricing for a county level application pricing of \$225 yearly per facility instead of quoted \$300/year.

We are a minority-owned Chapter C corporation, incorporated in 2009. Our corporate offices are located in Miami, Florida.

WELS complies with all standard governmental regulations, including anti-discrimination, affirmative action, drug-free workplace, non-collusion, veterans, environmental, child labor, clean air, lobbying, and ethical conduct requirements.

A handwritten signature in blue ink, appearing to read "C. Valdes", is positioned above a horizontal line.

Carlos M. Valdes, CEO

Memorandum

Date: February 06, 2026

To: Civil Service Commission (CSC)

From: Department of Early Childhood (DEC)

Re: Update to PSC Form 1 – Information Technology Management System
(DHRPSC0002550)

This memo serves to correct an error in the original PSC Form 1 submission for PSC request DHRPSC0002550 regarding Information Technology Management System.

The original request listed certain civil service classifications (1053, 1063) as capable of performing the scope of work. After review with the Department of Human Resources (DHR), this is incorrect. There are no civil service classifications that perform this PSC's scope of work, which requires proprietary business solutions for city-funded early care and education programs.

DEC is seeking to amend PSC request DHRPSC0002550 to reflect that the services require external professional expertise, as they cannot be performed by existing civil service staff.

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: MTA

Submitted By: Robert Bergesen

Department Coordinator: Amy Nuque,
Amy.Nuque@sfmta.com

Project Manager: Robert Bergesen

ServiceNow Number: DHRPSC0005624

Version: 1.01

Version Type: Amendment

Brief description of proposed work: Perform required inspections, and related approved repairs to maintain city owned lifting device assets in safe, compliant and working order for the staff to use when needed.

Reason for the Request for Amendment: Term Contract (TC) bids recieved were higher than the original estimations resulting in a need to increase the total contract amount. No other changes

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

Previously Approved Amount: \$658,009

Increase Amount: \$1,231,956

Why are you requesting the PSC amount to be increased?: TC bids were recieved at a higher than original estimated contract amount.

Total Amended Amount: \$1,889,965

Does contract include items other than services?: Yes

- Commodities & Equipment: \$25,000

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 60

Duration Increase (months): 0

Total Amended Duration (months): 60

First Contract Start Date:

PSC Duration End Date:

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Post Union Notification

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: Safety inspection(s) of our lifting device assets including Cranes, Gantries, Jib Cranes, Storage Stackers and Mechanical lifting such as Blocks and Chain Hoists. Repairs to such devices and systems to proper manufacturers specifications and applicable regulations. Monitoring wear limits and recommending repairs in a preventative manner keeping equipment operational for normal and emergency use when needed. Emergency repairs as needed.

Has your response to any of the following questions changed?: No

Why are these services required and what are the consequences of denial?: Maintaining a safe work environment for employees, citizens and visitors to San Francisco is important to the City and specifically the San Francisco Municipal Transportation Agency (SFMTA), California Public Utilities Commission (CPUC), Occupational Safety and Health Administration (OSHA), California Occupational Safety and Health Administration (CalOSHA), American National Standards Institute (ANSI), compliance inspections and Proof (Certification), Load Testing are all required for the City and SFMTA to continue to use these lifting devices safely. Along with compliance to the internal Standard Operating Procedures (SOP's), Failure to perform these required inspections may result in a preventable catastrophic failure of a lifting device or system where personal injury or death may occur. Imposed fines and possible legal liability in the event of an accident that may have been preventable. Extended down time for repairs causing delays in performing the employee's normal duties impacting citizens and visitors to the City of San Francisco.

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?: 3

Why have you not hired City employees to perform the services?: Specialized crane and lifting device experience is required. Trained and insured to perform work on cranes and other lifting devices is required. Satisfactory prior experience is required. Some of these lifting devices are capable of lifting 40 tons (80,000 lbs) which can be deadly when a failure occurs. It is imperative that we use contractors with experience to perform this critical and required preventative maintenance and inspections. Specialized electrical/mechanical, hydraulic, wireless and wired controls, safety devices such as load limiters, travel and lock out device operation is required. The contractor shall have the ability to perform quarterly, annually and Tri-annual tests and inspections required to maintain compliance and issue such certifications. Currently we do not have enough work to sustain a crew full time and it is not fiscally responsible to staff with city staff.

Board and Commission Approvals

Has your response to any of the following questions changed?: No

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

Provide details related to contracts for which dept comm approval required: Approval to sublet work needs to be approved by the Department Board. teh amount of work performed by this contract does not justify teh addition fo a department, staff adn training to perform inhouse. It would not be economical to perform this work with SFMTA staff along with utilizing experts who work with this type of equipment daily inhances the ability to see defects before failures occure that may cause injury or death to Staff, visitors or rsidents.

Will any contracts under this PSC require Board of Supervisors approval: Yes

Provide details related to contracts for which BOS approval will be required?: Approval to sublet work needs to be approved by the Department Board. teh amount of work performed by this contract does not justify teh addition fo a department, staff adn training to perform inhouse. It would not be economical to perform this work with SFMTA staff along with utilizing experts who work with this type of equipment daily inhances the ability to see defects before failures occure that may cause injury or death to Staff, visitors or rsidents.

Justification

Has your response to Q1 changed?: No

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

Yes

Q1a) Clearly describe & site the regulatory/legal requirements to support outsourcing: The regulation specifies that the person shall be qualified to inspect such equipment. Currently the SFMTA does not have anyone qualified to properly inspect this equipment. Such person must produce reports for all testing as required. To maintain the compliance it is necessary for the safety of our staff, visitors adn residents of Sn Francisco.

Has your response to any of the following questions changed?: 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?: Long-term Basis

Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: No

Q5b) Do the services require specialized expertise, knowledge experience?: Yes

Q5b1) Describe the specialized skills and expertise required to perform the services: The inspection must be performed by trained and qualified individuals

Q5c) Does City have classifications with the required specialized skills or expertise?: No

Q5c1) Should City develop a classification to perform these services?: No

Q5c2) Explain why new a job classification is not feasible: the amount of work necessary is not economical feasible to create a position to perform this work. there is simply not enough work annually to justify the addition.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: No

Q5e1) Explain why training of City employees is not required: Each facility only has the service scheuled for 4 times a year. other than the emergency repairs it is not economical to staff for this work and have availability as required for emergency repairs.

Q5f) Is there a plan to transition this work back to the City?: No

Q5f1) Explain why the work will not be transitioned back to the City: It was performed by outside contractors and not originally performed by SFMTA employees

Additional information to support your request (Optional): The use of an outside expert for the inspection andtesting keeps a liability line from the qualified individual as a SFMTA employee and an outsied contracted service limiting the exposure for the SFMTA and the City of SF

Union Notifications

Have the Job Classes/Labor Unions changed?: No

Job Class(es): 7334 - Stationary Engineer, 7325 - General Utility Mechanic, 7332 - Maintenance Machinist

Labor Unions: 130 - Auto Machinist, Lodge 1414, 039 - Stationary Engineers, Local 39

Labor Union Email Addresses: pmendeziamaw@comcast.net, dvickers@iam1414.org, cpark@local39.org

Union Review Sent On: 1/13/2026

Union Review End Date: 1/20/2026

Union Review Duration Met On: 1/20/2026

Nuque, Amy

From: The Civil Service Commission <ccsfdt@service-now.com>
Sent: Tuesday, December 2, 2025 3:43 PM
To: Nuque, Amy; Nguyen, Trinh; Chan, Maggie; Bergesen, Robert W; Garcia, David; Abulencia, Simon
Subject: MTA [DHRPSC0005624] was approved by CSC on 2025-12-01

EXT



**CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

NOTICE OF CIVIL SERVICE COMMISSION ACTION

Hello Amy Nuque,

At its meeting on **2025-12-01 14:00:00 PST**, the Civil Service Commission had for its consideration the MTA PSC [DHRPSC0005624].

The Civil Service Commission, APPROVED PSC [DHRPSC0005624] on 2025-12-01.

CSC Approval Type: Conditional Approval Granted

Relevant Comments:

Report Back Date: 2026-06-01

Report Back Reason: Approve the PSC with the condition that the Municipal Transportation Agency contact the Department of Human Resources, Port, and the Public Utilities Commission to determine if an inspector crane job classification could be established and report back to the Commission in 6 months. (4-0)

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.

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.

CIVIL SERVICE COMMISSION

Sandra Eng | Executive Officer

PSC Summary

=====

Record Number: DHRPSC0005624 v 1.0

Description of Proposed Work: Perform required inspections, and related approved repairs to maintain city owned lifting device assets in safe, compliant and working order for the staff to use when needed.

Request Type: New

Approval Type: CSC Approval

CSC Review Reason(s):

✔ CSC Approval by Amount

Submitting Department: MTA

Dept PSC Coordinator: Amy Nuque

Dept PSC Coordinator Email: Amy.Nuque@sfmta.com

DHR Admin/Reviewer: Linda Rainaldi

CSC Admin/Reviewer: Lavena Holmes

PSC Amount: \$658,009.40

PSC Duration (months): 60

Funding Source(s): City Funds

Scope of Work: Safety inspection(s) of our lifting device assets including Cranes, Gantries, Jib Cranes, Storage Stackers and Mechanical lifting such as Blocks and Chain Hoists. Repairs to such devices and systems to proper manufactruers specifications and applicable regulations. Montioring wear limits and reccomending repairs in a preventative manner keeping equipment operational for normal and emergency use when needed. Emergency repairs as needed.

Job Class(es): 7334 - Stationary Engineer, 7325 - General Utility Mechanic, 7332 - Maintenance Machinist

PSC Justification(s)

=====

✔ Regulatory or legal requirements disallow use of City employees

✔ Services requiring specialized expertise, knowledge experience

[Take me to the PSC Record](#)

Ref:TIS6305424_CYu7BIXcL7hK5tkaYkX6

This message is from outside of the SFMTA email system. Please review the email carefully before responding, clicking links, or opening attachments.

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:	MTA
Dept Name:	Municipal Transportation Agency
PSC Coordinator Name:	Amy Nogue
PSC Coordinator Email:	amy.nogue@sfmta.com
PSC ServiceNow Record No.:	DHRPSC0005624

PS Contract ID	Contract Start Date	Contract End Date	Contract Not to Exceed Amount	PSC ServiceNow Record Number (if PSC approval was obtained)	Brief Description of Services Rendered
PO 0000450065	7/31/2020	6/30/2021	\$ 9,863	NO PSC was requested	Crane and lifting device inspection, test, certification and repairs Labor \$6090.00 Material \$3255.00
PO 0000641496	7/26/2022	6/30/2023	\$ 9,345	NO PSC was requested	Crane and lifting device inspection, test, certification and repairs Labor \$5000.00 Parts \$4345.00
PO 0000751234	12/7/2023	6/30/2024	\$ 9,517	DHRPSC0003217	Crane and lifting device inspection, test, certification and repairs Labor \$8800.00 Parts \$217.25 Shipping \$500.00
PO 0000785600	3/7/2024	6/30/2024	\$ 9,999	DHRPSC0003217	Crane and lifting device inspection, test, certification and repairs Labor \$2693.00 Parts \$3606.35 Shipping \$3700.00
PO 0000845063	9/10/2024	6/30/2025	\$ 2,934	DHRPSC0004687	Crane and lifting device inspection, test, certification and repairs Labor \$1740.00 Parts \$1194.00 Shipping \$000.00
PO 0000907735	2/19/2025	6/30/2025	\$ 2,499	DHRPSC0003217	Crane and lifting device inspection, test, certification and repairs Labor \$2000.00 Parts \$396.48 Shipping \$103.00