

# 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:

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**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?<br>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)

<b>Dept Acronym:</b>	DEC
<b>Dept Name:</b>	Department of Early Childhood
<b>PSC Coordinator Name:</b>	Matthew Ahn
<b>PSC Coordinator Email:</b>	MAhn@sfgov.org
<b>PSC ServiceNow Record No.:</b>	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

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**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)

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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.