

CSC RECEIPT STAMP

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PSC Submissions

New

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PSC Requests Scheduled for Hearing - 8/17/2026

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
DHRPSC0006436 - v0.01	DPH	New	\$3,000,000.00	\$3,000,000.00	Contractor will provide onsite collection, consolidation, sorting and compacting of recycling material and trash contamination removal at Zuckerberg San Francisco General Hospital (ZSFG).	60	60	2026-08-17 14:00:00	Reanna Albert
DHRPSC0006423 - v0.01	DPH	New	\$325,000.00	\$325,000.00	Contractor will:	60	60	2026-08-17 14:00:00	Reanna Albert
					-Provide up to five weekly classes for fifty weeks a year for a minimum of fifty individual LHH residents per month.				
					-Provide an Artist In Residence or Program Manager as well as at least one other assistant instructor to do the following: provide instruction of all enrolled residents, provide supervision to assistant instructors to assist with one-on-one instruction to all enrolled residents, and work directly with the LHH Activity Therapy Director to determine class times, locations, and any other needs (e.g. transportation to/from class) to those based on the needs of the resident artist.				
DHRPSC0006470 - v0.01	DPH	New	\$1,000,000.00	\$1,000,000.00	-Evaluate all resident artist enrollees based on skills and interests and determine instruction needs.	60	60	2026-08-17 14:00:00	Reanna Albert
					-Maintain an inventory of residents' artwork.				
					-Record resident artist attendance in classes and other information as requested by the Activity Therapy Director.				
DHRPSC0006470 - v0.01	DPH	New	\$1,000,000.00	\$1,000,000.00	-Maintain exhibits around LHH campus of resident artwork in collaboration with the Activity Therapy Director.	60	60	2026-08-17 14:00:00	Reanna Albert
					The contractor will prepare patient-specific sterile Total Parenteral Nutrition (TPN) under Section 503A of the Federal Food, Drug, and Cosmetic Act (FD&C), using electronically received orders that are reviewed by a licensed pharmacist for clinical accuracy. All TPNs must be compounded, labeled, and documented in full compliance with United States				

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					Pharmacoceia General Chapter 797, also known as USP <797>, and California Board of Pharmacy sterile compounding regulations, with required batch records, stability checks, and high alert medication safeguards. The contractor will maintain reliable daily delivery with validated cold chain handling, support surge capacity, operate within a 50 mile radius of ZSFG, and have business continuity and emergency plans to ensure uninterrupted patient care. The contractor will also promptly communicate any shortages or service interruptions that could affect clinical operations.				
DHRPSC0006493 - v0.01	MTA	New	\$5,250,000.00	\$5,250,000.00	The San Francisco Municipal Transportation Agency (SFMTA) is requesting continued professional investigative services to support its self-insured Workers' Compensation Program. The contractor will provide investigative services necessary to assist in the administration, evaluation, and resolution of workers' compensation claims. Services may include, but are not limited to, rapid response investigations, accident scene investigations, witness interviews, recorded statements, surveillance, activity checks, background investigations, social media investigations, sub rosa investigations, asset and locate services, public records research, AOE/COE investigations, fraud detection, document service, and preparation of detailed investigative reports, photographs, video, and other supporting documentation. The current contract provides investigative services that support SFMTA's efforts to ensure claims are properly investigated, identify compensability issues, mitigate claim costs, support litigation defense, and improve claim resolution outcomes. The services allow SFMTA to obtain timely, objective, and professional investigative findings that may not be available through internal resources.	84	84	2026-08-17 14:00:00	Amy Nuque
TOTALS:			\$9,575,000.00	\$9,575,000.00					

Department Summary

Department	New Count	Amendment Count	Total New Amount	Total Cumulative Amount
DPH	3	0	\$4,325,000.00	\$4,325,000.00
MTA	1	0	\$5,250,000.00	\$5,250,000.00
Column Total	4	0	\$9,575,000.00	\$9,575,000.00

Generated on: 7/31/2026, 10:54:18 AM by Suzanne Choi

PSC Requests Scheduled for Hearing - 8/17/2026

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
DHRPSC0001349 - v1.01	ECN	Amendment	\$500,000.00	\$4,850,000.00	Original coordinator's email: kristine.damalas@sfgov.org. Contractors will provide business consulting and training services to the Small Business Development Center's (SBDC's) small business clients on an as-needed basis. SBDC is a program hosted by the City through the Office of Economic and Workforce Development (OEWD) as part of a greater network of services to help small- to medium-sized businesses grow and succeed. The Contractors' counseling services will include advice, guidance and/or instruction concerning the formation, management, financing, and operation of small business enterprises through workshops, one-on-one consulting, and loan packaging. Through a Request For Qualifications, OEWD created a pre-qualified list of 24 consultants who will remain eligible for consideration and contract negotiation on an as-needed basis for two years.	60	216	2026-08-17 14:00:00	Jeevan Rijal
DHRPSC0001333 - v1.01	POL	Amendment	\$78,000.00	\$299,776.00	Original coordinator's email: Genie.Wong@sfgov.org. Contractor will provide proprietary parts and maintenance for six DNA analysis instruments manufactured by Qiagen, LLC at the San Francisco Police Department's crime lab. Only the manufacturer certified technicians can repair, qualify, calibrate, upgrade, move, and provide parts for Qiagen, LLC instrumentation.	25	102	2026-08-17 14:00:00	My Do-Kruse
TOTALS:			\$578,000.00	\$5,149,776.00					

Department Summary

Department	New Count	Amendment Count	Total New Amount	Total Cumulative Amount
ECN	0	1	\$500,000.00	\$4,850,000.00
POL	0	1	\$78,000.00	\$299,776.00

Department	New Count	Amendment Count	Total New Amount	Total Cumulative Amount
Column Total	0	2	\$578,000.00	\$5,149,776.00

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DPH

Submitted By: Letania Ferreira

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

Project Manager: Francisco Saenz

ServiceNow Number: DHRPSC0006436

Version: 0.01

Version Type: New

Brief description of proposed work: Contractor will provide onsite collection, consolidation, sorting, and compacting of recycling material and trash contamination removal at Zuckerberg San Francisco General Hospital (ZSFG).

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$3,000,000

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: Contractor will provide onsite collection, consolidation, sorting and compacting of recycling material and trash contamination removal at Zuckerberg San Francisco General Hospital (ZSFG).

Why are these services required and what are the consequences of denial?: In order to comply with the City's Refuse Separation Compliance Ordinance (No. 300-18), ZSFG must consolidate and appropriately sort its refuse. This ordinance is an amendment to the City's Mandatory Recycling and Composting Ordinance (Chapter 19 of the Environment Code). It applies only to Large Refuse Generators (LRGs), such as ZSFG. LRGs are defined as refuse service

accounts with a roll-off compactor, or accounts with 40 cubic yards or more of uncompacted refuse per week. Refuse service includes all hauler-serviced collection bins containing recyclables and trash contamination. The ordinance requires that (1) LRGs have their refuse audited at least every three years, to assess compliance with mandatory recycling and composting, and (2) if a property fails an audit and is found to have contamination above set limits in any of the three streams of refuse (recyclables, compostables, or trash), they must engage the services of a Zero Waste Facilitator to ensure adequate separation of refuse to be collected by a hauler (Recology). The consequences of denial are not only adverse effects on the environment and their associated costs to general public health, but the Department will fail an audit and be required to engage the services of a Zero Waste Facilitator to do the same function as the vendor.

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?: City employees have not been hired because the civil service classification best suited for this work (2708 Custodian) is not used by DPH. Instead, DPH utilizes the 2736 Porter classification, whose work includes cleaning patient rooms, laboratories, pharmacies, and operating rooms, gathering laundry and delivering meals as well as the care of the hospital's physical plant, while Custodians work in other large departments concerned with providing transportation, recreation, and education services.

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?:
Yes

Q1a) Clearly describe & site the regulatory/legal requirements to support outsourcing:
ZSFG has to comply with the City's Refuse Separation Ordinance (No. 300-18), which is an amendment to the City's Mandatory Recycling and Composting Ordinance (Chapter 19 of the Environment Code).

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: Ability to efficiently collect, sort, and consolidate refuse throughout the facility, transport materials to a centralized location, and ensure proper separation to remove contamination into trash, and compact all clean recyclable material.

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

Q5c1) Identify the classifications: 2708 - Custodian

Q5c2) Does the Department have employees in these classifications?: No

Q5c3) Will you be hiring employees in these classifications?: No

Q5c4) Explain why you are not hiring in these classifications: The Department of Public Health utilizes the 2736 Porter classification and does not use the 2708 Custodian classification, which is more appropriately aligned with the duties associated with these services. Porter positions support patient and resident care by performing essential functions such as cleaning patient rooms, laboratories, pharmacies, and surgical areas; disinfecting surfaces with germicidal and bleach solutions; collecting laundry; delivering meals; and maintaining all common areas, including staff and public restrooms within hospital facilities. In contrast, Custodian positions typically operate in other large City departments whose primary functions involve transportation, recreation, and education services.

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: Training is not a component of this contract.

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: The Department of Public Health utilizes the 2736 Porter classification and does not use the 2708 Custodian classification, which is more appropriately aligned with the duties associated with these services.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 2708 - Custodian

Labor Unions: 790 - SEIU, Local 1021, Misc

Labor Union Email Addresses: PSCreview@seiu1021.org

Union Review Sent On: 7/15/2026

Union Review End Date: 7/25/2026

Union Review Duration Met On: 7/25/2026

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:	DPH
Dept Name:	Department of Public Health
PSC Coordinator Name:	Reanna Albert
PSC Coordinator Email:	reanna.albert@sfdph.org
PSC ServiceNow Record No.:	DHRPSC0006436

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
1000025358	7/1/2022	6/30/2027	\$2,540,000	31866-20/21	Provide onsite collection, consolidation, sorting and compacting of trash and recycling.

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DPH

Submitted By: Letania Ferreira

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

Project Manager: Jennifer Carton-Wade

ServiceNow Number: DHRPSC0006423

Version: 0.01

Version Type: New

Brief description of proposed work: Contractor will provide structured, therapeutic art engagement that complements existing long-term care and rehabilitation services at Laguna Honda Hospital and Rehabilitation Center (LHH). As part of its mission to support resident well-being and enhance quality of life, LHH seeks to expand access to a wide range of long-term care, rehabilitation, and therapeutic services to seniors and adults with disabilities.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$325,000

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, Private Grant

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Contractor will:

-Provide up to five weekly classes for fifty weeks a year for a minimum of fifty individual LHH residents per month.

-Provide an Artist In Residence or Program Manager as well as at least one other assistant instructor to do the following: provide instruction of all enrolled residents, provide supervision to assistant instructors to assist with one-on-one instruction to all enrolled residents, and work directly with the LHH Activity Therapy Director to determine class times, locations, and any other

- needs (e.g. transportation to/from class) to those based on the needs of the resident artist.
- Evaluate all resident artist enrollees based on skills and interests and determine instruction needs.
 - Maintain an inventory of residents' artwork.
 - Record resident artist attendance in classes and other information as requested by the Activity Therapy Director.
 - Maintain exhibits around LHH campus of resident artwork in collaboration with the Activity Therapy Director.

Why are these services required and what are the consequences of denial?: Art instruction for seniors and adults with disabilities is a favorite amongst current Laguna Honda residents. Access to structured, therapeutic art engagement that complements existing long-term care and rehabilitation services supports well-being and quality of life. Denial of art instruction available would greatly impact the care experience of the residents at Laguna Honda.

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?: These are unique art instruction services for seniors and adults with disabilities. The services are low in volume and highly specialized.

Board and Commission Approvals

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

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

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:
No

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

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

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

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

Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: Yes

Q5a1) Why are the services required on an as-needed, intermittent and periodic basis?: The services are required on an as-needed, intermittent and periodic basis because the work is low in volume and highly specialized.

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

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

Requires artists/staffing that understand how to engage and work with seniors and adults with disabilities to support their unique artistic expressions.

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 services are low in volume and highly specialized. Adopting a new civil service class for only this program would not be practical.

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: Training is not a component of this contract.

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: These are unique services based on art instruction by an artist to seniors and adults with disabilities. The services are low in volume and highly specialized. Adopting a new civil service classification for only this program would not be practical.

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@sfsherriffmsa.org, cjohnson@bac3-ca.org, mhenneberry@teamsters853.org, staff@sfmea.com, mleach@ibt856.org, laborers261@gmail.com, president@twusf.org, jb@local16.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, pmendez@ncscarpenters.org, SMcgarry@ncscarpenters.org

Union Review Sent On: 7/14/2026

Union Review End Date: 7/21/2026

Union Review Duration Met On: 7/21/2026

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

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Dept Acronym:	DPH
Dept Name:	Department of Public Health
PSC Coordinator Name:	Reanna Albert
PSC Coordinator Email:	reanna.albert@sfdph.org
PSC ServiceNow Record No.:	DHRPSC0006423

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
1000002945	7/1/2016	6/30/2026	\$445,080	4013-09/10	Provide the residents of Laguna Honda Hospital (LHH) art instruction under the Art with Elders Program (AWE).



City and County of San Francisco
Daniel Lurie
Mayor

San Francisco Department of Public Health

Daniel Tsai
Director of Health

DATE: July 21, 2026

TO: Suzanne Choi, Citywide PSC Coordinator, DHR

FROM: Reanna Albert, PSC Coordinator, Department of Public Health

RE: DHRPSC0006423 v 0.01 – Art Engagement Laguna Honda Hospital

Summary of Union Objection:

On July 13, 2026, representatives from the Department of Public Health and SEIU Local 1021 met to discuss DHRPSC0006423 v 0.01 – Art Engagement Laguna Honda Hospital.

During the meeting, SEIU informed us that they do not support the PSC request, citing the following reasons:

- SEIU asked for clarification regarding the list of contracts that was submitted with the PSC and noted that it was blank. They questioned the amount and time of the proposed PSC in comparison to the previous contract. The union asked for clarification about the number of hours for the classes and why the work could not be done by a Health Worker 3 or 4 with art therapy specialization. SEIU noted that the scope of work mentions assistant instructors and asked if they are activity therapists and if they would be supervising city workers.

In response, the Department:

- Stated that they would edit and resubmit the PSC with the updated list of contracts. DPH explained that the amount of the PSC has increased because the price of classes has increased over the last 10 years. DPH also noted that classes are about 3.5 hours per day on average, for a total of 17.5 hours per week. DPH clarified that the artists have different approaches when teaching the classes. DPH also explained that the artists do not supervise city workers.

After our meeting with SEIU on July 13, 2026, DPH resubmitted the PSC to the unions with the updated list of contracts that same day. On July 21, 2026, the union review period concluded. DPH then followed up with SEIU to inquire if they would waive their objection to the PSC, and SEIU responded via email confirming that they do waive their objection.

We appreciate your time and consideration. Please let us know if you need further information. I can be reached at reanna.albert@sfdph.org.

Meeting Minutes

PSC Number, PSC Name, and Union:

PSC 6423 – Art Engagement LHH – Meeting with SEIU

Date: 7/13/26

Time: 2:30 – 3:00 PM

Attendees:

My Lan Do Nguyen, Manager of Contractual Pre-Award Unit, DPH Contracts

Letania Ferreira, Junior PSC Coordinator, DPH Contracts

Reanna Albert, PSC Coordinator, DPH Contracts

Jennifer Carton-Wade, DPH Assistant Nursing Home Administrator

Derek Arthur, SEIU Representative

DPH and SEIU provided introductions.

Questions from Union Representatives:

SEIU: I have a question about the use of an outside contractor for the work and the documents themselves. In the pre-union notification, it mentions the service was contracted in the last 3 years. The document has no contract listed on it.

DPH: There is one contract on the list. We can send you a screenshot of what we see in the document and we can email you the document itself.

SEIU: Now I have a question about the amount and time of contracting that was used in the last PSC. In comparison with the past ‘amount vs. time’ requested for the last 10 years we see a massive increase in the amount requested now.

DPH: We set the price based on the price per class. There was a big increase of the cost per class. We’re keeping it current.

SEIU: You are saying the price of the classes is higher in 2026 than it was in 2016?

DPH: Yes, price was lower in 2016.

SEIU: How many classes per week?

DPH: Up to 5 classes per week. We prefer 3-4, or up to 5 classes per week.

SEIU: Is there a reason why this work cannot be done by a civil servant? There are certain activity therapists that have specializations.

DPH: This isn't necessarily therapy per se. It's art engagement vs. art therapy. This is more of a quality-of-life enhancement to our therapeutic program, but it's not therapy. There's no assessment or goals. This is like an additive benefit. We have music therapists, but the one art therapist is not in the department. This is not anything that we do or would do in the future. It's meant to be a complement to the service we provide.

SEIU: The justification in the PSC refers to therapeutic art engagement.

DPH: This is meant to be a complement to what we do.

SEIU: Thank you for that. I am struggling with wrapping my head around why this work cannot be done by a Health Worker 3 or 4 with art therapy specialization. It could be 3-5 classes per week which is not necessarily low in volume. Have you done a feasibility assessment on the possibility of hiring a civil servant?

DPH: I have not done a feasibility assessment of that. The current program is existing. One main difference is the artist is an artist in the world and has different approaches they use. If I wanted to turn it into something therapeutic, it would be different than what this program is. The number of hours per class is about 1.5 to 2 hours. There's set up and clean up. It takes place in our art studio. Attendance is 8 to 15 at a time. Not everyone stays the whole time. They can get consultation should they need to. It's a fluid situation. Fridays has an African American focus class and looking to expand to language classes. Set up is about an hour. Clean up is a little faster. Classes are about 3.5 hours per day on average x 5 days a week = 17.5 hours per week. They're not here for 40 hours per week.

SEIU: Are you trying to say there shouldn't be a civil servant because it is not full time? There are other solutions for part-time work. It would behoove the department to do a study to bring this work in house. There are lots of other activities at LHH that are offered by civil servants. Are there vacancies right now in the activity therapy department?

DPH: There are 2 vacancies in the activity therapy department. We are looking for something very different. This is like a community rec center art class that's accessible for elders and adults with disabilities. Like an artist in residence.

SEIU: Did you say that there is a language component that was required?

DPH: The language component is desirable, not necessary.

SEIU: In the scope of work it mentions 'assistant instructors', are these activity therapists?

DPH: There's getting them to and from the program.

SEIU: There would be a violation of the MOU if a contractor supervised civil servant work.

DPH: It's all volunteers. They're not supervising city workers.

SEIU: Those are my questions. And I was aiming to understand why the work is not Health Worker 3 or 4 series. I wish some of the art was for sale.

DPH: We do have some incredible artists here.

SEIU: As a future component of the course, you could introduce how to commercialize your art.

DPH: Do you waive your objection, or maintain it?

SEIU: I waive the objection, I can provide it in writing.

Re: DPH & SEIU meeting concerning PSC 6423 - Art Engagement LHH

Organizer Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>
Meeting time This event occurred 1 week ago (Mon 7/13/2026 2:30 PM - 3:30 PM)
Location Microsoft Teams Meeting
My response Accepted
Required attendees Albert, Reanna (DPH), Nguyen, My Lan Do (DPH), Carton-Wade, Jennifer (DPH), derek.arthur@seiu1021.org
Message sent Tue 7/21/2026 10:53 AM

Hi Reanna,

Confirming that SEIU 1021 waives its objection over this PSC.

Thanks,
Derek

On Jul 21, 2026, at 10:10 AM, Albert, Reanna (DPH) <reanna.albert@sfdph.org> wrote:

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Derek,

I'm reaching out to follow up on PSC 6423 for Art Engagement at Laguna Honda Hospital. After our meeting with you, DPH resubmitted the PSC with the updated list of contracts. The union review period ends today, 7/21, and we will be moving the PSC forward for DHR review. Could you please let us know whether SEIU waives its objection to this PSC?

Thank you,
Reanna

Reanna Albert (she/her)

Pre-Award Unit Analyst | PSC Coordinator
SFDPH Office of Contracts Management & Compliance
101 Grove Street, Room 410
San Francisco, CA 94102
reanna.albert@sfdph.org
628-271-6178

From: Derek Arthur <Derek.Arthur@seiu1021.org>

Sent: Tuesday, July 14, 2026 9:53 AM

To: Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Carton-Wade, Jennifer (DPH) <jennifer.carton-wade@sfdph.org>

Subject: Re: DPH & SEIU meeting concerning PSC 6423 - Art Engagement LHH

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

Hi Reanna,

Thanks for the update. I will keep an eye out for the reposting.

Best,
Derek

From: Albert, Reanna (DPH) <reanna.albert@sfdph.org>

Sent: Tuesday, July 14, 2026 9:24 AM

To: Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Carton-Wade, Jennifer (DPH) <jennifer.carton-wade@sfdph.org>; Derek Arthur <Derek.Arthur@seiu1021.org>

Subject: Re: DPH & SEIU meeting concerning PSC 6423 - Art Engagement LHH

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Derek,

Since SEIU did not receive the attached list of contracts when DPH first submitted the PSC to the unions, we will need to resubmit the PSC. This will restart the 10-day union review period. I just wanted to give you a heads up, as SEIU will be receiving emails from our system shortly. Please let me know if you have any questions.

Thanks,
Reanna

Reanna Albert (she/her)

Pre-Award Unit Analyst | PSC Coordinator

SFDPH Office of Contracts Management & Compliance

101 Grove Street, Room 410

San Francisco, CA 94102

reanna.albert@sfdph.org

628-271-6178

From: Albert, Reanna (DPH) <reanna.albert@sfdph.org>

Sent: Monday, July 13, 2026 3:21 PM

To: Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Carton-Wade, Jennifer (DPH) <jennifer.carton-wade@sfdph.org>; derek.arthur@seiu1021.org <derek.arthur@seiu1021.org>
Subject: Re: DPH & SEIU meeting concerning PSC 6423 - Art Engagement LHH

Hi Derek,

Thank you for meeting us this afternoon regarding PSC 6423. Attached please find the list of contracts for these services in the last three years.

Reanna Albert (she/her)

Pre-Award Unit Analyst | PSC Coordinator
SFDPH Office of Contracts Management & Compliance
101 Grove Street, Room 410
San Francisco, CA 94102
reanna.albert@sfdph.org
628-271-6178

From: Ferreira, Letania (DPH)
Sent: Thursday, July 9, 2026 2:56 PM
To: Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Carton-Wade, Jennifer (DPH) <jennifer.carton-wade@sfdph.org>; derek.arthur@seiu1021.org <derek.arthur@seiu1021.org>
Subject: DPH & SEIU meeting concerning PSC 6423 - Art Engagement LHH
When: Monday, July 13, 2026 2:30 PM-3:30 PM.
Where: Microsoft Teams Meeting

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/252319084003142?p=5W5SN1B9SqxgFwC7y1>

Meeting ID: 252 319 084 003 142

Passcode: 9Vr99he9

[Need help?](#) | [System reference](#)

Dial in by phone

[+1 415-906-4659,,806034734#](tel:+14159064659806034734) United States, San Francisco

[Find a local number](#)

Phone conference ID: 806 034 734#

Re: DPH [DHRPSC0006423] submitted for Union Review

From Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>

Date Thu 7/9/2026 2:59 PM

To Derek Arthur <Derek.Arthur@seiu1021.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Carton-Wade, Jennifer (DPH) <jennifer.carton-wade@sfdph.org>; Drew, Jeffrey (DPH) <jeffrey.drew@sfdph.org>; L21pscreview@ifpte21.org <L21pscreview@ifpte21.org>; Sidhu, Diltar (DPH) <diltar.sidhu@sfdph.org>; Fong, Katharine (DPH) <katharine.fong@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Albert, Reanna (DPH) <reanna.albert@sfdph.org>

Thank you for the prompt response, Derek,

An event invite for Monday, 7/12, 2:30-3:30 was sent to you.

Letania Ferreira (she/her)

Pre-Award Unit Analyst | Junior PSC Coordinator
SFDPH Office of Contracts Management & Compliance
101 Grove Street, Room 410
San Francisco, CA 94102
letania.ferreira@sfdph.org
(628) 271-7712

From: Derek Arthur <Derek.Arthur@seiu1021.org>

Sent: Thursday, July 9, 2026 2:48 PM

To: Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Carton-Wade, Jennifer (DPH) <jennifer.carton-wade@sfdph.org>; Drew, Jeffrey (DPH) <jeffrey.drew@sfdph.org>; L21pscreview@ifpte21.org <L21pscreview@ifpte21.org>; Sidhu, Diltar (DPH) <diltar.sidhu@sfdph.org>; Fong, Katharine (DPH) <katharine.fong@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Albert, Reanna (DPH) <reanna.albert@sfdph.org>

Subject: Re: DPH [DHRPSC0006423] submitted for Union Review

Hi Letania,

Let's go for Monday 7/13. Please send the invite through.

Best,
Derek

From: Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>

Sent: Thursday, July 9, 2026 2:39 PM

To: Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Derek Arthur <Derek.Arthur@seiu1021.org>; Carton-Wade, Jennifer (DPH) <jennifer.carton-wade@sfdph.org>; Drew, Jeffrey (DPH) <jeffrey.drew@sfdph.org>; L21pscreview@ifpte21.org <L21pscreview@ifpte21.org>; Sidhu, Diltar (DPH) <diltar.sidhu@sfdph.org>; Fong, Katharine (DPH) <katharine.fong@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Albert, Reanna (DPH)

<reanna.albert@sfdph.org>

Subject: Re: DPH [DHRPSC0006423] submitted for Union Review

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon, Derek,

Please see below the 3 time slots provided by the PSC business owner, and let us know when you would like to schedule the meeting to discuss SEIU's objections to PSC 6423:

Fri 7/10: 2:30 - 3:30

Mon 7/13: 2:30 - 3:30

Tue 7/14: 2:30-3:30

Thank you,

Letania Ferreira (she/her)

Pre-Award Unit Analyst | Junior PSC Coordinator
SFDPH Office of Contracts Management & Compliance
101 Grove Street, Room 410
San Francisco, CA 94102
letania.ferreira@sfdph.org
(628) 271-7712

From: Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>

Sent: Thursday, July 9, 2026 1:05 PM

To: Derek Arthur <Derek.Arthur@seiu1021.org>; Carton-Wade, Jennifer (DPH) <jennifer.carton-wade@sfdph.org>; Drew, Jeffrey (DPH) <jeffrey.drew@sfdph.org>; L21pscreview@ifpte21.org <L21pscreview@ifpte21.org>; Sidhu, Diltar (DPH) <diltar.sidhu@sfdph.org>; Fong, Katharine (DPH) <katharine.fong@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>

Subject: Re: DPH [DHRPSC0006423] submitted for Union Review

Hi Derek,

DPH is confirming receipt of your request. [@Ferreira, Letania \(DPH\)](#) will look at our availabilities and reach out later today or tomorrow to offer you some options to meet next week.

Have a great rest of the day!

My Lan

My Lan Do Nguyen (she/her)

Manager of Contractual Pre-Award, Compliance and Training Services
Office of Contracts Management and Compliance
San Francisco Department of Public Health
101 Grove St., Room 410
San Francisco, CA 94102
mylando.nguyen@sfdph.org

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From: Derek Arthur <Derek.Arthur@seiu1021.org>

Sent: Thursday, July 9, 2026 12:38 PM

To: Carton-Wade, Jennifer (DPH) <jennifer.carton-wade@sfdph.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Drew, Jeffrey (DPH) <jeffrey.drew@sfdph.org>; L21pscreview@ifpte21.org <L21pscreview@ifpte21.org>; Sidhu, Diltar (DPH) <diltar.sidhu@sfdph.org>; Fong, Katharine (DPH) <katharine.fong@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; DT Service Now (TIS) <ccsfdt@service-now.com>

Subject: Re: DPH [DHRPSC0006423] submitted for Union Review

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

Hello,

SEIU 1021 objects to this PSC. Please provide dates/times to meet to discuss our objections.

Thanks,
Derek

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

Sent: Monday, July 6, 2026 1:27 PM

To: jennifer.carton-wade@sfdph.org <jennifer.carton-wade@sfdph.org>; DHR-PersonalServicesContracts@sfgov.org <DHR-PersonalServicesContracts@sfgov.org>; jeffrey.drew@sfdph.org <jeffrey.drew@sfdph.org>; L21pscreview@ifpte21.org <L21pscreview@ifpte21.org>; diltar.sidhu@sfdph.org <diltar.sidhu@sfdph.org>; katharine.fong@sfdph.org <katharine.fong@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; mylando.nguyen@sfdph.org <mylando.nguyen@sfdph.org>; reanna.albert@sfdph.org <reanna.albert@sfdph.org>; letania.ferreira@sfdph.org <letania.ferreira@sfdph.org>

Subject: DPH [DHRPSC0006423] submitted for Union Review

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello union representatives,

DPH is requesting your review of PSC [DHRPSC0006423]. 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 2026-07-13. 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: DHRPSC0006423 v 0.01

Description of Proposed Work: Contractor will provide structured, therapeutic art engagement that complements existing long-term care and rehabilitation services at Laguna Honda Hospital and Rehabilitation Center (LHH). As part of its mission to support resident well-being and enhance quality of life, LHH seeks to expand access to a wide range of long-term care, rehabilitation, and therapeutic services to seniors and adults with disabilities.

Request Type: New

Approval Type: CSC Approval

CSC Review Reason(s):

✓ CSC Approval by Amount

Submitting Department: DPH

Dept PSC Coordinator: Reanna Albert

Dept PSC Coordinator Email: reanna.albert@sfdph.org

Dept PSC Coordinator Phone: +1 (415) 557-6693

PSC Amount: \$325,000.00

PSC Duration (months): 60

Funding Source(s): City Funds, Private Grant

Scope of Work: Contractor will: -Provide up to five weekly classes for fifty weeks a year for a minimum of fifty individual LHH residents per month. -Provide an Artist In Residence or Program Manager as well as at least one other assistant instructor to do the following: provide instruction of all enrolled residents, provide supervision to assistant instructors to assist with one-on-one instruction to all enrolled residents, and work directly with the LHH Activity Therapy Director to determine class times, locations, and any other needs (e.g. transportation to/from class) to those based on the needs of the resident artist. -Evaluate all resident artist enrollees based on skills and interests and determine instruction needs. -Maintain an inventory of residents' artwork. -Record resident artist attendance in classes and other information as requested by the Activity Therapy Director. -Maintain exhibits around LHH campus of resident artwork in collaboration with the Activity Therapy Director.

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

Labor Unions: No Union Selected -

PSC Justification(s)

=====

✓ Services required on an as-needed, intermittent, or periodic basis

✓ Services requiring specialized expertise, knowledge experience

Ref:TIS6779291_y1QDEfJMRVpnAXwvfCRn

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DPH

Submitted By: Letania Ferreira

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

Project Manager: Juanita Magardie

ServiceNow Number: DHRPSC0006470

Version: 0.01

Version Type: New

Brief description of proposed work: The contractor will provide patient-specific sterile compounding and timed delivery of Total Parenteral Nutrition (TPN) for neonatal, pediatric, and adult patients based on electronic orders integrated with Zuckerberg San Francisco General Hospital's (ZSFG's) pharmacy system. Services include order verification, United States Pharmacopeia Convention compliant compounding (USP <797>), TPN compatibility/stability checks, and labeling per California Code of Regulations - CA Title 16 §1736.13.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$1,000,000

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 contractor will prepare patient-specific sterile Total Parenteral Nutrition (TPN) under Section 503A of the Federal Food, Drug, and Cosmetic Act (FD&C), using electronically received orders that are reviewed by a licensed pharmacist for clinical accuracy. All TPNs must be compounded, labeled, and documented in full compliance with United States Pharmacopeia General Chapter 797, also known as USP <797>, and California Board of Pharmacy sterile compounding regulations, with

required batch records, stability checks, and high alert medication safeguards. The contractor will maintain reliable daily delivery with validated cold chain handling, support surge capacity, operate within a 50 mile radius of ZSFG, and have business continuity and emergency plans to ensure uninterrupted patient care. The contractor will also promptly communicate any shortages or service interruptions that could affect clinical operations.

Why are these services required and what are the consequences of denial?: TPNs, which are used for patients who require nutrition via intravenous route because they cannot take via an oral route, are a high-alert, individualized therapy requiring rapid, daily production and delivery. Patient-specific TPN and its timely initiative is critical to patient care. Denial of this contract would delay care, increase hospital length of stay, and put patient safety at risk, especially for vulnerable patients.

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: 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?: Dedicated cleanrooms for TPNs, and automated compounding devices and equipment.

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

Explain why: The service relies on 24/7 readiness in a highly regulated environment. Maintaining this readiness and expertise for a relatively small number of patients on TPN is not practical nor safe to perform in-house and would be considered outside of our current distribution scope and licensing.

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,

Post Union Notification

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, 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, pmendez@ncscarpenters.org, SMcgarry@ncscarpenters.org

Union Review Sent On: 7/16/2026

Union Review End Date: 7/23/2026

Union Review Duration Met On: 7/23/2026

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: MTA

Submitted By: Jonathan H. Wong

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

Project Manager: James Radding

ServiceNow Number: DHRPSC0006493

Version: 0.01

Version Type: New

Brief description of proposed work: The San Francisco Municipal Transportation Agency (SFMTA) is requesting continued professional investigative services to support its self-insured Workers' Compensation Program. The contractor will provide investigative services necessary to assist in the administration, evaluation, and resolution of workers' compensation claims. Services may include, but are not limited to, rapid response investigations, accident scene investigations, witness interviews, recorded statements, surveillance, activity checks, background investigations, social media investigations, sub rosa investigations, asset and locate services, public records research, Arising Out of Employment / Course of Employment (AOE/COE) investigations, fraud detection, document service, and preparation of detailed investigative reports, photographs, video, and other supporting documentation.

The current contract provides investigative services that support SFMTA's efforts to ensure claims are properly investigated, identify compensability issues, mitigate claim costs, support litigation defense, and improve claim resolution outcomes. The services allow SFMTA to obtain timely, objective, and professional investigative findings that may not be available through internal resources.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$5,250,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 84

Funding

Post Union Notification

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The San Francisco Municipal Transportation Agency (SFMTA) is requesting continued professional investigative services to support its self-insured Workers' Compensation Program. The contractor will provide investigative services necessary to assist in the administration, evaluation, and resolution of workers' compensation claims. Services may include, but are not limited to, rapid response investigations, accident scene investigations, witness interviews, recorded statements, surveillance, activity checks, background investigations, social media investigations, sub rosa investigations, asset and locate services, public records research, AOE/COE investigations, fraud detection, document service, and preparation of detailed investigative reports, photographs, video, and other supporting documentation.

The current contract provides investigative services that support SFMTA's efforts to ensure claims are properly investigated, identify compensability issues, mitigate claim costs, support litigation defense, and improve claim resolution outcomes. The services allow SFMTA to obtain timely, objective, and professional investigative findings that may not be available through internal resources.

Why are these services required and what are the consequences of denial?: The San Francisco Municipal Transportation Agency (SFMTA) is requesting continued professional investigative services to support its self-insured Workers' Compensation Program. The contractor will provide investigative services necessary to assist in the administration, evaluation, and resolution of workers' compensation claims. Services may include, but are not limited to, rapid response investigations, accident scene investigations, witness interviews, recorded statements, surveillance, activity checks, background investigations, social media investigations, sub rosa investigations, asset and locate services, public records research, AOE/COE investigations, fraud detection, document service, and preparation of detailed investigative reports, photographs, video, and other supporting documentation.

The current contract provides investigative services that support SFMTA's efforts to ensure claims are properly investigated, identify compensability issues, mitigate claim costs, support litigation defense, and improve claim resolution outcomes. The services allow SFMTA to obtain timely, objective, and professional investigative findings that may not be available through internal resources.

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 City has not hired employees to perform these investigative services because the specialized nature of the work requires expertise, training, and resources that are not readily available within the City's workforce. Investigations into workers' compensation claims often involve skills such as surveillance, detailed background checks, and interviewing techniques, which demand extensive experience and certification.

Additionally, hiring and training City employees to perform these services would require significant investment in time, equipment, and ongoing education to maintain industry standards, which may not be cost-effective or sustainable given the volume and complexity of cases. Utilizing an external vendor ensures access to skilled professionals with the expertise and tools needed to conduct investigations efficiently and effectively, while allowing City resources to focus on core responsibilities.

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?: Yes, the City lacks the necessary facilities and equipment to conduct investigations at the required level of efficiency and effectiveness. Investigation services for workers' compensation claims require specialized tools and processes, including:

1. Surveillance Equipment: High-quality cameras, GPS tracking devices, and other advanced surveillance tools essential for monitoring and documenting activities related to claims.
2. Data Analysis Tools: Access to databases for background checks, public records, and other investigative resources that require specific licensing and compliance protocols.
3. Legal and Procedural Knowledge: Expertise in conducting investigations while adhering to legal standards, including chain-of-custody rules, privacy laws, and admissibility of evidence in legal proceedings.
4. Field Resources: Vehicles, covert communication systems, and personnel trained in surveillance techniques to gather information discreetly and professionally.
5. Time and Personnel: Dedicated staff with flexible schedules to perform investigations outside of standard working hours when necessary.

The City does not currently possess or maintain these facilities, equipment, or specialized personnel. Without these resources, the City would be unable to perform thorough

investigations, potentially leading to incomplete evidence, unresolved claims, and increased financial exposure. External vendors provide the necessary infrastructure, tools, and expertise to address these gaps effectively.

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

Explain why: The City will not acquire the facilities or equipment to perform these services due to several key factors:

1. Cost Prohibitions: The initial investment in specialized equipment, such as surveillance tools, data access systems, and vehicles, along with the ongoing maintenance, would be prohibitively expensive.
2. Specialized Expertise: Investigations require highly trained professionals with skills in surveillance, legal compliance, and evidence gathering. Recruiting, training, and retaining such personnel would demand significant time and resources.
3. Infrequent Use: The City's need for investigation services may not justify the expense of acquiring and maintaining the necessary infrastructure, as the demand is intermittent and better suited for outsourcing.
4. Efficiency of Outsourcing: External vendors already possess the tools, expertise, and flexibility needed to perform investigations efficiently. They can scale resources as required without burdening the City with overhead costs.
5. Operational Focus: Acquiring and managing these resources would divert City resources and attention from core responsibilities and functions, impacting overall efficiency.

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, 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, pmendez@ncscarpenters.org, SMcgarry@ncscarpenters.org

Union Review Sent On: 7/23/2026
Union Review End Date: 7/30/2026
Union Review Duration Met On: 7/30/2026

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, do not change or alter this template.

Dept Acronym:	SFMTA
Dept Name:	HR-ELR
PSC Coordinator Name:	Amy Nuke
PSC Coordinator Email:	amy.nuke@sfmta.com
PSC ServiceNow Record Number:	DHRPSC0006493

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
1000018918	5/1/2020	4/30/2027	\$ 5,250,000	DHRPSC0003268	Workers' Compensation Investigative Services

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: ECN

Submitted By: Jenny Collins

Department Coordinator: Jeevan Rijal,
jeevan.rijal@sfgov.org

Project Manager: Jeevan Rijal

ServiceNow Number: DHRPSC0001349

Version: 1.01

Version Type: Amendment

Legacy PSC #: 33441-13/14

Brief description of proposed work: Business Consulting and Training Services for the Small Business Development Center

Reason for the Request for Amendment: OEWD's host contract with the SBDC lead center for Northern California is being renewed in 6/2026 for five years. We are requesting additional term and funding to align PSC authorization with the host contract terms.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Duration

Amount

Previously Approved Amount: \$4,350,000

Increase Amount: \$500,000

Why are you requesting the PSC amount to be increased?: In order to align PSC authorization with the 5-year host contract terms at a rate of \$250,000 per year, we are requesting to add \$500,000 to our existing authorization amount.

Total Amended Amount: \$4,850,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 156

Duration Increase (months): 60

Why are you requesting the PSC duration to be increased: We are requesting an additional 5 years to align authorization with the term of the updated host contract.

Total Amended Duration (months): 216

First Contract Start Date: 8/15/2014

PSC Duration End Date: 8/15/2032

Funding

Funding Source: Federal Funds, State Funds, 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: kristine.damalas@sfgov.org.

Contractors will provide business consulting and training services to the Small Business Development Center's (SBDC's) small business clients on an as-needed basis. SBDC is a program hosted by the City through the Office of Economic and Workforce Development (OEWD) as part of a greater network of services to help small- to medium-sized businesses grow and succeed. The Contractors' counseling services will include advice, guidance and/or instruction concerning the formation, management, financing, and operation of small business enterprises through workshops, one-on-one consulting, and loan packaging. Through a Request For Qualifications, OEWD created a pre-qualified list of 24 consultants who will remain eligible for consideration and contract negotiation on an as-needed basis for two years.

Why are these services required and what are the consequences of denial?: Through a combination of Federal, State, and local funds, OEWD's Small Business Development Center (SBDC) advisors provide a range of business counseling and training services to new and existing entrepreneurs in San Francisco. Advisor expertise was verified in at least one of the following areas: Financial Management (loan packaging, financial analysis, grant writing, profitability tactics, seed funding, venture capital), Marketing and Sales (advertisement, marketing strategy, e-commerce, web and graphic design, visual merchandising, social media), Legal Support (commercial lease negotiations, small business establishment and formation, franchising, human resources), Accounting (accounting bookkeeping, business taxes), Procurement (government contracting, corporate contracting, certifications), Management and Operations (restaurant management, retail management, brick-and-mortar), Manufacturing (consumer packaged goods), Childcare, Startups/Tech (technology, climate/clean tech, life sciences, intellectual property, product development/prototype, fundraising (venture capital, angel investors, seed), Import and Export, and Architecture (renderings). Advisors are also desired who can provide services in various languages, including Spanish, Mandarin, Cantonese, Tagalog, Vietnamese, French, Portuguese, and Japanese. A pool of 62 qualified advisors was created from the most recent competitive procurement, and 21 are in active contract.

If this authorization was denied, OEWD's SBDC would no longer be able to provide these completely free services to small businesses in San Francisco. The leveraged Federal and State funding would be lost. San Francisco's SBDC is part of the greater NorCal SBDC network, and discontinuation would mean an end to this regional collaboration.

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?: Advisor expertise is required in a wide variety of small business development categories and language capacities. Due to the highly specialized skill set, SBDC holds many contracts with numerous advisors at any one point in time, which shifts depending on client need and trends. It would not be practical or possible to hire City employees with this breadth of knowledge and language capacity. However, City employees do run the SBDC program, and only engage the contracting advisors to provide the business assistance services to clients.

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?: 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?: Yes

Q5a1) Why are the services required on an as-needed, intermittent and periodic basis?:

SBDC advisors are tapped to provide services when a small business client needs the type of services the advisor provides, in the language they need.

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

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

Advisor expertise is required in a wide variety of small business development categories and language capacities. Due to the highly specialized skill set, SBDC holds many contracts with numerous advisors at any one point in time, which shifts depending on client need and trends.

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: It would not be practical or possible to hire City employees with this breadth of knowledge and language capacity when specific types of advising are only required when client need arises.

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: City employees do not carry

out the small business advising, and thus are not trained to do so.

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: Although City employees do not provide SBDC advising services to clients, City employees do run the SBDC program, and only engage the contracting advisors to provide the business assistance services to clients.

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, 1824 - Pr 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: 7/14/2026

Union Review End Date: 7/24/2026

Union Review Duration Met On: 7/24/2026

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENTDept. Code: ECN

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 33441 13/14)

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

Type of Service: Business Consulting and Training Services for the Small Business Development CenterFunding Source: Federal – SBA and HUDPSC Original Approved Amount: \$100,000PSC Original Approved Duration: 07/01/14 - 06/30/16 (2 years)PSC Mod#1 Amount: \$300,000PSC Mod#1 Duration: 07/24/15-06/30/17 (1 year)PSC Mod#2 Amount: \$200,000PSC Mod#2 Duration: 07/01/17-06/30/18 (1 year)PSC Mod#3 Amount: \$300,000PSC Mod#3 Duration: 07/01/18-06/29/19 (52 weeks)PSC Mod#4 Amount: \$450,000PSC Mod#4 Duration: 06/30/19-06/30/20 (1 year 2 days)PSC Mod#5 Amount: \$1,000,000PSC Mod#5 Duration: 07/01/20-06/30/25 (5 years 1 day)PSC Mod#6 Amount: \$2,000,000PSC Mod#6 Duration: 07/01/25-06/30/27 (2 years)PSC Cumulative Amount Proposed: \$4,350,000PSC Cumulative Duration Proposed: 13 years 2 days**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractors will provide business consulting and training services to the Small Business Development Center's (SBDC's) small business clients on an as-needed basis. SBDC is a program hosted by the City through the Office of Economic and Workforce Development (OEWD) as part of a greater network of services to help small- to medium-sized businesses grow and succeed. The Contractors' counseling services will include advice, guidance and/or instruction concerning the formation, management, financing, and operation of small business enterprises through workshops, one-on-one consulting, and loan packaging. Through a Request For Qualifications, OEWD created a pre-qualified list of 24 consultants who will remain eligible for consideration and contract negotiation on an as-needed basis for two years.

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

The SBDC Program is authorized through Congress and partially funded by the U.S. Small Business Administration (SBA). The SBA maintains agreements with, and distributes funding to, 63 SBDC Lead Centers including the Norcal SBDC Network at Humboldt State University. The Norcal SBDC Network is the collaborative partnership organization of SBDC service providers in 14 counties from Monterey to Del Norte, including San Francisco. In February 2014, OEWD was selected as the new host for the San Francisco SBDC. If this service is denied, the San Francisco SBDC program would not go forward and a new SBDC host would need to be found.

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

Yes, prior approval document is attached.

D. Will the contract(s) be renewed?

Yes, if we are awarded to continue the SBA grant.

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

The Small Business Development Center (SBDC) program is funded by the Small Business Administration

(SBA) and is authorized through Congress to provide services to small business owners. The SBA maintains agreements with and distributes funding to Lead Centers across the country. Since February 2014, OEWD has been contracted as the host of the SF SBDC by the NorCal SBDC Network through Humboldt State University, and in Fall 2021 the contract was renewed for another three years, leading to this modification request. Despite the lengthy authorization tenure, we believe extension is appropriate to support this program's individualized small business consulting services from a diverse pool of consultants with a wide variety of industry/sector-specific business expertise.

2. Reason(s) for the Request

A. Display all that apply

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

☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

☒ Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

Explain the qualifying circumstances:

The work is short term, intermittent, highly specialized, and independent in nature, and there is a conflict of interest for the City and County of San Francisco to be both the regulatory host of the San Francisco SBDC and provide consulting services on behalf of the San Francisco SBDC.

B. Reason for the request for modification:

This sixth modification requests addition of two years and \$2 million to the existing authorization to provide small business consulting services to local businesses. San Francisco small business consulting utilization and expenditures have been higher in support of economic recovery efforts, and OEWD's SF SBDC host contract was just renewed for three years.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractors must have expertise in one or more of the following areas as they relate to small business operations: advertising, marketing, and branding strategies; commercial lease negotiations; customer retention and rejuvenation; financial analysis; franchising; human resource management; inventory management; loan packaging; product development; profitability tactics; retail special events; small business establishment and formation; social media management; space planning and analysis; and visual merchandizing.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 9774, Sr. Community Devl Spc 1; 9775, Sr Community Dev Spec 2;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No. Contractor will not provide facilities and/or equipment not currently possessed by the City.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The work is short term, intermittent, highly specialized, and independent in nature, so it is impractical to perform by an existing civil service class. In addition, there is a conflict of interest for the City and County of San Francisco to be both the regulatory host of the San Francisco SBDC and provide consulting services on behalf of the San Francisco SBDC.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Because the work is short term, intermittent, highly specialized, and independent in nature, a contractor with experience can perform the work quickly and efficiently. Note that a 9775 (Senior Community Development Specialist II) will be hired to be the Director of the San Francisco SBDC.

6. Additional Information

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

- 7. Union Notification:** On 12/30/21, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous; Prof & Tech Eng, Local 21;

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

Name: Jenny Collins Phone: 415-701-4842 Email: Jenny.Collins@sfgov.org

Address: 1 South Van Ness, 5th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 33441 13/14

DHR Analysis/Recommendation:

04/04/2022

Commission Approval Required

Approved by Civil Service Commission

04/04/2022 DHR Approved for 04/04/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT

Dept. Code: ECN

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 33441 13/14)

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

Type of Service: Business Consulting and Training Services for the Small Business Development Center

Funding Source: Federal – SBA and HUD

PSC Original Approved Amount: \$100,000

PSC Original Approved Duration: 07/01/14 - 06/30/16 (2 years)

PSC Mod#1 Amount: \$300,000

PSC Mod#1 Duration: 07/24/15-06/30/17 (1 year)

PSC Mod#2 Amount: \$200,000

PSC Mod#2 Duration: 07/01/17-06/30/18 (1 year)

PSC Mod#3 Amount: \$300,000

PSC Mod#3 Duration: 07/01/18-06/29/19 (52 weeks)

PSC Mod#4 Amount: \$450,000

PSC Mod#4 Duration: 06/30/19-06/30/20 (1 year 2 days)

PSC Mod#5 Amount: \$1,000,000

PSC Mod#5 Duration: 07/01/20-06/30/25 (5 years 1 day)

PSC Cumulative Amount Proposed: \$2,350,000 PSC Cumulative Duration Proposed: 11 years 2 days

1. Description of Work

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

Contractors will provide business consulting and training services to the Small Business Development Center's (SBDC's) small business clients on an as-needed basis. SBDC is a program hosted by the City through the Office of Economic and Workforce Development (OEWD) as part of a greater network of services to help small- to medium-sized businesses grow and succeed. The Contractors' counseling services will include advice, guidance and/or instruction concerning the formation, management, financing, and operation of small business enterprises through workshops, one-on-one consulting, and loan packaging. Through a Request For Qualifications, OEWD created a pre-qualified list of 24 consultants who will remain eligible for consideration and contract negotiation on an as-needed basis for two years.

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

The SBDC Program is authorized through Congress and partially funded by the U.S. Small Business Administration (SBA). The SBA maintains agreements with, and distributes funding to, 63 SBDC Lead Centers including the Norcal SBDC Network at Humboldt State University. The Norcal SBDC Network is the collaborative partnership organization of SBDC service providers in 14 counties from Monterey to Del Norte, including San Francisco. In February 2014, OEWD was selected as the new host for the San Francisco SBDC. If this service is denied, the San Francisco SBDC program would not go forward and a new SBDC host would need to be found.

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

Yes - all prior approvals attached

D. Will the contract(s) be renewed?

Yes, if we are awarded to continue the SBA grant.

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

The Department conducts a Request for Qualifications (RFQ) at least once every two years for these services, which expanded the consultant pool and increase the available options for specialized business services. While federal funding for this program is not guaranteed, the Department is committed to ensuring that these services can continue for emerging and struggling San Francisco businesses.

2. Reason(s) for the Request

A. Display all that apply

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

☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

☒ Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

Explain the qualifying circumstances:

The work is short term, intermittent, highly specialized, and independent in nature, and there is a conflict of interest for the City and County of San Francisco to be both the regulatory host of the San Francisco SBDC and provide consulting services on behalf of the San Francisco SBDC.

B. Reason for the request for modification:

Additional dollars are being requested as well as an extension on the authorization for five (5) additional program years. This authorization will enable the department to continue offering essential services to an expanding list of local businesses in need of assistance through the Small Business Development Center (SBDC).

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractors must have expertise in one or more of the following areas as they relate to small business operations: advertising, marketing, and branding strategies; commercial lease negotiations; customer retention and rejuvenation; financial analysis; franchising; human resource management; inventory management; loan packaging; product development; profitability tactics; retail special events; small business establishment and formation; social media management; space planning and analysis; and visual merchandizing.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 9774, Sr. Community Devl Spc 1; 9775, Sr Community Dev Spec 2;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No. Contractor will not provide facilities and/or equipment not currently possessed by the City.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.

The work is short term, intermittent, highly specialized, and independent in nature, so it is impractical to perform by an existing civil service class. In addition, there is a conflict of interest for the City and County of San Francisco to be both the regulatory host of the San Francisco SBDC and provide consulting services on behalf of the San Francisco SBDC.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Because the work is short term, intermittent, highly specialized, and independent in nature, a contractor with experience can perform the work quickly and efficiently. Note that a 9775 (Senior Community Development Specialist II) will be hired to be the Director of the San Francisco SBDC.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.

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

No.

- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

No.

- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

No.

- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

Some of the current contractors will continue to provide services

7. Union Notification: On 01/14/19, the Department notified the following employee organizations of this PSC/RFP request:

SEIU 1021 Miscellaneous; Prof & Tech Eng, Local 21;

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

Name: Marissa Bloom Phone: 415-701-4887 Email: marissa.bloom@sfgov.org

Address: 1 South Van Ness, 5th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 33441 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/15/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENTDept. Code: ECNType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 33441 13/14)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Business Consulting and Training Services for the Small Business Development CenterFunding Source: Federal – SBA and HUDPSC Original Approved Amount: \$100,000PSC Original Approved Duration: 07/01/14 - 06/30/16 (2 years)PSC Mod#1 Amount: \$300,000PSC Mod#1 Duration: 07/24/15-06/30/17 (1 year)PSC Mod#2 Amount: \$200,000PSC Mod#2 Duration: 07/01/17-06/30/18 (1 year)PSC Mod#3 Amount: \$300,000PSC Mod#3 Duration: 07/01/18-06/29/19 (52 weeks)PSC Mod#4 Amount: \$450,000PSC Mod#4 Duration: 06/30/19-06/30/20 (1 year 2 days)PSC Cumulative Amount Proposed: \$1,350,000PSC Cumulative Duration Proposed: 6 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractors will provide business consulting and training services to the Small Business Development Center's (SBDC's) small business clients on an as-needed basis. SBDC is a program hosted by the City through the Office of Economic and Workforce Development (OEWD) as part of a greater network of services to help small- to medium-sized businesses grow and succeed. The Contractors' counseling services will include advice, guidance and/or instruction concerning the formation, management, financing, and operation of small business enterprises through workshops, one-on-one consulting, and loan packaging. Through a Request For Qualifications, OEWD created a pre-qualified list of 24 consultants who will remain eligible for consideration and contract negotiation on an as-needed basis for two years.

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

The SBDC Program is authorized through Congress and partially funded by the U.S. Small Business Administration (SBA). The SBA maintains agreements with, and distributes funding to, 63 SBDC Lead Centers including the Norcal SBDC Network at Humboldt State University. The Norcal SBDC Network is the collaborative partnership organization of SBDC service providers in 14 counties from Monterey to Del Norte, including San Francisco. In February 2014, OEWD was selected as the new host for the San Francisco SBDC. If this service is denied, the San Francisco SBDC program would not go forward and a new SBDC host would need to be found.

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

Yes - all prior approvals attached.

D. Will the contract(s) be renewed?

Yes, if we are awarded to continue the SBA grant.

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

The Department conducted a Request for Qualifications in Spring 2017, which expanded the consultant pool and increased the available options for specialized business services. While federal funding for this program is not guaranteed, the Department is committed to ensuring that these services can continue for emerging and struggling San Francisco businesses.

2. Reason(s) for the Request

A. Display all that apply

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

☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

☒ Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

Explain the qualifying circumstances:

The work is short term, intermittent, highly specialized, and independent in nature, and there is a conflict of interest for the City and County of San Francisco to be both the regulatory host of the San Francisco SBDC and provide consulting services on behalf of the San Francisco SBDC.

B. Reason for the request for modification:

Additional dollars are being requested as well as an extension on the authorization for one additional program year. This authorization will enable the department to continue offering essential services to an expanding list of local businesses in need of assistance through the Small Business Development Center (SBDC).

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractors must have expertise in one or more of the following areas as they relate to small business operations: advertising, marketing, and branding strategies; commercial lease negotiations; customer retention and rejuvenation; financial analysis; franchising; human resource management; inventory management; loan packaging; product development; profitability tactics; retail special events; small business establishment and formation; social media management; space planning and analysis; and visual merchandizing.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 9774, Sr. Community Devl Spc 1; 9775, Sr Community Dev Spec 2;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No. Contractor will not provide facilities and/or equipment not currently possessed by the City.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The work is short term, intermittent, highly specialized, and independent in nature, so it is impractical to perform by an existing civil service class. In addition, there is a conflict of interest for the City and County of San Francisco to be both the regulatory host of the San Francisco SBDC and provide consulting services on behalf of the San Francisco SBDC.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Because the work is short term, intermittent, highly specialized, and independent in nature, a contractor with experience can perform the work quickly and efficiently. Note that a 9775 (Senior Community Development Specialist II) will be hired to be the Director of the San Francisco SBDC.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.

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

No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

Some of the current contractors will continue to provide services

7. Union Notification: On 10/27/17, the Department notified the following employee organizations of this PSC/RFP request:

SEIU 1021 Miscellaneous; Prof & Tech Eng, Local 21;

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

Name: Marissa Bloom Phone: 415-701-4887 Email: marissa.bloom@sfgov.org

Address: 1 South Van Ness, 5th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 33441 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 12/28/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENTDept. Code: ECNType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 33441 13/14)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Business Consulting and Training Services for the Small Business Development CenterFunding Source: Federal – SBA and HUDPSC Original Approved Amount: \$100,000PSC Original Approved Duration: 07/01/14 - 06/30/16 (2 years)PSC Mod#1 Amount: \$300,000PSC Mod#1 Duration: 07/24/15-06/30/17 (1 year)PSC Mod#2 Amount: \$200,000PSC Mod#2 Duration: 07/01/17-06/30/18 (1 year)PSC Cumulative Amount Proposed: \$600,000PSC Cumulative Duration Proposed: 4 years**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractors will provide business consulting and training services to the Small Business Development Center's (SBDC's) small business clients on an as-needed basis. SBDC is a program hosted by the City through the Office of Economic and Workforce Development (OEWD) as part of a greater network of services to help small- to medium-sized businesses grow and succeed. The Contractors' counseling services will include advice, guidance and/or instruction concerning the formation, management, financing, and operation of small business enterprises through workshops, one-on-one consulting, and loan packaging. Through a Request For Qualifications, OEWD created a pre-qualified list of 24 consultants who will remain eligible for consideration and contract negotiation on an as-needed basis for two years.

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

The SBDC Program is authorized through Congress and partially funded by the U.S. Small Business Administration (SBA). The SBA maintains agreements with, and distributes funding to, 63 SBDC Lead Centers including the Norcal SBDC Network at Humboldt State University. The Norcal SBDC Network is the collaborative partnership organization of SBDC service providers in 14 counties from Monterey to Del Norte, including San Francisco. In February 2014, OEWD was selected as the new host for the San Francisco SBDC. If this service is denied, the San Francisco SBDC program would not go forward and a new SBDC host would need to be found.

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

Services have been provided in the past through earlier PSC request. See 33441 13/14

D. Will the contract(s) be renewed?

Yes, if we are awarded to continue the SBA grant.

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

2. Reason(s) for the Request

A. Display all that apply

- ☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- ☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- ☒ Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

Explain the qualifying circumstances:

The work is short term, intermittent, highly specialized, and independent in nature, and there is a conflict of interest for the City and County of San Francisco to be both the regulatory host of the San Francisco SBDC and provide consulting services on behalf of the San Francisco SBDC.

B. Reason for the request for modification:

additional dollars are being requested as well as an extension on the authorization to ensure that a well qualified and diverse pool of subject matter expert vendors can be committed via contracts to offer necessary start up and growth services to small business owners through the Small Business Development Center (SBDC)

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractors must have expertise in one or more of the following areas as they relate to small business operations: advertising, marketing, and branding strategies; commercial lease negotiations; customer retention and rejuvenation; financial analysis; franchising; human resource management; inventory management; loan packaging; product development; profitability tactics; retail special events; small business establishment and formation; social media management; space planning and analysis; and visual merchandizing.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 9774, Sr. Community Devl Spc 1; 9775, Sr Community Dev Spec 2;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No. Contractor will not provide facilities and/or equipment not currently possessed by the City.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.

The work is short term, intermittent, highly specialized, and independent in nature, so it is impractical to perform by an existing civil service class. In addition, there is a conflict of interest for the City and County of San Francisco to be both the regulatory host of the San Francisco SBDC and provide consulting services on behalf of the San Francisco SBDC.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Because the work is short term, intermittent, highly specialized, and independent in nature, a contractor with experience can perform the work quickly and efficiently. Note that a 9775 (Senior Community Development Specialist II) will be hired to be the Director of the San Francisco SBDC.

6. Additional Information

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

- 7. Union Notification:** On 06/02/16, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous; Prof & Tech Eng, Local 21;

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

Name: Kris Damalas Phone: 415-701-4870 Email: kristine.damalas@sfgov.org

Address: 1 South Van Ness, 5th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 33441 13/14

DHR Analysis/Recommendation:
Commission Approval Not Required
Approved by DHR on 08/02/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN Dept. Code: ECNType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☒ Expedited ☐ Regular (☐ Omit Posting)Type of Service: Business Consulting and Training Services for the Small Business Development CenterFunding Source: Federal - SBA and HUD

PSC Duration: 2 years

PSC Amount: \$100,000PSC Est. Start Date: 07/01/2014 PSC Est. End Date: 06/30/2016**1. Description of Work****A. Scope of Work:**

Contractors will provide business consulting and training services to the Small Business Development Center's (SBDC's) small business clients on an as-needed basis. SBDC is a program hosted by the City through the Office of Economic and Workforce Development (OEWD) as part of a greater network of services to help small- to medium-sized businesses grow and succeed. The Contractors' counseling services will include advice, guidance and/or instruction concerning the formation, management, financing, and operation of small business enterprises through workshops, one-on-one consulting, and loan packaging. Through a Request For Qualifications, OEWD created a pre-qualified list of 24 consultants who will remain eligible for consideration and contract negotiation on an as-needed basis for two years.

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

The SBDC Program is authorized through Congress and partially funded by the U.S. Small Business Administration (SBA). The SBA maintains agreements with, and distributes funding to, 63 SBDC Lead Centers including the Norcal SBDC Network at Humboldt State University. The Norcal SBDC Network is the collaborative partnership organization of SBDC service providers in 14 counties from Monterey to Del Norte, including San Francisco. In February 2014, OEWD was selected as the new host for the San Francisco SBDC. If this service is denied, the San Francisco SBDC program would not go forward and a new SBDC host would need to be found.

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 specific service has not been provided in the past.

D. Will the contract(s) be renewed? Yes, if we are awarded to continue the SBA grant.

2. Union Notification: On 07/02/2014, the Department notified the following employee organizations of this PSC/RFP request: SEIU 1021 Miscellaneous, Prof & Tech Eng, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 33441 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 07/18/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Contractors must have expertise in one or more of the following areas as they relate to small business operations: advertising, marketing, and branding strategies; commercial lease negotiations; customer retention and rejuvenation; financial analysis; franchising; human resource management; inventory management; loan packaging; product development; profitability tactics; retail special events; small business establishment and formation; social media management; space planning and analysis; and visual merchandizing.

B. Which, if any, civil service class(es) normally perform(s) this work?
1823,1824,9774,9775,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
No. Contractor will not provide facilities and/or equipment not currently possessed by the City.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The work is short term, intermittent, highly specialized, and independent in nature, so it is impractical to perform by an existing civil service class. In addition, there is a conflict of interest for the City and County of San Francisco to be both the regulatory host of the San Francisco SBDC and provide consulting services on behalf of the San Francisco SBDC.

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

No. Because the work is short term, intermittent, highly specialized, and independent in nature, a contractor with experience can perform the work quickly and efficiently. Note that a 9775 (Senior Community Development Specialist II) will be hired to be the Director of the San Francisco SBDC.

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

YES NO

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

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 07/18/2014 BY:

Name: Merrick Pascual Phone: (415)701-4811 Email: merrick.pascual@sfgov.org

Address: 1 South Van Ness, 5th Floor San Francisco, CA

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

Dept Acronym:	ECN
Dept Name:	Office of Economic and Workforce Development (OEWD)
PSC Coordinator Name:	Jeevan Rijal
PSC Coordinator Email:	jeevan.rijal@sfgov.org
PSC ServiceNow Record No.:	DHRPSC0001349 (Legacy # 33441-13/14)

PS Contract ID	Contract Start Date	Contract End Date	Contract Not to Exceed Amount	Number (if PSC approval was obtained)	Brief Description of Services Rendered	Supplier
1000031738	1/1/2024	12/31/2025	\$ 100,000.00	DHRPSC0001349	SBDC Consulting RFQ 227	Equitable Growth Solutions Inc.
1000031718	1/1/2024	6/30/2027	\$ 199,000.00	DHRPSC0001349	SBDC Consulting RFQ 227	John DeGaetano
1000031719	1/1/2024	12/31/2025	\$ 40,000.00	DHRPSC0001349	SBDC Consulting RFQ 227	Kofoworola M. Domingo DBA MKD Consulting Group
1000031740	1/1/2024	6/30/2027	\$ 150,000.00	DHRPSC0001349	SBDC Consulting RFQ 227	The Wright Consultants LLC
1000031741	1/1/2024	12/31/2025	\$ 40,000.00	DHRPSC0001349	SBDC Consulting RFQ 227	Trending Socials LLC
1000031728	1/1/2024	6/30/2027	\$ 75,000.00	DHRPSC0001349	SBDC Consulting RFQ 227	Patricia A. Herman DBA Human Resource Architect
1000031732	1/1/2024	12/31/2025	\$ 15,000.00	DHRPSC0001349	SBDC Consulting RFQ 227	Valerie Camarda DBA Marketing Sense
1000031721	1/1/2024	6/30/2027	\$ 95,000.00	DHRPSC0001349	SBDC Consulting RFQ 227	Thomas Camerato DBA Management Development Systems
1000031720	1/1/2024	6/30/2027	\$ 75,000.00	DHRPSC0001349	SBDC Consulting RFQ 227	Molly O'Kane DBA O'Kane Consulting
1000031998	1/1/2024	12/31/2025	\$ 15,000.00	DHRPSC0001349	SBDC Consulting RFQ 227	Lisa Bishop DBA The Bishop Concept
1000032188	1/1/2024	12/31/2025	\$ 15,000.00	DHRPSC0001349	SBDC Consulting RFQ 227	Eight LLC dba Redesign to Align
1000031997	1/1/2024	12/31/2025	\$ 15,000.00	DHRPSC0001349	SBDC Consulting RFQ 227	Fretted Cat Inc.
1000031734	1/1/2024	12/31/2025	\$ 15,000.00	DHRPSC0001349	SBDC Consulting RFQ 227	Victor Wong DBA 2020 Systems
1000032019	1/1/2024	12/31/2025	\$ 15,000.00	DHRPSC0001349	SBDC Consulting RFQ 227	BenWally Inc.
1000031761	1/1/2024	12/31/2025	\$ 15,000.00	DHRPSC0001349	SBDC Consulting RFQ 227	Karwanna Dyson DBA Big Mouth Productions
1000032181	1/1/2024	12/31/2025	\$ 15,000.00	DHRPSC0001349	SBDC Consulting RFQ 227	GenMemoir LLC dba Foursight
1000031760	1/1/2024	12/31/2025	\$ 15,000.00	DHRPSC0001349	SBDC Consulting RFQ 227	Transcend Proserv LLC
1000032327	1/1/2024	12/31/2025	\$ 15,000.00	DHRPSC0001349	SBDC Consulting RFQ 227	Terese L. Villia
1000031754	1/1/2024	12/31/2025	\$ 15,000.00	DHRPSC0001349	SBDC Consulting RFQ 227	Piedmont Avenue Consulting Inc.

1000031951	1/1/2024	12/31/2025	\$	15,000.00	DHRPSC0001349	SBDC Consulting RFQ 227	Solachi Writes, Ink LLC
1000032179	1/1/2024	12/31/2025	\$	15,000.00	DHRPSC0001349	SBDC Consulting RFQ 227	Group of Faith, Incorporated

December 11, 2025

**NOTICE OF INTENT TO ESTABLISH A PREQUALIFIED CONSULTANT LIST
Office of Economic and Workforce Development (OEWD) RFQ 227 Reissue Fall 2025
Small Business Consulting and Training Services through the
Small Business Development Center (SBDC)
Sourcing Event 0000011003**

Thank you for submitting a proposal to the Request for Qualifications (RFQ) 227 for Small Business Consulting and Training Services through the Small Business Development Center (SBDC), or the Fall 2025 Reissue issued on August 7, 2025 by the City and County of San Francisco Office of Economic and Workforce Development.

Per San Francisco Administrative Code Section 21.4(d)(3), the 2023 prequalifications have been extended for an additional two years because the City re-opened the list by reissuing the same RFQ within two years of the original RFQ, and used the same panel of evaluators to score the responses to the RFQ.

Prequalified consultants will remain eligible for consideration for contracts through October 12, 2027 (four years from the date of original prequalified pool creation).

We appreciate your patience in awaiting the outcome of our evaluation process. This e-mail serves as the City's Notice of Intent to Establish a Prequalified Consultant List. The following firms have been Prequalified (listed in alphabetical order):

Primary Applicant Official Business Name (Individual or Firm)	Doing Business As (DBA)	1-Financial Management	2-Marketing, Sales	3-Legal Support	4-Accounting	5-Porcurement	6-Management, Operations	7-Manufacturing	8-Childcare	9-Startups/Tech	10-Import/Export	11-Architecture
Blackbridge Consulting Inc		1			1							
DB Retail Consulting Group			1			1	1					
EZ Biz Inc.						1						
Financial Prodigy Inc		1	1	1			1	1		1		
FOOD SAGE	FOOD SAGE		1			1	1	1				
Hawk Advisory LLC	FinancePeriod	1		1	1	1	1			1		
MIZZACK CO.	MzzK Architects											1
San Francisco Housing Development Corporation		1	1	1	1		1	1				
SF New Deal		1	1	1	1		1					
Sweet Livity LLC		1		1		1						

Sweetwater Biz Consulting, LLC		1			1							
Uptima Entrepreneur Cooperative, Inc.		1										
Upwind Strategies Inc.		1		1	1	1	1		1	1		
Number of Qualified Applicants per Area		9	5	6	6	6	7	3	1	3	0	1

Those listed above will be added to the existing Prequalified Pool resulting from the original RFQ 227:

Primary Applicant Official Business Name (Individual or Firm)	Doing Business As (DBA)	1-Financial Management	2-Marketing, Sales	3-Legal Support	4-Accounting	5-Porcurement	6-Management, Operations	7-Manufacturing	8-Childcare	9-Startups/Tech	10-Import/Export	11-Architecture
Alistair Lopez	Mode Creative Services	1	1	1			1					
Amplify Impact		1	1		1		1	1		1		
ASIAN, Inc.	ASIAN, Inc.	1				1				1		
Barrett Consulting		1	1									
BenWally	BenWally, Inc			1						1		
Brightalytics LLC	Brightalytics	1	1							1		
Change In Motion LLC	Change In Motion LLC	1	1			1				1		
Chariot Americus LLC		1	1							1		
Clecha		1	1	1	1	1	1					
Eight LLC dba Redesign to Align	Eight LLC dba Redesign to Align		1	1			1					
Equitable Growth Solutions, Inc.		1		1	1		1			1		
Fretted Cat Inc.		1		1	1		1					
GenMemoir LLC							1			1		
Group of Faith, Inc.					1							
Hexagone Inc	Schoolab									1		
House of Jefas LLC	Community First Agency	1	1	1			1		1			
John DeGaetano	n/a	1	1	1			1			1		
Karen Lile	Karen Lile Productions	1	1	1	1		1	1		1	1	
Karwanna Dyson	Big Mouth Productions		1	1		1						
KLS Creativity Inc			1			1				1		
Kofo Domingo	MKD consulting group	1		1		1	1					
Kultivate Labs			1	1	1							
Learn Commercial Real Estate	Learn Commercial Real Estate			1								

Lisa Bishop	The Bishop Concept		1	1			1			1		
Marketing Sense			1									
Michelle Norman	M. Norman Consulting				1							
Michi Ou	Michi Ou	1	1				1			1		
Mission Economic Development Agency (MEDA)		1	1	1					1			
New Community Leadership Foundation		1	1				1					
O'Kane Consulting	O'Kane Consulting	1	1				1			1		
Patricia A. Herman	Human Resource Architect			1			1					
Piedmont Avenue Consulting, Inc.		1	1	1	1	1	1	1		1		
Rendon Bookkeeping LLC	NA				1							
Self-Help for the Elderly	SHE		1									
SFMade								1				
Sierra Hooshiari	New Age Drinks LLC	1	1			1	1	1		1	1	
Solachi Writes, Ink LLC			1	1								
Spheres Enterprise LLC	Spheres Bay Area Community Impact	1		1	1					1		
Tania Not Tanya, LTD						1	1					
Terese L. Villia			1				1			1		
The Hawthorne Group Commercial Real Estate Services, Inc.				1								
the wingpro	the wingpro llc		1	1			1					
The Wright Consultants LLC	The Wright Consultants LLC	1	1	1			1	1				
Thomas R. Camerato	Management Development Systems	1	1	1	1					1		
Transcend Proserv, LLC	Transcend Proserv, LLC	1	1	1		1				1		
Trending Socials	Trending Socials		1									
Victor Wong		1	1	1					1	1		
We Are SKY, Inc.	SKY		1							1		
Yacanex Business Group, Inc					1							
Number of Prequalified Applicants per Area		25	32	25	13	10	22	6	3	23	2	0

Per the RFQ, Proposers prequalified under this RFQ are not guaranteed a contract. The City may use the Prequalified Pool, at its sole and absolute discretion, on an as-needed basis. The City will negotiate the scope of services, budget, and timeline for each project it decides to pursue. There is no guarantee of a minimum amount of work or compensation for any of the prequalified Proposers. The selection of any prequalified Proposer for contract negotiations shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiations and approvals before the City may be legally bound thereby. Please note that the prequalified firms may or may not be fully compliant with the City's Administrative Requirements. Compliance is required prior to contract execution.

For more information on the selection process from Prequalified Lists, please refer to the [SF Admin Code Section 21.4 \(d\)](#) as excerpted below:

(d) Prequalified Lists. The Purchaser may maintain City-wide lists of prequalified contractors for Commodities and Services as follows:

(1) Except as provided in subsection (2) below, prequalification may be for the following purposes:

(A) maintaining a list of prequalified entities from which Contracting Officers may issue a further Solicitation for future contracts as needed by the City, or

(B) the selection of the highest available ranked Contractor(s) based on ranking of responses to an RFQ.

(2) For Contracts less than or equal to the Minimum Competitive Amount, selection of a Contractor(s) for a particular contract may be made without the use of a further Solicitation provided that the department selecting from the prequalified list shall notify other prequalified list members for that contract and document the selection process. At a minimum, the written documentation shall address the following:

(A) The Commodities and/or Services required to meet the department's needs;

(B) The proposed Contractor's unique qualifications or experience to provide the Commodities and/or perform the Services, or why the nature of the Commodities and/or Services requires use of the Contractor; and

(C) The anticipated cost to the City and the department's determination that such cost will be in the best financial interest of the City.

The department shall maintain the selection documentation for at least three years after termination or expiration of the contract. The Controller shall periodically audit the procurement of these prequalified list contracts as provided in Charter Section [F1.106](#).

(3) Except as provided below, prequalification shall be valid for not more than two years following the date of initial prequalification. Prequalification may be valid for not more than four years so long as both the following two conditions are met:

- (A) The City re-opens the list by reissuing the same RFQ within two years of the original RFQ; and,
- (B) The City uses the same panel of evaluators to score the responses to the RFQ.

Entities included on the list of prequalified entities pursuant to the original RFQ were not required to re-qualify under the re-issued RFQ, but could have chosen to submit updated information regarding their qualifications when the RFQ was re-issued. A list of prequalified entities may only be extended once under this subsection (d)(3) and may not be used for more than four years from the issuance of the original RFQ.

Once award determinations have been made, a Notice of Intent To Award will be issued to all members of the prequalified pool identifying which entities contracts are awarded to, the cost of services, and the unique qualifications for being selected without further solicitation.

Sincerely,

Contracts and Grants Team
Office of Economic and Workforce Development
owd.procurement@sfgov.org

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: POL

Submitted By: My Do-Kruse

Department Coordinator: My Do-Kruse,
my.do-kruse@sfgov.org

Project Manager: Eleanor Salmon

ServiceNow Number: DHRPSC0001333

Version: 1.01

Version Type: Amendment

Legacy PSC #: 32705-19/20

Brief description of proposed work: Parts and Maintenance of Qiagen Instruments

Reason for the Request for Amendment: The amendment will increase the contract amount and extend the contract end date.

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: \$221,776

Increase Amount: \$78,000

Why are you requesting the PSC amount to be increased?: We are extending the end date of the parts and maintenance agreement.

Total Amended Amount: \$299,776

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 77

Duration Increase (months): 25

Why are you requesting the PSC duration to be increased: We are extending the parts and maintenance contract.

Total Amended Duration (months): 102

First Contract Start Date: 3/15/2020

PSC Duration End Date: 9/13/2028

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: Genie.Wong@sfgov.org.

Contractor will provide proprietary parts and maintenance for six DNA analysis instruments manufactured by Qiagen, LLC at the San Francisco Police Department's crime lab. Only the manufacturer certified technicians can repair, qualify, calibrate, upgrade, move, and provide parts for Qiagen, LLC instrumentation.

Why are these services required and what are the consequences of denial?: DNA analysis is a critical function of the SFPD crime lab. Denying a parts and maintenance contract for this equipment will disrupt lab operations and delay critical casework.

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?: The City does not employ Qiagen certified technicians.

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?: No

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

Q4a) What facilities or equipment does the City lack that contractor possesses?: Only manufacturer, Qiagen, has the proprietary parts to maintain Qiagen, LLC equipment.

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

Explain why: The equipment is proprietary.

Additional information to support your request (Optional):

Union Notifications

Have the Job Classes/Labor Unions changed?:

Job Class(es): 7262 - Maintenance Planner

Labor Unions: 039 - Stationary Engineers, Local 39

Labor Union Email Addresses: cpark@local39.org

Union Review Sent On: 7/18/2026

Union Review End Date: 7/25/2026

Union Review Duration Met On: 7/25/2026

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE

Dept. Code: POL

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 32705 - 19/20)

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

Type of Service: Parts and Maintenance of Qiagen Instruments

Funding Source: General Fund

PSC Original Approved Amount: \$88,776 PSC Original Approved Duration: 03/15/20 - 08/22/24 (4 years 23 weeks)

PSC Mod#1 Amount: \$85,000 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$48,000 PSC Mod#2 Duration: 08/23/23-08/22/26 (2 years)

PSC Cumulative Amount Proposed: \$221,776 PSC Cumulative Duration Proposed: 6 years 23 weeks

1. Description of Work

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

Contractor will provide proprietary parts and maintenance for six DNA analysis instruments manufactured by Qiagen, LLC at the San Francisco Police Department's crime lab. Only the manufacturer certified technicians can repair, qualify, calibrate, upgrade, move, and provide parts for Qiagen, LLC instrumentation.

Scope Change

San Francisco Police Department Crime Lab is moving to new location at 1995 Evans Street. In addition to providing proprietary parts and maintenance, contractor is the only authorized company to de-install, package, move and re-calibrate instruments.

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

This service is necessary for the San Francisco Police Department (SFPD) to maintain DNA analysis equipment. Denial of service would limit the SFPD's ability to analyze evidence.

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

Services have been provided in the past through earlier PSC request. See 32705 - 19/20

D. Will the contract(s) be renewed?

It will likely be renewed.

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Only manufacturer has proprietary service and parts to maintain Qiagen, LLC equipment.

B. Reason for the request for modification:

Extend contract for proprietary maintenance for SFPD Crime Lab instruments manufactured by Qiagen LLC for DNA analysis

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor staff will be trained and certified by Qiagen, LLC.

B. Which, if any, civil service class(es) normally perform(s) this work? 7262, Maintenance Planner;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will provide parts only available by contractor.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The City does not employ Qiagen certified technicians.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The work is proprietary to the manufacturer.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.

No training required.

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

No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

Yes. Contract is being amended.

7. Union Notification: On 05/15/23, the Department notified the following employee organizations of this PSC/RFP request:

Stationary Engineers, Local 39;

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

Name: Vincent Lee Phone: 4158377127 Email: vincent.lee@sfgov.org

Address: 1245 - 3rd Street, 6th Floor, San Francisco, CA 94158

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 32705 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 06/02/2023

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.

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