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PSC Submissions

New

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Amendment

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PSC Requests Scheduled for Hearing - 10/6/2025

| PSC Number | Department | Approval Type | New Amount | Cumulative Amount | Description | New Duration | Cumulative Duration | Hearing Date | Dept. PSC Coordinator |
|--------------------------|------------|---------------|------------------|-------------------|--|--------------|---------------------|------------------------|-----------------------|
| DHRPSC0005546 - v0.01 | AIR | New | \$225,000,000.00 | \$225,000,000.00 | Contractor will provide, manage, and operate an off-site distribution center for all concessions at San Francisco International Airport (Airport or SFO), as well as other deliveries for the Airport and for Airlines operating at SFO. Contractor will accept deliveries, provide Transportation Security Administration (TSA) approved screening equipment such as x-rays and/or other scanning devices, as well as security staffing, consolidate products and deliver to tenants at SFO. | 132 | 132 | 2025-10-06 14:00:00 | Cynthia Avakian |
| DHRPSC0005677 - v0.01 | CPC | New | \$3,000,000.00 | \$3,000,000.00 | SF Planning wishes to obtain professional services to address the California State Senate Bill 272 (2023), which requires local governments to prepare adaptation plans to address sea level rise. Additionally, SB 272 requires that these plans comply with requirements set out by the San Francisco Bay Conservation and Development Commission (on the bay side) and the California Coastal Commission (on the ocean side). The SF Planning Department, in collaboration with ClimateSF and its sister agencies, will prepare an adaptation plan to meet these requirements. This work will include: Identify areas of vulnerability for sea level rise Analyze exposure levels and potential consequences Develop and evaluates adaptation strategies Prepare a funding strategy and implementation plan | 60 | 60 | 2025-10-06 14:00:00 | Shirley Hao |
| DHRPSC0005673 - v0.01 | DPH | New | \$9,000,000.00 | \$9,000,000.00 | Provide ongoing maintenance and upkeep of the fire alarm systems at all Department of Public Health (DPH) facilities, including but not limited to Laguna Honda Hospital (LHH) and Zuckerberg San Francisco General (ZSFG). Contractor shall inspect, test, | 60 | 60 | 2025-10-06 14:00:00 | My Lan Do Nguyen |

| PSC Number | Department | Approval Type | New Amount | Cumulative Amount | Description | New Duration | Cumulative Duration | Hearing Date | Dept. PSC Coordinator |
|-----------------------|------------|---------------|-----------------|-------------------|---|--------------|---------------------|---------------------|-----------------------|
| | | | | | maintain, and repair 100% of all the fire alarm and fire suppression system devices in accordance with National Fire Protection Association (NFPA) and Joint Commission (JC) requirements. Services will include testing all devices such as smoke detectors, heat detectors, manual pull stations, audible/visual notification appliances, control panels, and communication links. Documentation of all test results and immediate reporting of deficiencies are required to maintain regulatory compliance (e.g., NFPA 72, local fire codes, and healthcare accreditation standards). | | | | |
| DHRPSC0005667 - v0.01 | DPH | New | \$2,553,000.00 | \$2,553,000.00 | The contractor will provide job training and interns to enhance public health programs at schools, clinics, and community settings in San Francisco. Interns will support oral health interventions, food pharmacy programs, value-based care initiatives, and services addressing substance use, homelessness, and communicable disease prevention. Services will include patient navigation, care coordination, health education, data collection, and program evaluation to strengthen service delivery. These efforts will reduce barriers to participation, expand access to care, and strengthen the delivery of health services in schools, clinics, and community settings. | 60 | 60 | 2025-10-06 14:00:00 | My Lan Do Nguyen |
| DHRPSC0005514 - v0.01 | DPH | New | \$28,000,000.00 | \$28,000,000.00 | The Department of Public Health (DPH) Office of Overdose Prevention seeks to implement a Treatment Connections and Safer Use Supplies Distribution Program that will consist of three components: 1) treatment connections and safer use supply distribution at service locations in priority neighborhoods 2) a drop-in service location in the Tenderloin/SOMA neighborhood and 3) syringe litter removal services throughout San Francisco. All service locations will provide proactive counseling, health education, and connections | 60 | 60 | 2025-10-06 14:00:00 | My Lan Do Nguyen |

| PSC Number | Department | Approval Type | New Amount | Cumulative Amount | Description | New Duration | Cumulative Duration | Hearing Date | Dept. PSC Coordinator |
|-----------------------|------------|---------------|-----------------|-------------------|---|--------------|---------------------|---------------------|-----------------------|
| | | | | | to treatment services; maintain trained program staff; distribute naloxone and safer use supplies; remove litter in the vicinity of the service location; and collect and report program data to DPH. The drop-in service must also provide space for low-threshold activities, connection with on-site or warm handoff to testing, treatment, and care for HIV, Hepatitis C, and sexually transmitted infections (STI), and secure lockers for participants to store medications and supplies. Syringe litter removal will include daily efforts in designated neighborhoods and a rapid response team to address real-time public requests for litter removal across San Francisco. | | | | |
| DHRPSC0005610 - v0.01 | DPW | New | \$23,000,000.00 | \$23,000,000.00 | Consultants will perform highly specialized structural engineering tasks that may include, but need not be limited to, structural design and analysis of buildings and structures, soil-structure interaction, non-linear analysis, condition assessment reports, field investigations, peer reviews, forensic engineering, bridge engineering, corrosion engineering, value engineering, cost estimating, construction engineering, and consultation for various types of structures in high seismic regions. | 84 | 84 | 2025-10-06 14:00:00 | Belle Macaranas |
| DHRPSC0005720 - v0.01 | HSA | New | \$1,500,000.00 | \$1,500,000.00 | Contractor(s) will serve the needs of the high risk and/or medically frail adults served by the Office of the Public Conservator needing transportation to medical appointments, placement, and/or legal proceedings. This service will also be provided to high-risk older adults and adults with disabilities who are served by the Adult Protective Services program needing transportation to meet with medical, legal, or social services providers. | 46 | 46 | 2025-10-06 14:00:00 | Elizabeth Leone |
| DHRPSC0005668 - v0.01 | MTA | New | \$6,000,000.00 | \$6,000,000.00 | Perform specialized structural inspections of the Twin Peaks Tunnel in accordance with San Francisco Municipal Transit Agency (SFMTA's) adopted Standard Operating Procedure (SOP) entitled "Tunnel Structural Inspection Procedures". Perform a detailed seismic analysis and risk assessment of the Twin Peaks Tunnel. Perform engineering services to support implementation of recommended repairs and mitigations at the | 72 | 72 | 2025-10-06 14:00:00 | Amy Nuque |

| PSC Number | Department | Approval Type | New Amount | Cumulative Amount | Description | New Duration | Cumulative Duration | Hearing Date | Dept. PSC Coordinator |
|--------------------------|------------|---------------|----------------|-------------------|--|--------------|---------------------|------------------------|-----------------------|
| | | | | | Twin Peaks Tunnel. Provide support in creating an improvement plan for the Twin Peaks Tunnel to prioritize and implement recommended inspections and repairs/mitigations. Provide project management and other administrative support as needed. | | | | |
| DHRPSC0005565 - v0.01 | PUC | New | \$1,500,000.00 | \$1,500,000.00 | <p>Crane inspections and repair in accordance with CalOSHA ANSI standards in compliance with Plate V title 8 Federal code including OSHA 1810.179, ASME, and ANSI.</p> <p>Scope of services will include, but is not limited to the following main services on equipment located within SFPUC-WWE system wide:</p> <ul style="list-style-type: none"> Quarterly Maintenance and Inspections Mandatory Partial Load Testing, Proof Load and Operational Testing, Mandatory Annual Inspection, Maintenance, Certification Quadrennial Inspection, Maintenance, Certification, Troubleshooting and "As-needed Repairs" | 84 | 84 | 2025-10-06 14:00:00 | Shawndrea Hale |
| DHRPSC0005648 - v0.01 | PUC | New | \$1,200,000.00 | \$1,200,000.00 | <p>Aquarium Support Services - Scope of Work</p> <p>Overview</p> <p>Tenji will conduct regular, ongoing maintenance of the Alameda Creek Watershed Center Aquarium systems, including the trout stream aquarium and four quarantine/holding systems and other associated systems. Tenji will be on site for three visits per week,</p> | 96 | 96 | 2025-10-06 14:00:00 | Shawndrea Hale |

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|------------|------------|---------------|------------|-------------------|--|--------------|---------------------|--------------|-----------------------|
| | | | | | <p>approximately seven hours per visit. All visits would be set on a predetermined regular service schedule during the Monday – Friday work week.</p> <p>Weekly Ongoing Maintenance Tasks</p> <ul style="list-style-type: none">Window maintenance and detailing of interior window surfaces to remove algal growth on windows. All acrylic window surfaces will be maintained with acrylic safe tools to reduce the potential for scratching the window surfaces.Cleaning tank bottom/substrate as needed.Cleaning tank interior surfaces to help reduce/mitigate algal growth on rockwork. Rockwork is all shotcrete surfaces with integral color. Stiff bristled brushes may be required to reduce algal growth on rock surfaces.Animal quarantine care to ensure animals are healthy with no sign of disease, good body condition and eating properly before adding them to the display tank. Depending on the source and state of the animals when received, quarantine period could require 60 days or longer before animals are ready to move to the display aquarium.Moving animals from quarantine systems to display tank once animals appear healthy with no sign of disease, good body condition and eating properly. It is recommended to start to add animals at a minimum of 45 to 60 days prior to opening the opening of the facility to the public.Visually inspect filtration equipment.Test water quality parameters. Tenji can test a wide range of water quality parameters in house. Typical water tests required for monitoring water quality for fish health include: | | | | |

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|------------|------------|---------------|------------|-------------------|---|--------------|---------------------|--------------|-----------------------|
| | | | | | <ul style="list-style-type: none"> o Temperature – Target 55-59 F. o pH - Target 7.0-7.5 – Some variability outside of this range is acceptable. pH of source water will determine final pH target range. o Ammonia – Target 0ppm once tank is fully cycled. o Nitrite – Target 0 ppm once tank is fully cycled. Calibrate pH and ORP probes as needed. • Backwash sand filters and bead filters as needed for both the display aquarium and the large round quarantine tank. • Manual backwash of the activated carbon filters for incoming water to the rooms for top off and make up water to the various aquarium and quarantine systems. • Cleaning and any service required for the surface skimmer on the display aquarium. • Clean bag filters on quarantine systems. • Remote system monitoring through Apex monitoring system during business hours. • Staff training on feeding and basic system observation for days Tenji is not on site. o Nitrate – Target 80 ppm or less. o Chlorine – Target 0 ppm. o Additional test we can perform if needed include: Alkalinity and Phosphate. | | | | |
| | | | | | <ul style="list-style-type: none"> • Calibrate pH and ORP probes as needed. | | | | |

| PSC Number | Department | Approval Type | New Amount | Cumulative Amount | Description | New Duration | Cumulative Duration | Hearing Date | Dept. PSC Coordinator |
|------------|------------|---------------|------------|-------------------|--|--------------|---------------------|--------------|-----------------------|
| | | | | | <ul style="list-style-type: none">• Backwash sand filters and bead filters as needed for both the display aquarium and the large round quarantine tank.• Manual backwash of the activated carbon filters for incoming water to the rooms for top off and make up water to the various aquarium and quarantine systems.• Cleaning and any service required for the surface skimmer on the display aquarium.• Clean bag filters on quarantine systems• Clean pump basket strainers• Perform partial water changes as needed – Partial water changes will be part of the regular weekly maintenance. Water change volume will be dependent on sand filter backwash durations. Tenji targets 10-20% of tank volume weekly for partial water changes. Replacement water is filtered through the activated carbon to remove residual chlorine and other impurities.• Remote system monitoring through Apex monitoring system during business hours.• Staff training on feeding and basic system observation for days Tenji is not on site. <p>Additional Scope</p> <p>Yearly Equipment Replacement</p> <p>Over time equipment will require serviceable part replacement and/or full replacement.</p> <p>Yearly Labor by Fabrication Team / LSS Installer</p> <p>Labor to replace serviceable parts including Tenji overseeing an HVAC technician to</p> | | | | |

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|----------------|------------|---------------|-------------------------|-------------------------|--|--------------|---------------------|--------------|-----------------------|
| | | | | | service all chiller units per O&M. Animal Procurement and Replacement Tenji will procure the initial animals for the aquarium and as needed thereafter. Consumable Products Including but not limited to fish food, algaecide, beneficial bacteria, algae cleaning pads, and other consumable products. Equipment Replacement Major equipment replacements will be quoted on a case-by-case basis. Labor by Fabrication Team / LSS installer Labor to replace or repair major equipment. Emergency Maintenance Visits Any visit deemed necessary outside of standard scheduled visits. | | | | |
| TOTALS: | | | \$300,753,000.00 | \$300,753,000.00 | | | | | |

Department Summary

| Department | New Count | Amendment Count | Total New Amount | Total Cumulative Amount |
|------------|-----------|-----------------|------------------|-------------------------|
| AIR | 1 | 0 | \$225,000,000.00 | \$225,000,000.00 |
| CPC | 1 | 0 | \$3,000,000.00 | \$3,000,000.00 |

| Department | New Count | Amendment Count | Total New Amount | Total Cumulative Amount |
|---------------------|-----------|-----------------|-------------------------|-------------------------|
| DPH | 3 | 0 | \$39,553,000.00 | \$39,553,000.00 |
| DPW | 1 | 0 | \$23,000,000.00 | \$23,000,000.00 |
| HSA | 1 | 0 | \$1,500,000.00 | \$1,500,000.00 |
| MTA | 1 | 0 | \$6,000,000.00 | \$6,000,000.00 |
| PUC | 2 | 0 | \$2,700,000.00 | \$2,700,000.00 |
| Column Total | 10 | 0 | \$300,753,000.00 | \$300,753,000.00 |

Generated on: 9/19/2025, 11:40:13 AM by Suzanne Choi

PSC Requests Scheduled for Hearing - 10/6/2025

| PSC Number | Department | Approval Type | New Amount | Cumulative Amount | Description | New Duration | Cumulative Duration | Hearing Date | Dept. PSC Coordinator |
|--------------------------|------------|---------------|----------------|-------------------|---|--------------|---------------------|------------------------|-----------------------|
| DHRPSC0002578 - v1.01 | DPH | Amendment | \$0.00 | \$500,000.00 | Original coordinator's email: jacquie.hale@sfdph.org. For access to a Software as a Service Application (SaaS) (web-based) application used by the Department of Public Health (DPH). The application provides for evidence-based clinical decision support criteria, to make appropriate care management decisions, to ensure the medical necessity of inpatient stays (acute or not), use of resources, and appealing billing denials. In addition, the contractor will also provide assistance in the upgrade process from the on premise hosted version of their software to the SaaS version of their propriety application. | 62 | 120 | 2025-10-06 14:00:00 | My Lan Do Nguyen |
| DHRPSC0005443 - v1.01 | FIR | Amendment | \$1,000,000.00 | \$2,000,000.00 | Provide mobile hearing screening tests for all firefighters to determine if they meet NFPA (National Fire Protection Association) Standard 1582 Section 6.5.1. to be able to perform effectively as firefighters. Additionally, to provide mobile Tuberculosis (TB) screening (using Quantiferon gold TB blood test or equivalent) to ensure members have not been exposed to TB. | 0 | 60 | 2025-10-06 14:00:00 | Elissa Koestenbaum |
| DHRPSC0003076 - v1.01 | JUV | Amendment | \$180,000.00 | \$480,000.00 | The department anticipates procuring a-needed professional services for dietary & nutritional technical support, in-service training, and compliance monitoring for food service operations for the Juvenile Justice Center (JJC). Key areas for technical support and training will include: i. Menu and nutrient development & analyses ii. Therapeutic diets and accommodation requests iii. Food service staffing and operations iv. Staff in-service training needs | 36 | 96 | 2025-10-06 14:00:00 | Elisa Baeza |

| PSC Number | Department | Approval Type | New Amount | Cumulative Amount | Description | New Duration | Cumulative Duration | Hearing Date | Dept. PSC Coordinator |
|------------|------------|---------------|------------|-------------------|---|--------------|---------------------|--------------|-----------------------|
| | | | | | <p>v. Food service policies and documentation</p> <p>Under the guiding principle of encouraging young people at the JJC to make healthier nutritional choices in their daily lives, the selected Contractor shall assist the department's food operations team with determining current gaps and needs, developing a staff development/ training plan, and preparing summary date reports for relevant audits and inspections, all in accordance with California's Title 15 Minimum Standards for Juvenile Facilities.</p> <p>The selected Contractor shall plan menus at least one month in advance of their use. Menus shall be planned to provide a variety of foods considering the cultural and ethnic makeup of young people at the JJC, thus, preventing repetitive meals. Menus shall be approved by the selected Contractor before being used. If any meal served varies from the planned menu, the change shall be noted in writing on the menu and/or production worksheet. Menus, as planned and including changes, shall be retained for one year and evaluated by a registered dietitian at least annually.</p> <p>Additionally, the selected Contractor shall implement nutritional and caloric requirements found in the most currently published: a) Dietary Reference Intakes (DRI) of the Food and Nutrition Board, b) Institute of Medicine of the National Academies, c) California Food Guide, and the d) Dietary Guidelines for Americans.</p> <p>Essential duties of the selected Proposer may include:</p> <p>i. Menu planning and approval</p> <p>ii. Completing nutrition assessments tailored to young people at JPD and developing nutrition</p> | | | | |

| PSC Number | Department | Approval Type | New Amount | Cumulative Amount | Description | New Duration | Cumulative Duration | Hearing Date | Dept. PSC Coordinator |
|-----------------------|------------|---------------|--------------|-------------------|---|--------------|---------------------|---------------------|-----------------------|
| | | | | | <p>tracking plans for young people at the JJC.</p> <p>iii. Providing community and/or partnership referrals as needed to assist with linkage as necessary.</p> <p>iv. Participating in departmental meetings to provide expertise as needed.</p> <p>v. Monitoring and tracking nutritional services at the JJC to ensure compliance with government rules and regulations including California's Title 15.</p> <p>vi. Developing training plans to meet compliance requirements.</p> <p>vii. Preparing required reports that align with internal policies and procedures.</p> <p>viii. Maintaining nutrition assessment information and making recommendations for strengthening the Food Services Program at the JJC</p> <p>ix. Researching, collecting, and developing scientifically based nutrition materials.</p> <p>x. Reviewing and screening nutrition data for accuracy and use within the department.</p> | | | | |
| DHRPSC0001321 - v1.01 | POL | Amendment | \$320,000.00 | \$720,000.00 | <p>Original coordinator's email: Genie.Wong@sfgov.org.</p> <p>To comply with the Federal Bureau of Investigations (FBI) requirement of physical media disposal to minimize risk of sensitive information compromise by unauthorized individuals, the San Francisco Police Department (SFPD) is seeking a contractor to provide service to all SFPD locations (10 district stations, headquarters, academy, crime lab, and other divisions). The contractor will use a mobile shredding truck to provide on-site shredding and disposal approximately twice a month and destruction and disposal of other physical media on an as-needed basis. Other physical media may include, but not be limited to, body worn cameras, smartphones, computer disks, film, magnetic disks, magnetic tapes, transparencies,</p> | 48 | 120 | 2025-10-06 14:00:00 | Vincent Lee |

| PSC Number | Department | Approval Type | New Amount | Cumulative Amount | Description | New Duration | Cumulative Duration | Hearing Date | Dept. PSC Coordinator |
|----------------|------------|---------------|-----------------------|-----------------------|--|--------------|---------------------|--------------|-----------------------|
| | | | | | and video cassettes. An assigned SFPD employee (sworn officer, facilities coordinator, Public Service Aide or Police Cadet) at each location must physically witness shredding process of contents of confidential bins and destruction of other physical media by contractor employees. | | | | |
| TOTALS: | | | \$1,500,000.00 | \$3,700,000.00 | | | | | |

Department Summary

| Department | New Count | Amendment Count | Total New Amount | Total Cumulative Amount |
|---------------------|-----------|-----------------|-----------------------|-------------------------|
| DPH | 0 | 1 | \$0.00 | \$500,000.00 |
| FIR | 0 | 1 | \$1,000,000.00 | \$2,000,000.00 |
| JUV | 0 | 1 | \$180,000.00 | \$480,000.00 |
| POL | 0 | 1 | \$320,000.00 | \$720,000.00 |
| Column Total | 0 | 4 | \$1,500,000.00 | \$3,700,000.00 |

Generated on: 9/19/2025, 11:41:29 AM by Suzanne Choi

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: AIR

Submitted By: Sung Kim

Department Coordinator: Cynthia Avakian,
cynthia.avakian@flysfo.com

Project Manager: Tomasi Toki

ServiceNow Number: DHRPSC0005546

Version: 0.01

Version Type: New

Brief description of proposed work: Management and Operation of an Airport Centralized Receiving and Distribution Center

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$225,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 132

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, manage, and operate an off-site distribution center for all concessions at San Francisco International Airport (Airport or SFO), as well as other deliveries for the Airport and for Airlines operating at SFO. Contractor will accept deliveries, provide Transportation Security Administration (TSA) approved screening equipment such as x-rays and/or other scanning devices, as well as security staffing, consolidate products and deliver to tenants at SFO.

Why are these services required and what are the consequences of denial?: This service is needed to enhance safety and security at SFO. Currently, numerous separate delivery companies operate on Airport ramps to deliver product to the terminals. Delivery of goods has been

identified as an item of high concern by the TSA, and continuing to have a large number of different delivery companies in the Airport Operating Area presents increased security risks for SFO. Denial of these services will mean that the Airport will be unable to centralize delivery operations to decrease safety and security risk at SFO.

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

Board and Commission Approvals

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

Provide details related to contracts for which dept comm approval required: All contracts in excess of the Minimum Competitive Amount require Airport Commission Approval.

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

Provide details related to contracts for which BOS approval will be required?: Contracts in excess of \$10M require BOS approval.

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 lack necessary facilities/equipment?: Yes

Q4a) What facilities or equipment does the City lack that contractor possesses?: Contractor will provide a retrofitted receiving and distribution center, develop a TSA approved screening checkpoint for products being received and sent to SFO, and provide delivery vehicles with automated federally approved locking mechanisms.

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

Explain why: A long-term on-site receiving and distribution center is being studied by the Airport, but is not currently a part of the Airport's Capital Improvement Plan.

Additional information to support your request (Optional): This service requires experience providing retrofitted facilities and staffing required for an airport receiving and distribution center, logistics expertise and technology (software) to manage the reservations, receipt, screening (in accordance with TSA guidelines), consolidation, and delivery of goods on a 24 hours per day, 7 days per week basis for over 150 individual stores and restaurants in an active airport. Experience with developing TSA-approved security plans for airport receiving and distribution centers is also required. There are no resources within the City that have experience delivering the services required. While Civil Service classes could possibly perform some of the labor and driver services, because there are no civil service classes that can manage and operate customized airport receiving and distribution centers, that work would need to be performed by

a contractor, which would not be authorized to instruct or manage City laborers and/or drivers.

Union Notifications

Job Class(es): 1934 - Storekeeper, 7355 - Truck Driver, 7514 - General Laborer, 4140 - Real Property Officer, 9206 - Airport Property Specialist 1, 0931 - Manager III, 8202 - Security Guard

Labor Unions: 021 - Prof & Tech Eng, Local 21, 351 - Municipal Exec Assoc-Misc, 261 - Laborers Int, Local 261, 790 - SEIU, Local 1021, Misc, 216 - Teamsters, Local 853

Labor Union Email Addresses: L21pscreview@ifpte21.org, staff@sfmea.com, laborers261@gmail.com, PSCreview@seiu1021.org, mhenneberry@teamsters853.org

Union Review Sent On: 8/14/2025

Union Review End Date: 9/13/2025

Union Review Duration Met On: 9/13/2025

From: [Sean Brown](#)
To: [Sung Kim \(AIR\)](#)
Subject: Re: AIR [DHRPSC0005546] submitted for Union Review
Date: Friday, August 29, 2025 12:58:17 PM
Attachments: [image001.png](#)
[image002.png](#)

There was an issue on my end, but I was able to get it sorted out. Feel free to disregard my previous message.

Thanks,
Sean

From: Sean Brown <sean.brown@seiu1021.org>
Sent: Friday, August 29, 2025 11:59 AM
To: Sung Kim (AIR) <sung.kim@flysfo.com>; Alfy Wong (AIR) <chitatalfy.wong@flysfo.com>; Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Quoc Truong (AIR) <quoc.truong@flysfo.com>; Tomasi Toki (AIR) <tomasi.toki@flysfo.com>; PSCreview <PSCreview@seiu1021.org>; DT Service Now (TIS) <ccsfdt@service-now.com>; Cheryl Brennan (AIR) <Cheryl.Nashir@flysfo.com>; Alex Mann (AIR) <Alex.Mann@flysfo.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; De'Marea Brandy <DeMarea.Brandy@seiu1021.org>
Cc: XiuMin Li <XiuMin.Li@seiu1021.org>; Oumar Fall <Oumar.Fall@SEIU1021.ORG>; Brian Coffman (AIR) <Brian.Coffman@flysfo.com>; Wright, Jonathan (HRD) <jonathan.wright@sfgov.org>; L21PSC Review <L21pscreview@ifpte21.org>
Subject: Re: AIR [DHRPSC0005546] submitted for Union Review

Hi Sung,

I'm not sure if there is a glitch on my end or if you forgot to attach the responses, but I can't see anything in your last email other than "Hi Sean – thank you for meeting with us and for providing SEIU's questions below. Please see Airport's responses in blue."

Can you please re-send the Airport's responses?

Thanks,
Sean

From: Sung Kim (AIR) <sung.kim@flysfo.com>
Sent: Thursday, August 28, 2025 5:33 PM
To: Sean Brown <sean.brown@seiu1021.org>; Alfy Wong (AIR) <chitatalfy.wong@flysfo.com>; Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Quoc Truong (AIR) <quoc.truong@flysfo.com>; Tomasi Toki (AIR) <tomasi.toki@flysfo.com>; PSCreview <PSCreview@seiu1021.org>; DT Service Now (TIS)

<ccsfddt@service-now.com>; Cheryl Brennan (AIR) <Cheryl.Nashir@flysfo.com>; Alex Mann (AIR) <Alex.Mann@flysfo.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; De'Marea Brandy <DeMarea.Brandy@seiu1021.org>

Cc: XiuMin Li <XiuMin.Li@seiu1021.org>; Oumar Fall <Oumar.Fall@SEIU1021.ORG>; Brian Coffman (AIR) <Brian.Coffman@flysfo.com>; Wright, Jonathan (HRD) <jonathan.wright@sfgov.org>; L21PSC Review <L21pscreview@ifpte21.org>

Subject: RE: AIR [DHRPSC0005546] 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.

Hi Sean – thank you for meeting with us and for providing SEIU's questions below. Please see Airport's responses in [blue](#).

Thank you,

Sung



Sung Kim
Tel 650-821-2026

From: Sean Brown <sean.brown@seiu1021.org>

Sent: Tuesday, August 26, 2025 8:55 AM

To: Sung Kim (AIR) <sung.kim@flysfo.com>; Alfy Wong (AIR) <chitatalfy.wong@flysfo.com>; Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Quoc Truong (AIR) <quoc.truong@flysfo.com>; Tomasi Toki (AIR) <tomasi.toki@flysfo.com>; PSCreview <PSCreview@seiu1021.org>; DT Service Now (TIS) <ccsfddt@service-now.com>; Cheryl Brennan (AIR) <Cheryl.Nashir@flysfo.com>; Alex Mann (AIR) <Alex.Mann@flysfo.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; De'Marea Brandy <DeMarea.Brandy@seiu1021.org>

Cc: XiuMin Li <xiumin.li@seiu1021.org>; Oumar Fall <oumar.fall@seiu1021.org>; Brian Coffman (AIR) <Brian.Coffman@flysfo.com>; Wright, Jonathan (HRD) <jonathan.wright@sfgov.org>; L21PSC Review <L21pscreview@ifpte21.org>

Subject: Re: AIR [DHRPSC0005546] submitted for Union Review

Hi All,

Thank you for taking the time to meet with us regarding this proposal and for agreeing to provide some additional information before meeting again soon.

Please provide the following information and documentation that we discussed during the call today:

1. An overview of your assessment of the scope of this project. Contractor will provide, manage, and operate an off-site centralized receiving and distribution center (CRDC) for all concessions deliveries at the Airport, as well as other deliveries for the Airport and for Airlines operating at SFO. Contractor will provide a retrofitted receiving and distribution center, develop a Transportation Security Administration (TSA) approved checkpoint including TSA approved screening equipment such as X-rays and/or other scanning devices for products being received and sent to SFO, provide TSA approved security plans, and provide delivery vehicles with federally approved locking mechanisms. Contractor will provide security staffing, logistics expertise and technology (software) to manage the reservations, receipt, screening, consolidation, and delivery of goods to Airport concessionaires on a 24/7/365 basis.

a. How many positions will be created? We estimate 76 FTE.

b. What is the budget breakdown? Current anticipated breakdown for Year 1 is below. Subsequent years include an annual escalation of 6%, for a total of \$224M over a 10 year term.

i. Money spent per year by area of expenditure, such as;

1. Labor - \$8.8M

2. Procurement – (Auto/Computer Hardware/Software/Parts & Supplies) \$2.0M

3. ~~Licenses~~ = Management Fee & Insurance & Overhead \$1.7M

4. Facilities (Rent/Janitorial & Maintenance) \$4.5M

c. What is the long-term budget plan for this project? Initial funding will come from Airport operating funds. The Airport is still considering operators to share in the cost; however, that is yet to be determined or finalized.

i. In our conversation today, it was noted that vendors at SFO face budget constraints due to thin margins and high operating costs. Is it the plan for the Airport to continually absorb \$20M+ each year in perpetuity? The Airport is considering operators to share in the cost.

d. What guarantees exist to ensure that whichever private entity secures this

contract will pay prevailing wages to their employees to ensure that this project won't be used to undercut existing classifications' pay and benefits? Any resulting contract will have applicable prevailing wage requirements standard in City contracts.

2. Any feasibility studies conducted related to this proposal regarding the basis to fund a private department versus operating it with City & County of SF workers. As stated in the PSC, operating the CRDC with City & County of SF workers is not an option, as City workers cannot be directed/managed by contractor.
3. An overview of the current process/system of lack thereof for receiving and distribution of vendor goods.
 - a. Who is currently responsible for covering the costs associated with these processes? Currently, logistics and deliveries cost is embedded in the operator's Cost of Goods Sold.
 - b. Which CCSF and/or private vendors manage receiving and distribution? CCSF does not manage receiving and distribution of concessions deliveries; private vendors are responsible for managing the receiving and distribution of their concessions deliveries.
 - c. What is the expected impact on existing SEIU 1021 workers at the airport?
 - i. Workload impacts for
 1. PSAs – No impact on staffing; there will be new post orders for CRDC delivery vehicles which will likely be the same as used for catering vehicles.
 2. Airfield Safety Officers- No impact on staffing; existing staff will handle the CRDC vehicles the same as others to ensure they follow Airport rules and regulations.
 3. Aviation Security Operations – No impact on staffing; they will continue to monitor entry as others.
4. Any documents submitted to the Airport commission for approval on this PSC and the contracting of these services. No documents have been submitted to the Airport Commission for approval on this PSC and the contracting out of these services.

5. Any vendors who might be currently under consideration or expected to bid on this potential contract. [There are no vendors that are “under consideration” as the Airport has yet to issue a solicitation. Should a solicitation be issued, the competitive process will be open to all qualified and responsive proposers to participate in.](#)

Thank you again. Looking forward to reviewing this information and speaking with you again soon.

Sincerely,
Sean

From: Sean Brown <sean.brown@seiu1021.org>

Sent: Friday, August 22, 2025 5:32 PM

To: Sung Kim (AIR) <sung.kim@flysfo.com>; Alfy Wong (AIR) <chitatalfy.wong@flysfo.com>; Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Quoc Truong (AIR) <quoc.truong@flysfo.com>; Tomasi Toki (AIR) <tomasi.toki@flysfo.com>; PSCreview <PSCreview@seiu1021.org>; DT Service Now (TIS) <ccsfedt@service-now.com>; Cheryl Brennan (AIR) <Cheryl.Nashir@flysfo.com>; Alex Mann (AIR) <Alex.Mann@flysfo.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; De'Marea Brandy <DeMarea.Brandy@seiu1021.org>

Cc: XiuMin Li <XiuMin.Li@seiu1021.org>; Oumar Fall <Oumar.Fall@SEIU1021.ORG>; Brian Coffman (AIR) <Brian.Coffman@flysfo.com>; Wright, Jonathan (HRD) <jonathan.wright@sfgov.org>; L21PSC Review <L21pscreview@ifpte21.org>

Subject: Re: AIR [DHRPSC0005546] submitted for Union Review

Thanks for the quick reply.

Looking forward to a productive discussion on Monday.

Have a nice weekend!

-Sean

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From: Sung Kim (AIR) <sung.kim@flysfo.com>

Sent: Friday, August 22, 2025 5:30:04 PM

To: Sean Brown <sean.brown@seiu1021.org>; Alfy Wong (AIR) <chitatalfy.wong@flysfo.com>; Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Quoc Truong (AIR) <quoc.truong@flysfo.com>; Tomasi Toki (AIR) <tomasi.toki@flysfo.com>; PSCreview <PSCreview@seiu1021.org>; DT Service Now (TIS)

<ccsfdt@service-now.com>; Cheryl Brennan (AIR) <Cheryl.Nashir@flysfo.com>; Alex Mann (AIR) <Alex.Mann@flysfo.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; De'Marea Brandy <DeMarea.Brandy@seiu1021.org>
Cc: XiuMin Li <XiuMin.Li@seiu1021.org>; Oumar Fall <Oumar.Fall@SEIU1021.ORG>; Brian Coffman (AIR) <Brian.Coffman@flysfo.com>; Wright, Jonathan (HRD) <jonathan.wright@sfgov.org>; L21PSC Review <L21pscreview@ifpte21.org>
Subject: RE: AIR [DHRPSC0005546] submitted for Union Review

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Hi Sean – appreciate the response and the details. I'll go ahead and reschedule the meeting for noon-1:00PM, Monday 8/25.

Thank you,

Sung



Sung Kim
Tel 650-821-2026

From: Sean Brown <sean.brown@seiu1021.org>
Sent: Friday, August 22, 2025 4:46 PM
To: Sung Kim (AIR) <sung.kim@flysfo.com>; Alfy Wong (AIR) <chitatalfy.wong@flysfo.com>; Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Quoc Truong (AIR) <quoc.truong@flysfo.com>; Tomasi Toki (AIR) <tomasi.toki@flysfo.com>; PSCreview <PSCreview@seiu1021.org>; DT Service Now (TIS) <ccsfdt@service-now.com>; Cheryl Brennan (AIR) <Cheryl.Nashir@flysfo.com>; Alex Mann (AIR) <Alex.Mann@flysfo.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; De'Marea Brandy <DeMarea.Brandy@seiu1021.org>
Cc: XiuMin Li <xiumin.li@seiu1021.org>; Oumar Fall <oumar.fall@seiu1021.org>; Brian Coffman (AIR) <Brian.Coffman@flysfo.com>; Wright, Jonathan (HRD) <jonathan.wright@sfgov.org>; L21PSC Review <L21pscreview@ifpte21.org>
Subject: Re: AIR [DHRPSC0005546] submitted for Union Review

Hello Sung,

As a courtesy, I replied to your PSC notice after business hours. As such, my response was submitted to your office as of start of business on 5/15/25. I am available to meet with your team:

- now
- today after business hours until 7 PM
- anytime Sunday 8/24
- Monday 8/25 from 9 AM - 10 AM, 11 AM - 3 PM, or 4 PM - 5 PM.

Please respond with which one of those times will work for your team's schedule. If you are unavailable to meet before close of business on the 10th day of this timeline on 8/25/25, please inform me as soon as possible so that we can appropriately accommodate your team's inability to meet before the close of the 10th day.

Thank you,
Sean

From: Sung Kim (AIR) <sung.kim@flysfo.com>
Sent: Friday, August 22, 2025 4:03 PM
To: Sean Brown <sean.brown@seiu1021.org>; Alfy Wong (AIR) <chitatalfy.wong@flysfo.com>; Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Quoc Truong (AIR) <quoc.truong@flysfo.com>; Tomasi Toki (AIR) <tomasi.toki@flysfo.com>; PSCreview <PSCreview@seiu1021.org>; DT Service Now (TIS) <ccsfedt@service-now.com>; Cheryl Brennan (AIR) <Cheryl.Nashir@flysfo.com>; Alex Mann (AIR) <Alex.Mann@flysfo.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; De'Marea Brandy <DeMarea.Brandy@seiu1021.org>
Cc: XiuMin Li <XiuMin.Li@seiu1021.org>; Oumar Fall <Oumar.Fall@SEIU1021.ORG>; Brian Coffman (AIR) <Brian.Coffman@flysfo.com>; Wright, Jonathan (HRD) <jonathan.wright@sfgov.org>; L21PSC Review <l21pscreview@ifpte21.org>
Subject: RE: AIR [DHRPSC0005546] submitted for Union Review

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Hi Sean – Airport staff received your email of 1:13PM today, informing us that SEIU is not able to meet as scheduled, and requesting us to reschedule the call to next week.

As the Airport cannot meet outside of the timeline prescribed by the MOU, we will be moving forward with this PSC.

Thank you,

Sung



Sung Kim
Tel 650-821-2026

From: Sean Brown <sean.brown@seiu1021.org>
Sent: Tuesday, August 19, 2025 11:03 AM
To: Sung Kim (AIR) <sung.kim@flysfo.com>; Alfy Wong (AIR) <chitatalfy.wong@flysfo.com>; Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Quoc Truong (AIR) <quoc.truong@flysfo.com>; Tomasi Toki (AIR) <tomasi.toki@flysfo.com>; L21PSC Review <l21pscreview@ifpte21.org>; PSCreview <PSCreview@seiu1021.org>; DT Service Now (TIS) <ccsfedt@service-now.com>; Cheryl Brennan (AIR) <Cheryl.Nashir@flysfo.com>; Alex Mann (AIR) <Alex.Mann@flysfo.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; De'Marea Brandy <DeMarea.Brandy@seiu1021.org>
Cc: XiuMin Li <xiumin.li@seiu1021.org>; Oumar Fall <oumar.fall@seiu1021.org>
Subject: Re: AIR [DHRPSC0005546] submitted for Union Review

Sounds good. Thanks so much.

-Sean

From: Sung Kim (AIR) <sung.kim@flysfo.com>
Sent: Monday, August 18, 2025 2:54 PM
To: Sean Brown <sean.brown@seiu1021.org>; Alfy Wong (AIR) <chitatalfy.wong@flysfo.com>; Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Quoc Truong (AIR) <quoc.truong@flysfo.com>; Tomasi Toki (AIR) <tomasi.toki@flysfo.com>; L21PSC Review <l21pscreview@ifpte21.org>; PSCreview <PSCreview@seiu1021.org>; DT Service Now (TIS) <ccsfedt@service-now.com>; Cheryl Brennan (AIR) <Cheryl.Nashir@flysfo.com>; Alex Mann (AIR) <Alex.Mann@flysfo.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; De'Marea Brandy <DeMarea.Brandy@seiu1021.org>
Cc: XiuMin Li <XiuMin.Li@seiu1021.org>; Oumar Fall <Oumar.Fall@SEIU1021.ORG>
Subject: RE: AIR [DHRPSC0005546] submitted for Union Review

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Thank you Sean, that would work for us. I'll send you and De'Marea a Teams invite for Friday 8/22 at 3 PM.

Sung



Sung Kim
Tel 650-821-2026

From: Sean Brown <sean.brown@seiu1021.org>

Sent: Monday, August 18, 2025 2:39 PM

To: Sung Kim (AIR) <sung.kim@flysfo.com>; Alfy Wong (AIR) <chitatalfy.wong@flysfo.com>; Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Quoc Truong (AIR) <quoc.truong@flysfo.com>; Tomasi Toki (AIR) <tomasi.toki@flysfo.com>; L21PSC Review <l21pscreview@ifpte21.org>; PSCreview <PSCreview@seiu1021.org>; DT Service Now (TIS) <ccsfddt@service-now.com>; Cheryl Brennan (AIR) <Cheryl.Nashir@flysfo.com>; Alex Mann (AIR) <Alex.Mann@flysfo.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; De'Marea Brandy <DeMarea.Brandy@seiu1021.org>

Cc: XiuMin Li <xiumin.li@seiu1021.org>; Oumar Fall <oumar.fall@seiu1021.org>

Subject: Re: AIR [DHRPSC0005546] submitted for Union Review

Hi Sung,

Thanks for sending these options over. I'm also adding new SF Field Rep [@De'Marea Brandy](mailto:De'Marea.Brandy@seiu1021.org) who will be joining this meeting as well.

If it would be possible to meet next week, that would be better for me, but I could do Friday 8/22 at 3 PM this week.

We'll send over some initial questions shortly to facilitate a productive meeting. In the meantime please confirm back with us what will work for you and your team's schedule.

Thanks,
Sean

From: Sung Kim (AIR) <sung.kim@flysfo.com>

Sent: Monday, August 18, 2025 8:16 AM

To: Sean Brown <sean.brown@seiu1021.org>; Alfy Wong (AIR) <chitatalfy.wong@flysfo.com>; Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Quoc Truong (AIR) <quoc.truong@flysfo.com>; Tomasi Toki (AIR) <tomasi.toki@flysfo.com>; L21PSC Review <l21pscreview@ifpte21.org>; PSCreview <PSCreview@seiu1021.org>; DT Service Now (TIS) <ccsfddt@service-now.com>; Cheryl Brennan (AIR) <Cheryl.Nashir@flysfo.com>; Alex Mann (AIR) <Alex.Mann@flysfo.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Cc: XiuMin Li <XiuMin.Li@seiu1021.org>; Oumar Fall <Oumar.Fall@SEIU1021.ORG>

Subject: RE: AIR [DHRPSC0005546] submitted for Union Review

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Good morning Sean – SFO staff are available to meet within 10 days of SEIU's request. Below

are a number of proposed blocks, please let me know if any 30 minute block would work for you:

August 19: 1:00pm-2:00pm

August 21: 11:30am-noon, 1:30pm-3:00pm

August 22: 3:00pm-4:00pm

Thank you,

Sung



Sung Kim (he/him/his)

Manager, Contracts Administration Unit

San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128

Office: 650-821-2026 | Email: sung.kim@flysfo.com

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From: Sean Brown <sean.brown@seiu1021.org>

Sent: Thursday, August 14, 2025 5:55 PM

To: Alfy Wong (AIR) <chitatalfy.wong@flysfo.com>; Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Quoc Truong (AIR) <quoc.truong@flysfo.com>; Tomasi Toki (AIR) <tomasi.toki@flysfo.com>; L21pscreview@ifpte21.org; Sung Kim (AIR) <sung.kim@flysfo.com>; PSCreview <PSCreview@seiu1021.org>; DT Service Now (TIS) <ccsfedt@service-now.com>

Cc: XiuMin Li <xiumin.li@seiu1021.org>; Oumar Fall <oumar.fall@seiu1021.org>

Subject: Re: AIR [DHRPSC0005546] submitted for Union Review

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

Hello all,

The Union objects to this proposal and we are requesting a meeting. Please provide available dates for your team for the week of September 1 or September 8.

Thank you,

Sean

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

Sent: Thursday, August 14, 2025 11:39 AM

To: chitatalfy.wong@flysfo.com <chitatalfy.wong@flysfo.com>; cynthia.avakian@flysfo.com <cynthia.avakian@flysfo.com>; DHR-PersonalServicesContracts@sfgov.org <DHR-PersonalServicesContracts@sfgov.org>; quoc.truong@flysfo.com <quoc.truong@flysfo.com>; tomasi.toki@flysfo.com <tomasi.toki@flysfo.com>; L21pscreview@ifpte21.org <L21pscreview@ifpte21.org>; Sung.Kim@flysfo.com <Sung.Kim@flysfo.com>; PSCreview <PSCreview@seiu1021.org>

Subject: AIR [DHRPSC0005546] 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,

AIR is requesting your review of PSC [DHRPSC0005546]. 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 2025-09-13. 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: DHRPSC0005546 v 0.01

Description of Proposed Work: Management and Operation of an Airport Centralized Receiving and Distribution Center

Request Type: New

Approval Type: CSC Approval

CSC Review Reason(s):

✔ CSC Approval by Amount

Submitting Department: AIR

Dept PSC Coordinator: Cynthia Avakian

Dept PSC Coordinator Email: cynthia.avakian@flysfo.com

Dept PSC Coordinator Phone: +1 (650) 821-2014

PSC Amount: \$225,000,000.00

PSC Duration (months): 132

Funding Source(s): City Funds

Scope of Work: Contractor will provide, manage, and operate an off-site distribution center for all concessions at San Francisco International Airport (Airport or SFO), as well as other deliveries for the Airport and for Airlines operating at SFO. Contractor will accept deliveries, provide Transportation Security Administration (TSA) approved screening equipment such as x-rays and/or other scanning devices, as well as security staffing, consolidate products and deliver to tenants at SFO.

Job Class(es): 7355 - Truck Driver, 7514 - General Laborer, 1934 - Storekeeper, 0931 - Manager III, 9206 - Airport Property Specialist 1, 4140 - Real Property Officer, 8202 - Security Guard

Labor Unions: 216 - Teamsters, Local 853, 261 - Laborers Int, Local 261, 790 - SEIU, Local 1021, Misc, 351 - Municipal Exec Assoc-Misc, 021 - Prof & Tech Eng, Local 21

PSC Justification(s)

=====

✔ Service for which City lacks the necessary facilities/equipment

Ref:TIS6061851_mrHYBMict4oHGXYOjHqx

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: CPC

Submitted By: Shirley Hao

Department Coordinator: Shirley Hao,
shirley.hao@sfgov.org

Project Manager: Deborah Landis

ServiceNow Number: DHRPSC0005677

Version: 0.01

Version Type: New

Brief description of proposed work: SF Planning wishes to obtain professional services to address the California State Senate Bill 272 (2023), which requires local governments to prepare adaptation plans to address sea level rise. Additionally, SB 272 requires that these plans comply with requirements set out by the San Francisco Bay Conservation and Development Commission (on the bay side) and the California Coastal Commission (on the ocean side). The SF Planning Department, in collaboration with ClimateSF and its sister agencies, will prepare an adaptation plan to meet these requirements.

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: Federal Funds, State Funds, City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: SF Planning wishes to obtain professional services to address the California State Senate Bill 272 (2023), which requires local governments to prepare adaptation plans to address sea level rise. Additionally, SB 272 requires that these plans comply with requirements set out by the San Francisco Bay Conservation and Development Commission (on the bay side) and the California Coastal Commission (on the

ocean side). The SF Planning Department, in collaboration with ClimateSF and its sister agencies, will prepare an adaptation plan to meet these requirements. This work will include:

Identify areas of vulnerability for sea level rise

Analyze exposure levels and potential consequences

Develop and evaluates adaptation strategies

Prepare a funding strategy and implementation plan

Why are these services required and what are the consequences of denial?: The services are required to address the California State Senate Bill 272 (2023), which requires local governments to prepare adaptation plans to address sea level rise. Additionally, SB 272 requires that these plans comply with requirements set out by the San Francisco Bay Conservation and Development Commission (on the bay side) and the California Coastal Commission (on the ocean side). Consequences in denial of services will delay SF Planning in it's objective to provide an update to past sea level rise assessments, and delay critical up-to-date information regarding adaptaion strategies tailored to local needs and community engagement.

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?: 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?:

Civil Service classes are not applicable for one-time projects.

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

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

Extensive experience in vulnerability assessments; development of multi-hazard resiliency, mitigation, and adaptation strategies, especially related to sea level rise and groundwater rise; implementation plans; economic costs analysis; and familiarity with San Francisco geography and coastal/shoreline planning and engineering.

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

Q5c1) Identify the classifications: 5278 - Planner 2, 5277 - Planner 1, 5293 - Planner IV, 5291 -

Planner 3, 5283 - Planner V, 5502 - Project Manager 1

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

Q5c3) Why are they not able to perform the services?: Civil Service classes are not applicable for one-time projects.

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: Civil Service classes are not applicable for one-time projects.

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: Civil Service classes are not applicable for one-time projects.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 5278 - Planner 2, 5277 - Planner 1, 5293 - Planner IV, 5291 - Planner 3, 5283 - Planner V, 5502 - Project Manager 1

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 8/29/2025

Union Review End Date: 9/8/2025

Union Review Duration Met On: 9/8/2025

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DPH

Submitted By: Reanna Albert

Department Coordinator: My Lan Do Nguyen,
mylando.nguyen@sfdph.org

Project Manager: AJ Hansra

ServiceNow Number: DHRPSC0005673

Version: 0.01

Version Type: New

Brief description of proposed work: Ongoing maintenance and upkeep of the Fire Alarm system at Department of Public Health locations.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$9,000,000

Does contract include items other than services?: Yes

- Commodities & Equipment: \$500,000

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 60

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Provide ongoing maintenance and upkeep of the fire alarm systems at all Department of Public Health (DPH) facilities, including but not limited to Laguna Honda Hospital (LHH) and Zuckerberg San Francisco General (ZSFG). Contractor shall inspect, test, maintain, and repair 100% of all the fire alarm and fire suppression system devices in accordance with National Fire Protection Association (NFPA) and Joint Commission (JC) requirements. Services will include testing all devices such as smoke detectors, heat detectors, manual pull stations, audible/visual notification appliances, control panels, and communication links. Documentation of all test results and immediate reporting of deficiencies are required to maintain regulatory compliance (e.g., NFPA

72, local fire codes, and healthcare accreditation standards).

Why are these services required and what are the consequences of denial?: Services are required to ensure the safe and reliable operation of fire alarm and suppression systems at Department of Public Health facilities, in compliance with NFPA and Joint Commission standards. Denial would jeopardize life safety, create regulatory noncompliance, and risk loss of hospital licensing, as well as citations, fines, and penalties.

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

Board and Commission Approvals

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

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

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: Fire alarm testing, maintenance, and repair standards are set by the NFPA. Multiple regulatory agencies including the California Department of Public Health refer to NFPA as the standard.

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?: The City lacks the ability to program fire alarm systems as well as the replacement parts and system upgrades needed to maintain them.

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

Explain why: The work requires specialized parts and equipment that can only be obtained and supported by certified vendors, and the department does not have technicians that are trained to service these fire alarm systems.

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,

Post Union Notification

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, sfdpoa@icloud.com, b.rod07@yahoo.com, PSCreview@seiu1021.org, L21pscreview@ifpte21.org, president@twusf.org, president@sfsheriffmsa.org, cjohnson@bac3-ca.org, mhenneberry@teamsters853.org, staff@sfmea.com, mleach@ibt856.org, laborers261@gmail.com, president@twusf.org, jb@local16.org, local22publicsector@nccrc.org, john.lenny@sfgov.org, sfcwupresidentjmleonard@yahoo.com, local200twu@sbcglobal.net, staff@sfmea.com, Louis@sfpoa.org, joshv@smw104.org, administration@sffdlocal798.org, PSCreview@seiu1021.org, pmendeziamaw@comcast.net, dvickers@iam1414.org, mfinnegan@ibt856.org, administration@sffdlocal798.org, larryjr@ualocal38.org, president@twusf.org, WOrellana@opcmialocal300.org, L21pscreview@ifpte21.org, PSCreview@seiu1021.org, President@sanfranciscodsa.com, ibew6@ibew6.org, staff@sfmea.com, mleach@ibt856.org

Union Review Sent On: 9/10/2025

Union Review End Date: 9/17/2025

Union Review Duration Met On: 9/17/2025



City and County of San Francisco
Daniel Lurie
Mayor

San Francisco Department of Public Health

Daniel Tsai
Director of Health

DATE: September 18, 2025

TO: Suzanne Choi, Citywide PSC Coordinator, DHR

FROM: My Lan Do Nguyen, PSC Coordinator, Department of Public Health

RE: DHRPSC0005673 - Fire Alarm System Maintenance

Summary of Union Objection:

On September 18, 2025, representatives from the Department of Public Health (DPH) met with International Brotherhood of Electrical Workers (IBEW) Local 6 to discuss DHRPSC0005673 – Ongoing Maintenance and Upkeep of the Fire Alarm System at DPH Locations.

IBEW Local 6 stated that they do not support the PSC request, citing the following concerns:

- The work described in the PSC overlaps with duties performed by 7345 Electricians, who are represented by IBEW Local 6.
- Other departments, such as SFO, perform similar work in-house using civil service classifications.
- The requested amount of \$9 million was considered excessive by the union.

In response, DPH provided the following clarifications:

- DPH does not currently have civil service classifications capable of performing the full scope of work described in the PSC. However, we are working with DPH HR to explore the feasibility of hiring for these services internally.
- We informed the union that other departments procure similar services through Chapter 6.65, which does not require CSC review. However, DPH is not named in Chapter 6, and therefore must proceed under Chapter 21, which requires PSC approval. The union expressed surprise that DPH is not authorized under Chapter 6 and suggested that the department consider pursuing inclusion.
- The \$9 million request reflects a not-to-exceed budget over five years for as-needed, on-call services across multiple facilities.

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

IBEW/DPH
DHRPSC0005673
Fire Alarm System
September 18, 2025, 2:00pm – 3:00pm

Attendees:

AJ Hansra, DPH
Timothy White, DPH
My Lan Do Nguyen, DPH
Jeff DuBois, DPH
Osha Ashworth, IBEW member

NOTES:

1. DPH Overview

- DPH provided a brief history of the services and explained the need for a contract to support the testing, maintenance, and repair of fire alarm systems across all DPH facilities.
- This is the first time DPH is pursuing a fire alarm contract, and the full scope across all sites is still being assessed.
- The proposed contract is for \$9 million over 60 months and is intended to be as-needed and on-call, not limited to Zuckerberg San Francisco General (ZSFG).

2. IBEW Local 6 Feedback

- Cost Concern: IBEW questioned the \$9M amount and noted it seemed high.
- In-House Capability: IBEW believes City workers, particularly 7345 Electricians, may be able to perform annual testing and maintenance.
- SFO Comparison: IBEW contacted SFO and reported that:
 - SFO performs the bulk of recertification testing in-house.
 - Vendors are used only to supplement.
 - SFO provides full documentation and aims to bring all work in-house.
- Prevailing Wage Concern: IBEW raised concerns about the cost difference between prevailing wage and City labor rates.
- System at LHH: Asked whether LHH has an updated fire alarm system.

3. DPH Responses

- LHH has two systems: an older one in the original hospital and a newer one in the new building.
- DPH is currently performing some of the work but noted that procurement limitations are a barrier to scaling.
- DPH clarified that this effort began as a Chapter 6 procurement, which does not require a PSC, but DPH does not have Chapter 6 authority and must proceed under Chapter 21.

- DPH confirmed it does not have authority for job order contracts and is not listed in the relevant Chapter 6 sections.
- DPH uses DPW for steamfitters, electricians, and plumbers, but not for fire alarm systems.
- Electrician Staffing:
 - ZSFG has 1 electrician.
 - LHH has 2–3 electricians.
 - Staff are not typically shared between sites.
- Leased Sites:
 - DPH performs its own testing for leased spaces.
 - DPH does not have full information on clinic ownership or system types.
- System Types: Other sites likely use commercial systems, but DPH is not an expert on those systems.
- Chapter 6 Code: DPH cited Section 6.65 and agreed to send IBEW the relevant code language and procurement limitations.
- PSC Hearing: Scheduled for October 20 at the Civil Service Commission.

4. IBEW Requests

- Requested more information on:
 - Chapter 6 authority and why DPH is excluded.
 - Classification and ownership of clinic sites.
 - Differences in system functionality between hospitals and clinics.
- Asked DPH to include details on how the work is currently being done in the Request for Information (RFI) response.

5. Next Steps

- DPH to provide:
 - Chapter 6 code references and explanation of DPH's procurement limitations.
- IBEW to submit:
 - A formal Request for Information (RFI) including questions about current work practices and staffing.

From: [Cheung, Fung \(DPH\)](#)
To: ["Osha Ashworth"](#)
Cc: [John Doherty](#); [Hansra, AJ \(DPH\)](#); [White, Timothy \(DPH\)](#); [Nguyen, My Lan Do \(DPH\)](#); [Dubois, Jeff \(DPH\)](#); [Albert, Reanna \(DPH\)](#)
Subject: RE: DPH [DHRPSC0005673] submitted for Union Review
Date: Thursday, September 18, 2025 9:16:00 AM
Attachments: [image001.png](#)

Hi Osha,

Thank you for your reply below.

We have sent out an invitation for virtual meeting today at 2:00pm.

Best regards

Fung Chu Cheung (Cathy) (she/her)
Pre-Award Unit Junior Analyst
San Francisco Department of Public Health
Office of Contract Management and Compliance
101 Grove St., Room 410
San Francisco, CA 94102
fungchu.cheung@sfdph.org
628-271-7273 (WRK-Teams)

From: Osha Ashworth <oashworth@ibew6.org>
Sent: Thursday, September 18, 2025 8:22 AM
To: Cheung, Fung (DPH) <fungchu.cheung@sfdph.org>
Cc: John Doherty <jdoherty@ibew6.org>; Hansra, AJ (DPH) <aj.singh@sfdph.org>; White, Timothy (DPH) <timothy.white@sfdph.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Dubois, Jeff (DPH) <jeff.dubois1@sfdph.org>; Albert, Reanna (DPH) <reanna.albert@sfdph.org>
Subject: RE: DPH [DHRPSC0005673] submitted for Union Review

Hi Fung,

I am available this afternoon at 2pm.

Thanks,

Osha Ashworth
Assistant Business Manager
IBEW Local 6

From: Cheung, Fung (DPH) <fungchu.cheung@sfdph.org>
Sent: Thursday, September 18, 2025 7:55 AM
To: Osha Ashworth <oashworth@ibew6.org>
Cc: John Doherty <jdoherty@ibew6.org>; Hansra, AJ (DPH) <aj.singh@sfdph.org>; White, Timothy (DPH) <timothy.white@sfdph.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Dubois, Jeff (DPH) <jeff.dubois1@sfdph.org>; Albert, Reanna (DPH) <reanna.albert@sfdph.org>
Subject: RE: DPH [DHRPSC0005673] 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]

Hi Osha,

Good morning.

We would like to follow up regarding scheduling a meeting for DPH's Fire Alarm System PSC on behalf of Reanna. Please kindly let us know what works best for you.

Thurs 9/18 - 2pm

Fri 9/19 - 2pm

Thank you

Fung Chu Cheung (Cathy) (she/her)
Pre-Award Unit Junior Analyst
San Francisco Department of Public Health
Office of Contract Management and Compliance
101 Grove St., Room 410
San Francisco, CA 94102
fungchu.cheung@sfdph.org
628-271-7273 (WRK-Teams)

From: Albert, Reanna (DPH) <reanna.albert@sfdph.org>
Sent: Tuesday, September 16, 2025 10:18 AM
To: Osha Ashworth <oashworth@ibew6.org>
Cc: John Doherty <jdoherty@ibew6.org>; Hansra, AJ (DPH) <aj.singh@sfdph.org>; White, Timothy (DPH) <timothy.white@sfdph.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Dubois, Jeff (DPH) <jeff.dubois1@sfdph.org>; Cheung, Fung (DPH) <fungchu.cheung@sfdph.org>
Subject: Re: DPH [DHRPSC0005673] submitted for Union Review

Hi Osha,

I'm following up regarding scheduling a meeting for DPH's Fire Alarm System PSC. Please let us know what works best for you.

Weds 9/17 - 3pm
Thurs 9/18 - 2pm
Fri 9/19 - 2pm

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: Thursday, September 11, 2025 12:07 PM
To: Osha Ashworth <oashworth@ibew6.org>
Cc: John Doherty <jdoherty@ibew6.org>; Hansra, AJ (DPH) <aj.singh@sfdph.org>; White, Timothy (DPH) <timothy.white@sfdph.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Dubois, Jeff (DPH) <jeff.dubois1@sfdph.org>
Subject: Re: DPH [DHRPSC0005673] submitted for Union Review

Hi Osha,

Thanks for reaching out. DPH will be doing a Request for Qualifications (RFQ) for the fire alarm system. It is in the early stages and has not gone out. Below is DPH staff availability for a meeting. Please let us know what works best for you.

Weds 9/17 - 3pm
Thurs 9/18 - 2pm
Fri 9/19 - 2pm

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: Osha Ashworth <oashworth@ibew6.org>

Sent: Thursday, September 11, 2025 10:06 AM

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

Cc: John Doherty <jdoherly@ibew6.org>

Subject: RE: DPH [DHRPSC0005673] submitted for Union Review

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

Hi Reanna,

Could you please add me to the distribution list?

IBEW Local 6 is requesting to meet regarding this PSC. Our 7345 Electricians do perform work described, so not sure what the classification is not listed.

1. **Installs, maintains, tests and repairs** electrical distribution systems and devices such as lighting, power circuits, fixtures, transformers, programmable logical controls (PLC), motors, motor controls, process controls, auxiliary lighting systems, **life safety systems**, electronic controls, relays, regulators, branch circuit breakers, main distribution circuit breakers, irrigation control systems, and other related electrical equipment which may be in confined spaces.

Has a RFP gone out, and if so, could you please provide a copy, along with any information on who this might be awarded to?

Please provide some times that the department is available to meet.

Thank you,

Osha Ashworth

Assistant Business Manager

IBEW Local 6

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

Sent: Wednesday, September 10, 2025 4:45 PM

To: cpark@local39.org; mhenneberry@teamsters853.org; laborers261@gmail.com; WOrellana@opcmialocal300.org; ccarr@oe3.org; Louis@sfpoa.org; pmendeziamaw@comcast.net; larryjr@ualocal38.org; president@twusf.org; nick@dc16.us; dvickers@iam1414.org; local22publicsector@nccrc.org; john.lenny@sfgov.org; pfinn@ibt856.org; cjohnson@bac3-ca.org; pkings@uapd.com; anthony@dc16.us; charlie@local377.com; administration@sffdlocal798.org; mfinnegan@ibt856.org; DHR-PersonalServicesContracts@sfgov.org; president@sfsheriffmsa.org; mleach@ibt856.org; plangrooferslocal40@gmail.com; sfcwupresidentjmleonard@yahoo.com; aj.singh@sfdph.org; President@sanfranciscodsa.com; mbeauchamp@oe3.org; jb@local16.org; sfdpoa@icloud.com; b.rod07@yahoo.com; ibew6@ibew6.org; local200twu@sbcglobal.net; ron.rossi@sfdph.org; staff@sfmea.com; lvega@nccrc.org; joshv@smw104.org; reanna.albert@sfdph.org

Subject: DPH [DHRPSC0005673] 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 [DHRPSC0005673]. 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 2025-09-17.**

PSC Summary

=====

Record Number: DHRPSC0005673 v 0.01

Description of Proposed Work: Ongoing maintenance and upkeep of the Fire Alarm system at Department of Public Health locations.

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: \$9,000,000.00

PSC Duration (months): 60

Funding Source(s): City Funds

Scope of Work: Provide ongoing maintenance and upkeep of the fire alarm systems at all Department of Public Health (DPH) facilities, including but not limited to Laguna Honda Hospital (LHH) and Zuckerberg San Francisco General (ZSFG). Contractor shall inspect, test, maintain, and repair 100% of all the fire alarm and fire suppression system devices in accordance with National Fire Protection Association (NFPA) and Joint Commission (JC) requirements. Services will include testing all devices such as smoke detectors, heat detectors, manual pull stations, audible/visual notification appliances, control panels, and communication links. Documentation of all test results and immediate reporting of deficiencies are required to maintain regulatory compliance (e.g., NFPA 72, local fire codes, and healthcare accreditation standards).

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

Labor Unions: No Union Selected -

PSC Justification(s)

=====

✓Regulatory or legal requirements disallow use of City employees

✓Service for which City lacks the necessary facilities/equipment

Ref:TIS6125391_mneiLoXZDn4QNGNQYj89

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DPH

Submitted By: Reanna Albert

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

Project Manager: Regine Tran

ServiceNow Number: DHRPSC0005667

Version: 0.01

Version Type: New

Brief description of proposed work: Provide an internship program that supports outreach, data analysis, program coordination, and patient navigation in Primary Care, Value Based Care, Substance Use Disorder, and Whole Person Integrated Care programs.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$2,553,000

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, State Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The contractor will provide job training and interns to enhance public health programs at schools, clinics, and community settings in San Francisco. Interns will support oral health interventions, food pharmacy programs, value-based care initiatives, and services addressing substance use, homelessness, and communicable disease prevention. Services will include patient navigation, care coordination, health education, data collection, and program evaluation to strengthen service delivery. These efforts will reduce barriers to participation, expand access to care, and strengthen the delivery of health services in schools, clinics, and community settings.

Why are these services required and what are the consequences of denial?: These services are required to provide interns who support patient navigation, health education, care coordination, and public health initiatives. Denial would prevent the continuation of an internship program and disrupt patient outreach, reduce access to essential health services, and leave vulnerable populations without critical support.

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

How many contracts?: 1

Why have you not hired City employees to perform the services?: The department is committed to providing internship opportunities for job training to build a pipeline for future healthcare workers.

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?: No

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

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

Requires specialized skills in data management, contract administration, and program coordination. Additional expertise includes coordinating with community groups, supporting health program outreach, and supervising activities at community sites, as well as conducting community assessments and developing communication materials to support public health initiatives. The internship program provides job training in these specialized functions to build a pipeline of future healthcare workers while supporting critical public health initiatives.

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

Q5c1) Identify the classifications: 2819 - Assistant Health Educator, 2586 - Health Worker 2, 1820 - Junior Administrative Analyst, 2585 - Health Worker 1, 2589 - Health Program Coordinator
1

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

Q5c3) Why are they not able to perform the services?: The department does not have an internship program that provides job training.

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: The contractor manages recruitment, hiring, and onboarding of interns, but does not provide training for City employees.

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 does not have an internship program that provides training and pathways for healthcare workers to perform the services.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 2819 - Assistant Health Educator, 2586 - Health Worker 2, 1820 - Junior Administrative Analyst, 2585 - Health Worker 1, 2589 - Health Program Coordinator 1

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: 8/28/2025

Union Review End Date: 9/7/2025

Union Review Duration Met On: 9/7/2025

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.: | DHRPSC0005567 |

| 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 |
|----------------|---------------------|-------------------|-------------------------------|---|---|
| 1000002617 | 10/01/2015 | 09/30/2024 | \$ 2,063,488 | 02000-07/08 | Administration of the AmeriCorps Member Program |
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Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DPH

Submitted By: Reanna Albert

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

Project Manager: Rob Hoffman

ServiceNow Number: DHRPSC0005514

Version: 0.01

Version Type: New

Brief description of proposed work: Provide treatment connections and safer use supply distribution in priority neighborhoods, drop-in services, and syringe litter removal to increase access to substance use services, reduce health risks associated with substance use, and improve street conditions in San Francisco. These services support the Department of Public Health's mission to provide equitable, effective substance use and mental health care and promote behavioral health and wellness among all San Franciscans.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$28,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 60

Funding

Funding Source: State Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The Department of Public Health (DPH) Office of Overdose Prevention seeks to implement a Treatment Connections and Safer Use Supplies Distribution Program that will consist of three components: 1) treatment connections and safer use supply distribution at service locations in priority neighborhoods 2) a drop-in service location in the Tenderloin/SOMA neighborhood and 3) syringe litter removal services throughout San Francisco.

All service locations will provide proactive counseling, health education, and connections to treatment services; maintain trained program staff; distribute naloxone and safer use supplies; remove litter in the vicinity of the service location; and collect and report program data to DPH. The drop-in service must also provide space for low-threshold activities, connection with on-site or warm handoff to testing, treatment, and care for HIV, Hepatitis C, and sexually transmitted infections (STI), and secure lockers for participants to store medications and supplies. Syringe litter removal will include daily efforts in designated neighborhoods and a rapid response team to address real-time public requests for litter removal across San Francisco.

Why are these services required and what are the consequences of denial?: Services are required because drug overdose remains a public health crisis in San Francisco, with 635 accidental overdose deaths reported in 2024, 71% involving fentanyl. Intravenous drug use increases the risk of serious health conditions such as HIV and Hepatitis C. Syringe exchange and safer use supply programs are proven to reduce these risks, prevent overdose deaths, and connect people who use drugs (PWUD) to treatment and care. They also help keep public spaces clean through responsive syringe litter removal. Denial of services would disrupt critical interventions, reduce access to lifesaving supplies, and lead to increased health risks and syringe litter in the community.

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 services have long been provided by community-based organizations. Community providers have established strong trust with people who use drugs (PWUD), making them better suited to deliver sensitive health services. These providers are deeply embedded in the communities where services are needed and have the experience and infrastructure to deliver them effectively. Additionally, DPH does not currently have facilities in the priority neighborhoods, and establishing them would take time that does not meet the urgency of the current public health need. Studies have shown that community-based syringe service programs offer more comprehensive support than those operated directly by public health departments.

Board and Commission Approvals

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

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

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

Justification

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

No

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

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

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

Q4a) What facilities or equipment does the City lack that contractor possesses?: The City lacks adequate facilities to provide services in the priority neighborhoods (the Tenderloin, SOMA, and the Haight).

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

Explain why: These services have long been delivered by community-based organizations, which have built strong relationships with the populations they serve. DPH does not currently have adequate facilities in the priority neighborhoods where services are needed, and acquiring or establishing them would be a lengthy process that does not align with the immediate needs of the crisis. Contracting with trusted community providers remains the most effective and responsive approach.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 2587 - Health Worker 3, 2593 - Health Program Coordinator 3, 2591 - Health Program Coordinator 2, 2588 - Health Worker 4

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: 6/26/2025

Union Review End Date: 8/25/2025

Union Review Duration Met On: 8/25/2025

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: | DPH |
| Dept Name: | Department of Public Health |
| PSC Coordinator Name: | Reanna Albert |
| PSC Coordinator Email: | reanna.albert@fdph.org |
| PSC ServiceNow Record Number: | DHIRPSC0005596 |

[illegible]



City and County of San Francisco
Daniel Lurie, Mayor

San Francisco Department of Public Health

Daniel Tsai
Director of Health

DATE: August 25, 2025

TO: Suzanne Choi, Citywide PSC Coordinator, DHR

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

RE: DHRPSC0005514 v 0.01 Treatment Connections and Safer Use Supply Distribution

Summary of Union Objection:

On August 5, 2025, DPH met with SEIU Local 1021 to discuss this PSC. The union raised concerns about the amount and duration being too high and too long, questioned whether community based organizations provide the same quality of service as City staff, and noted issues with turnover and working conditions of contractors. They also requested documentation, including performance reports, aggregate data, and strategic plans. Overall, the union's position is that as much of this work as possible should be performed by City employees.

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

SEIU Request for Information: PSC 5514 Treatment Connections and Safer Use Supply

Distribution – 7/11/25

1. The names of vendors and contracts used previously to contract out these services, and a copy of the contracts with the associated vendors.

Please see attached copies of contracts for San Francisco AIDS Foundation.

2. All invoices and DPH performance evaluations for services rendered by vendors to whom these services were contracted out.

Please see attached invoices.

3. The city classifications, departments or entities that performed these services in the past.

The city has never provided these services.

4. Any department documents including strategic plans, department policies and procedures, legal and funding requirements, audits, etc that led to the decision to contract out these services.

Can SEIU please clarify if there are specific documents the union is looking for related to the decision to contract out these services? This will help us identify and provide the most relevant information.

5. A list of department decision makers who determined the need to contract out these services.

Hillary Kunins, Director of Behavioral Health Services, DPH

Krista Gaeta, Director of Strategic Initiatives, DPH

6. Any feasibility studies and department assessments done to confirm that these services cannot be performed by civil service employees in the past, present or future.

Please find links to relevant studies at the bottom of this document.

7. Vacancy report for all SEIU classifications in your department that may perform this work or may perform this work along with the contractor selected.

| | Vacancy Rate % (Budget FTE) |
|----------------------|-----------------------------|
| 2587 Health Worker 3 | 20.8% |
| 2588 Health Worker 4 | 26.8% |

8. Evaluation metrics and impact analysis conducted to assess the contractors' performance and service deliverables for all past or current contracts, including turnover and vacancy rates.

While we don't have specific vacancy and turnover information available, we can share that San Francisco AIDS Foundation is an excellent vendor and meets their contracted units of service.

9. The specific DPH programs or systems of care that will be supported by the vendor.

The contract will support the work of the Office of Overdose Prevention.

10. The total number of staff the vendor will be employing under this PSC.

This is a competitive solicitation that has yet to be released, so we do not know what applicants will propose.

11. The status of contract negotiations with the chosen vendors.

A vendor has not been selected yet, as we still have to complete the competitive solicitation process to determine who is awarded the contract.

Studies for Union Justification

1. Flexibility and Responsiveness: CBOs tend to be more nimble in adapting to community needs. A [Legal Action Center issue brief](#) highlights how CBOs often provide broader wraparound services—like wound care, naloxone distribution, and peer support—due to fewer bureaucratic constraints.
2. Trust and Engagement: Research cited by the [CDC](#) and [NIDA](#) emphasizes that trust is a critical factor in SSP effectiveness. CBOs, especially those with peer-led models, often have deeper roots in the communities they serve, which can lead to higher engagement and retention.
3. A [study](#) from The Lancet found that **CBO SSPs with government funding had significantly higher provision of all four syringe and overdose response services as compared to DPH SSPs** and across three of the four services as compared to CBO SSPs without government funding. CBO SSPs without government funding still had significantly higher provision of three of the four services as compared to programs maintained by the DPH.
 - “Community involvement, especially when supported by government resources, appears to be a key factor in maximizing the reach and effectiveness of syringe exchange programs and the broader harm reduction efforts.”
 - Communities should aim to provide funding that does not hinder SSP innovation **so they can remain flexible in responding to local needs.**

4. Centers for Disease Control and Prevention. “Safety and Effectiveness of Syringe Services Programs.” Syringe Services Programs (SSPs), 13 May 2024, www.cdc.gov/syringe-services-programs/php/safety-effectiveness.html.
 - **“Syringe services programs (SSPs) are proven and effective community-based prevention programs that can provide a range of services.”**
5. A [study](#) in Health and Justice says that **“community-based harm reduction, especially when provided through syringe service programs that offer a wide variety of safer drug consumption supplies, naloxone, mobile distribution of supplies; and that encourage PWUD to report back peer reversals of overdoses, is widely recognized as an effective strategy for reducing the spread of HIV, HCV, and for reducing overdose deaths”**
6. An [article](#) in the American Journal of Public Health reported that syringe services programs (SSPs) are an evidence-based, low-threshold public health intervention designed to reduce the risk of infections and fatal overdose for PWID, if supported adequately.⁵
 - With financial and political support, SSPs will be able to provide more services to a population at high risk of morbidity and mortality. Federal, state, and local health departments must issue more funding for SSPs—to at least benchmarks described by Teshale et al. and CDC colleagues—and provide political support for them to do this life-saving work.
7. A [study](#) looking at trust in syringe exchange programs found that participants reported high levels of trust in NSPs [needle syringe programs], especially when compared with drug treatment services, describing being treated like “any other person” even when negotiating ‘sensitive’ issues.
 - Interest in health-care related trust is growing with the recognition that trust is essential for effective therapeutic encounters.
 - **“The high levels of trust reported between client and NSP need to be recognised as a valuable resource for the delivery of effective health care for people who inject drugs, including encouraging behaviours to support the prevention of blood-borne viruses.”**

Fw: DPH [DHRPSC0005514] submitted for Union Review

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

Date Thu 8/7/2025 10:35 AM

To Carey Dall <carey.dall@seiu1021.org>; Chu, Amanda (HRD) <amanda.l.chu@sfgov.org>

Cc Raganold, Emily (DPH) <emily.raganold@sfdph.org>; Cuyler, Maddy (DPH) <madeline.cuyler@sfdph.org>; Hoffman, Rob (DPH) <rob.hoffman@sfdph.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Dubois, Jeff (DPH) <jeff.dubois1@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Dawkins, Brandon (DPH) <brandon.dawkins@sfdph.org>; Ocon, Laura (DPH) <laura.ocon@sfdph.org>; Duncan, Joseph (DPH) <joseph.duncan@sfdph.org>

 6 attachments (9 MB)

SFDPH Pilot Treatment Connections and Safer Use Supplies Distribution Policy 04.02.2025.pdf; May 2025 SFAF Treatment Connection Report.pdf; May 2025 SFAF Treatment Connections Report Part 2.pdf; Monitoring Reports from BOCC.zip; Safer Use Supplies.pdf; 3.17_Executive_Directive.pdf;

Hi Carey,

Thanks for meeting with us on 8/5 regarding the PSC for Treatment Connections and Safer Use Supply Distribution. Attached are the materials you requested.

1. [Overdose Prevention Plan 2024 | SF.gov](#)
2. SFDPH Pilot Treatment Connections and Safer Use Supplies Distribution Policy
3. Treatment connections data from SFAF
4. SFAF monitoring reports
5. Safer Use Supplies literature review and resources
6. Executive Directive: Breaking the Cycle

Please let us know if you have any additional 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: Tuesday, July 15, 2025 12:10 PM

To: Carey Dall <Carey.Dall@seiu1021.org>; Chu, Amanda (HRD) <amanda.l.chu@sfgov.org>

Cc: Raganold, Emily (DPH) <emily.raganold@sfdph.org>; Cuyler, Maddy (DPH) <madeline.cuyler@sfdph.org>; Hoffman, Rob (DPH) <rob.hoffman@sfdph.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Dubois, Jeff (DPH) <jeff.dubois1@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Dawkins, Brandon (DPH) <brandon.dawkins@sfdph.org>; Ocon, Laura (DPH) <laura.ocon@sfdph.org>; Duncan, Joseph (DPH) <joseph.duncan@sfdph.org>

Subject: Re: DPH [DHRPSC0005514] submitted for Union Review

Thanks Carey. Confirming 8/5 at 2pm at 101 Grove, Room 220.

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: Carey Dall <Carey.Dall@seiu1021.org>

Sent: Tuesday, July 15, 2025 10:20 AM

To: Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Chu, Amanda (HRD) <amanda.l.chu@sfgov.org>

Cc: Raganold, Emily (DPH) <emily.raganold@sfdph.org>; Cuyler, Maddy (DPH) <madeline.cuyler@sfdph.org>; Hoffman, Rob (DPH) <rob.hoffman@sfdph.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Dubois, Jeff (DPH) <jeff.dubois1@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Dawkins, Brandon (DPH) <brandon.dawkins@sfdph.org>; Ocon, Laura (DPH) <laura.ocon@sfdph.org>; Duncan, Joseph (DPH) <joseph.duncan@sfdph.org>

Subject: RE: DPH [DHRPSC0005514] submitted for Union Review

Hi Reanna –

2pm on 8/5 works for us.

[@Chu, Amanda \(HRD\)](#) – please have Brandon Dawkins and Laura Ocon released for purposes of this meeting, for the afternoon of 8/5. Thank you.

Carey Dall
SEIU Local 1021
Cell (415) 717-9604

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

Sent: Monday, July 14, 2025 2:25 PM

To: Carey Dall <Carey.Dall@seiu1021.org>

Cc: Raganold, Emily (DPH) <emily.raganold@sfdph.org>; Cuyler, Maddy (DPH) <madeline.cuyler@sfdph.org>; Hoffman, Rob (DPH) <rob.hoffman@sfdph.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Dubois, Jeff (DPH) <jeff.dubois1@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Dawkins, Brandon (DPH) <brandon.dawkins@sfdph.org>; Ocon, Laura (DPH) <laura.ocon@sfdph.org>; Duncan, Joseph (DPH) <joseph.duncan@sfdph.org>

Subject: Re: DPH [DHRPSC0005514] 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. |
|---|

Hi Carey,

Would 2pm on 8/5 work?

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: Carey Dall <Carey.Dall@seiu1021.org>

Sent: Monday, July 14, 2025 1:52 PM

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

Cc: Raganold, Emily (DPH) <emily.raganold@sfdph.org>; Cuyler, Maddy (DPH) <madeline.cuyler@sfdph.org>; Hoffman, Rob (DPH) <rob.hoffman@sfdph.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Dubois, Jeff (DPH) <jeff.dubois1@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Dawkins, Brandon (DPH) <brandon.dawkins@sfdph.org>; Ocon, Laura (DPH) <laura.ocon@sfdph.org>; Duncan, Joseph (DPH) <joseph.duncan@sfdph.org>

Subject: RE: DPH [DHRPSC0005514] submitted for Union Review

Hi Reanna –

Thank you for the responses to our RFI. We will review the responses and get back to you with any questions or concerns.

Unfortunately we are not available at 10am on the dates you provided. Can you do 1pm on 7/29 or 8/5?

Regards,

Carey Dall
SEIU Local 1021
Cell (415) 717-9604

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

Sent: Friday, July 11, 2025 2:40 PM

To: Carey Dall <Carey.Dall@seiu1021.org>

Cc: Raganold, Emily (DPH) <emily.raganold@sfdph.org>; Cuyler, Maddy (DPH) <madeline.cuyler@sfdph.org>; Hoffman, Rob (DPH) <rob.hoffman@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Dubois, Jeff (DPH) <jeff.dubois1@sfdph.org>

Subject: Fw: DPH [DHRPSC0005514] 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.

Hi Carey,

Attached is the RFI and associated documents for PSC 5514 Treatment Connections and Safer Use Supply Distribution.

Below is DPH availability for a meeting at 101 Grove. Please let me know what works best for SEIU.

7/21 at 10am
7/29 at 10am
8/5 at 10am

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: Carey Dall <Carey.Dall@seiu1021.org>
Sent: Monday, June 30, 2025 3:38 PM
To: DT Service Now (TIS) <ccsfdt@service-now.com>; Cuyler, Maddy (DPH) <madeline.cuyler@sfdph.org>; L21pscreview@ifpte21.org <L21pscreview@ifpte21.org>; Raganold, Emily (DPH) <emily.raganold@sfdph.org>; Hoffman, Rob (DPH) <rob.hoffman@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Albert, Reanna (DPH) <reanna.albert@sfdph.org>
Subject: RE: DPH [DHRPSC0005514] 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 and requests meet and confer.

Please send us dates/times.

Meanwhile, we request the following information before we meet:

- The names of vendors and contracts used previously to contract out these services, and a copy of the contracts with the associated vendors.
- All invoices and DPH performance evaluations for services rendered by vendors to whom these services were contracted out.
- The city classifications, departments or entities that performed these services in the past.
- Any department documents including strategic plans, department policies and procedures, legal and funding requirements, audits, etc that led to the decision to contract out these services.
- A list of department decision makers who determined the need to contract out these services.
- Any feasibility studies and department assessments done to confirm that these services cannot be performed by civil service employees in the past, present or future.
- Vacancy report for all SEIU classifications in your department that may perform this work or may perform this work along with the contractor selected.
- Evaluation metrics and impact analysis conducted to assess the contractors' performance and service deliverables for all past or current contracts, including turnover and vacancy rates.
- The specific DPH programs or systems of care that will be supported by the vendor.

- The total number of staff the vendor will be employing under this PSC.
- The status of contract negotiations with the chosen vendors.

Thank you.

Sincerely,

Carey Dall
SEIU Local 1021
Cell (415) 717-9604

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

Sent: Thursday, June 26, 2025 10:22 AM

To: madeline.cuyler@sfdph.org; L21pscreview@ifpte21.org; emily.raganold@sfdph.org; rob.hoffman@sfdph.org; PSCreview <PSCreview@seiu1021.org>; reanna.albert@sfdph.org

Subject: DPH [DHRPSC0005514] 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 **790 - SEIU, Local 1021, Misc, 021 - Prof & Tech Eng, Local 21** union representatives,
DPH is requesting your review of PSC [DHRPSC0005514]. 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 2025-08-25.**

PSC Summary

=====

Record Number: DHRPSC0005514 v 0.01

Description of Proposed Work: Provide treatment connections and safer use supply distribution in priority neighborhoods, drop-in services, and syringe litter removal to increase access to substance use services, reduce health risks associated with substance use, and improve street conditions in San Francisco. These services support the Department of Public Health's mission to provide equitable, effective substance use and mental health care and promote behavioral health and wellness among all San Franciscans.

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: \$28,000,000.00

PSC Duration (months): 60

Funding Source(s): State Funds

Scope of Work: The Department of Public Health (DPH) Office of Overdose Prevention seeks to implement a Treatment Connections and Safer Use Supplies Distribution Program that will consist of three components: 1) treatment connections and safer use supply distribution at service locations in priority neighborhoods 2) a drop-in service location in the Tenderloin/SOMA neighborhood and 3) syringe litter removal services throughout San Francisco. All service locations will provide proactive counseling, health education, and connections to treatment services; maintain trained program staff; distribute naloxone and safer use supplies; remove litter in the vicinity of the service location; and collect and report program data to DPH. The drop-in service must also provide space for low-threshold activities, connection with on-site or warm handoff to testing, treatment, and care for HIV, Hepatitis C, and sexually transmitted infections (STI), and secure lockers for participants to store medications and supplies. Syringe litter removal will include daily efforts in designated neighborhoods and a rapid response team to address real-time public requests for litter removal across San Francisco.

Job Class(es): 2587 - Health Worker 3, 2588 - Health Worker 4, 2591 - Health Program Coordinator 2, 2593 - Health Program Coordinator 3

PSC Justification(s)

=====

✔ Service for which City lacks the necessary facilities/equipment

Ref:TIS5957444_PG9aBvFkdAbUJ3SGpqqC

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DPW

Submitted By: Belle Macaranas

Department Coordinator: Belle Macaranas,
belle.macaranas@sfdpw.org

Project Manager: Raymond Lui

ServiceNow Number: DHRPSC0005610

Version: 0.01

Version Type: New

Brief description of proposed work: As-Needed Structural Engineering Services 2026

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$23,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 84

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Consultants will perform highly specialized structural engineering tasks that may include, but need not be limited to, structural design and analysis of buildings and structures, soil-structure interaction, non-linear analysis, condition assessment reports, field investigations, peer reviews, forensic engineering, bridge engineering, corrosion engineering, value engineering, cost estimating, construction engineering, and consultation for various types of structures in high seismic regions.

Why are these services required and what are the consequences of denial?: Services are needed to assist DPW on difficult or unique projects that require specialized expertise beyond the capabilities of existing staff and to meet scheduling demands when the workload exceeds

department resources. Denial of this service could result in failure to meet client department requirements and project delays that would increase construction costs.

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?: 5

Why have you not hired City employees to perform the services?: The City has been hiring staff to perform many of these services, but we still do not have enough staff capacity to support the workload and the current hiring freeze prevents us from filling remaining vacancies. Some services also require specialized expertise that we do not have in-house and are not needed frequently enough to justify hiring permanent positions. This work is often project specific and intermittent, making it better suited for using as-needed consultants.

Board and Commission Approvals

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

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

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

Justification

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

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

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

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

Q5 - Are the services required on a temporary basis or on a long-term basis?: 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?: This service will only be required on an as-needed basis when the City staff does not have the capacity to fulfill all project requests, causing delays, or if specialized services are required, or in case of emergencies/disasters.

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

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

Requires licensed structural and professional engineers with expertise and familiarity with public works projects; expertise in current structural engineering and construction practices including preparation of plans, specifications, cost estimates and structural calculations, performance of field investigations, constructability analysis and peer reviews, and preparation of reports and

studies; and the ability to provide professional services to the City on short notice, such as following an earthquake.

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

Q5c1) Identify the classifications: 5241 - Engineer, 5203 - Assistant Engineer, 5211 - Eng/Arch/Landscape Arch Sr, 5201 - Junior Engineer, 5207 - Assoc Engineer, 5218 - Structural Engineer

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

Q5c3) Why are they not able to perform the services?: The City does not have sufficient staffing levels available to perform all required work to support our partner agencies. Although the Department has recruited and hired additional employees in recent years, we have also lost experienced personnel through retirement and resignations. Current vacancies and hiring restrictions continue to limit capacity. Some services, such as forensic engineering and coastal engineering, require specialized expertise that we do not have in-house. As-needed contracts will only be utilized when and if the work cannot be performed by internal staff or lack the required qualifications.

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 of City employee is typically not required because most of the work performed by as-needed consultants is similar to work already performed by City staff. On occasion, there may be work that is beyond our expertise. For those projects that require specialized expertise and knowledge, and emergency situations such as those that occur during an earthquake, we learn from these projects informally through project progress meetings, presentations, and review of deliverables.

Q5f) Is there a plan to transition this work back to the City?: Yes

Q5f1) Describe the transition plan, including the anticipated timeline: Whenever feasible, this work will be performed by internal staff. Department management continuously evaluates internal workload and staffing levels, and uses as-needed consultants only to supplement staff during peak periods or for specialized projects that exceed the Department's current in-house expertise. As internal staffing improves, more work will be transitioned to City staff where appropriate.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 5241 - Engineer, 5203 - Assistant Engineer, 5211 - Eng/Arch/Landscape Arch Sr, 5201 - Junior Engineer, 5207 - Assoc Engineer, 5218 - Structural Engineer

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 8/7/2025

Union Review End Date: 8/17/2025

Union Review Duration Met On: 8/17/2025

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 41039 - 21/22)

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

Type of Service: As-Needed Structural Engineering Services

Funding Source: Interdepartmental Work Orders

PSC Original Approved Amount: \$10,000,000 PSC Original Approved Duration: 01/17/22 - 06/30/28 (6 years 23 weeks)

PSC Mod#1 Amount: \$5,000,000 PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$15,000,000 PSC Cumulative Duration Proposed: 6 years 23 weeks

1. Description of Work

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

Consultants will perform highly specialized structural engineering tasks that include non-linear analysis, condition assessment reports, field investigations, peer reviews, value engineering, and consultation for various types of structures within Seismic Zone 4. The maximum term will be 5 years each. The additional time in the PSC Duration is to allow for any delays in processing and awarding the contracts.

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

Services are needed to assist Department of Public Works on difficult or unique projects that require specialized expertise beyond the capabilities of existing staff and to meet scheduling demands when the workload exceeds department resources. Denial of this service could result in failure to meet client department requirements and project delays that would increase construction costs.

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

Yes, please see PSC modification history.

D. Will the contract(s) be renewed?

No

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

The request is to increase PSC contract amount only.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This service will only be required on an as-needed basis when the City staff don't have the capacity to fulfill all project requests, causing delays, or if specialized services are required, or in case of emergencies/disasters.

B. Reason for the request for modification:

This Mod Request is for awarding additional contract service orders for specialized structural engineering services on as-needed basis. These as-needed contracts are necessary to support Public Works on special projects that require expertise that are not provided by staff, and when the staff cannot meet project demands due to heavy work load.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Requires licensed structural engineers with expertise and familiarity with public works projects; expertise in current engineering and construction practices, such as plan, specification, and cost estimate preparation, field investigation, constructability analysis, peer reviews, reports and studies, and the ability to

provide professional services to the City on short notice, such as during mitigation of earthquake emergencies and prevention of impending structural collapses.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5174, Administrative Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide physical modeling software, and testing equipment for specific tasks.

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.
Civil service classes are applicable and City staff will be utilized whenever feasible. Consultants will only be used to augment City staff on as-needed basis to meet abrupt scheduling demands, when the workload exceeds department resources, when specialized expertise is not available through City staff, or during the occurrence of emergency events.
- B. 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, Civil Service Classes already exist. The as-needed services are required to augment City staff during peak workload periods, for those projects that require specialized expertise and knowledge, and emergency situations such as those that occur during an earthquake.

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.
There is no opportunity to train the City staff since these as-needed services will only be utilized to augment City staff during peak workload periods, for those projects that require specialized expertise and knowledge, and emergency situations such as those that occur during an earthquake.
- 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 10/16/23, the Department notified the following employee organizations of this PSC/RFP request: 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: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 49 South Van Ness, Suite 1600, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41039 - 21/22

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 10/30/2023

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

| | |
|----------------------------|--|
| Dept Acronym: | DPW |
| Dept Name: | San Francisco Public Works |
| PSC Coordinator Name: | Belle Macaranas |
| PSC Coordinator Email: | Belle.Macaranas@sfdpw.org |
| PSC ServiceNow Record No.: | PSC0005610 |

| 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 |
|----------------|---------------------|-------------------|-------------------------------|---|--|
| 1000025068 | 7/29/2022 | 7/28/2027 | \$ 2,000,000 | PSC0001597 (41039-21/22) | As-Needed Structural Engineering Services 2022 |
| 1000025069 | 5/16/2022 | 5/15/2027 | \$ 2,000,000 | PSC0001597 (41039-21/22) | As-Needed Structural Engineering Services 2022 |
| 1000025070 | 5/26/2022 | 5/25/2027 | \$ 2,000,000 | PSC0001597 (41039-21/22) | As-Needed Structural Engineering Services 2022 |
| 1000025416 | 9/7/2022 | 9/6/2027 | \$ 2,000,000 | PSC0001597 (41039-21/22) | As-Needed Structural Engineering Services 2022 |
| 1000025182 | 11/9/2022 | 11/8/2027 | \$ 2,000,000 | PSC0001597 (41039-21/22) | As-Needed Structural Engineering Services 2022 |



MEMORANDUM

To: Civil Service Commission; Department of Human Resources
Date: September 02, 2025
Project: As-Needed Structural Engineering Services 2026
Subject: Public Works – Summary of Union Objection and Discussion

This memo summarizes the objection we received from IFPTE Local 21 regarding the PSC request for As-Needed Structural Engineering Services 2026 (DHRPSC0005610).

On August 07, 2025, the Union was notified of this PSC request. On August 15, 2025, Local 21 objected and requested the department's commitment to (1) reach out internally first and then (2) to other City departments/agencies for their first right of refusal as tasks arise; with that commitment, they stated they would be willing to withdraw their objection.

The Department responded on August 25, 2025 to clarify that Public Works practice is to first assess whether the work can be performed in-house, and that we do not extend these requests to other departments.

We followed up on August 27, 2027 to confirm if the responses addressed their concern, since the Union Notification period has ended on August 17, 2025 and no meeting was requested further by Local 21 as required in the current MOU.

We are now moving forward with scheduling this PSC for Civil Service Commission consideration.

Copies of all related communications with the union are attached for reference.

Attachment: RE_DPW [DHRPSC0005610] Union Communication

From: [Macaranas, Belle \(DPW\)](#)
To: ["Jessica Nuti"](#); ["L21PSC Review"](#); ["Mark Weirick"](#)
Cc: [Lee, Wallis \(DPW\)](#); [Sum, Jeanne \(PUC\)](#); [Sy, Don \(DPW\)](#); [DHR-Personal Services Contracts](#); [Lui, Raymond \(DPW\)](#); ["L21PSC Review"](#); [Ng, Jacky \(DPW\)](#); [Robertson, Bruce \(DPW\)](#); [Washington, Ben \(DPW\)](#); [Lui, Raymond \(DPW\)](#)
Subject: RE: DPW [DHRPSC0005610] submitted for Union Review - As Needed Structural Engineering Services 2026
Date: Wednesday, August 27, 2025 1:15:00 PM
Attachments: [image007.png](#)
[image008.png](#)

Hi Jessica,

The Union Notification period for [DHRPSC0005610] ended on August 17, 2025. We will now be proceeding with scheduling this request for Civil Service Commission consideration.

Thank you.

Belle Macaranas
Contract Administration

San Francisco Public Works | City and County of San Francisco
P: (628) 271-3138 | 49 South Van Ness Avenue, Suite 1600 | San Francisco, 94103 | sfpublicworks.org | twitter.com/sfpulicworks

From: Macaranas, Belle (DPW)
Sent: Monday, August 25, 2025 10:26 AM
To: Jessica Nuti <jnuti@ifpte21.org>; L21PSC Review <L21PSCReview@ifpte21.org>; Mark Weirick <mweirick@ifpte21.org>
Cc: Lee, Wallis (DPW) <wallis.lee@sfdpw.org>; Sum, Jeanne (PUC) <JSum@sfgwater.org>; Sy, Don (DPW) <don.sy@sfdpw.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Lui, Raymond (DPW) <raymond.lui@sfdpw.org>; L21PSC Review <L21PSCReview@ifpte21.org>; Ng, Jacky (DPW) <jacky.ng@sfdpw.org>; Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org>; Washington, Ben (DPW) <ben.washington@sfdpw.org>; Lui, Raymond (DPW) <raymond.lui@sfdpw.org>
Subject: RE: DPW [DHRPSC0005610] submitted for Union Review - As Needed Structural Engineering Services 2026
Importance: High

Hi Jessica,

Thank you for your message. The department's practice is to first look internally to determine if the work can be performed in-house before proceeding. We do not extend these requests to other departments.

I hope this helps clarify our process and addresses your concern.

Belle Macaranas
Contract Administration

San Francisco Public Works | City and County of San Francisco
P: (628) 271-3138 | 49 South Van Ness Avenue, Suite 1600 | San Francisco, 94103 | sfpublicworks.org | twitter.com/sfpulicworks

From: Jessica Nuti <jnuti@ifpte21.org>
Sent: Friday, August 15, 2025 1:28 PM
To: Sy, Don (DPW) <don.sy@sfdpw.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org>; Lui, Raymond (DPW) <Raymond.Lui@sfdpw.org>; L21PSC Review <L21PSCReview@ifpte21.org>; Ng, Jacky (DPW) <jacky.ng@sfdpw.org>; Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org>; Washington, Ben (DPW) <ben.washington@sfdpw.org>; Lui, Raymond (DPW) <Raymond.Lui@sfdpw.org>
Cc: L21PSC Review <L21PSCReview@ifpte21.org>; Mark Weirick <mweirick@ifpte21.org>; Lee, Wallis (DPW) <wallis.lee@sfdpw.org>; Sum, Jeanne (PUC) <JSum@sfwater.org>
Subject: Re: DPW [DHRPSC0005610] submitted for Union Review

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

Hello all,

IFPTE Local 21 objects this PSC. Since this is an on-going, intermittent, and/or periodic basis contract. We'd like to have the department's commitment to reach out internally within the department then out to other city departments/agencies for their first right of refusal to do the work as tasks come up. With the department's commitment, we'd be willing to withdraw our objection. Please let us know if you would like to meet.

We look forward to hearing from you. Thank you and have a great weekend!

All the best,



Jessica Nuti (she/her)

Organizer, IFPTE Local 21

Main: (415) 864-2100

Direct: (415) 914-7367

Join Us: www.ifpte21.org/join/

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

Sent: Thursday, August 7, 2025 11:08 AM

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

Subject: DPW [DHRPSC0005610] submitted for Union Review

Hello union representatives,

DPW is requesting your review of PSC [DHRPSC0005610]. 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 2025-08-17. 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: DHRPSC0005610 v 0.01

Description of Proposed Work: As-Needed Structural Engineering Services 2026

Request Type: New

Approval Type: CSC Approval

CSC Review Reason(s):

✓ CSC Approval by Amount

Submitting Department: DPW

Dept PSC Coordinator: Belle Macaranas

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

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

PSC Amount: \$23,000,000.00

PSC Duration (months): 84

Funding Source(s): City Funds

Scope of Work: Consultants will perform highly specialized structural engineering tasks that may include, but need not be limited to, structural design and analysis of buildings and structures, soil-structure interaction, non-linear

analysis, condition assessment reports, field investigations, peer reviews, forensic engineering, bridge engineering, corrosion engineering, value engineering, cost estimating, construction engineering, and consultation for various types of structures in high seismic regions.

Job Class(es): 5201 - Junior Engineer, 5203 - Assistant Engineer, 5207 - Assoc Engineer, 5241 - Engineer, 5211 - Eng/Arch/Landscape Arch Sr, 5218 - Structural Engineer

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

PSC Justification(s)

=====

- ✔ Services required on an as-needed, intermittent, or periodic basis
- ✔ Services requiring specialized expertise, knowledge experience

Ref:TIS6046961_IuKXNvyfgDGSpk1f15l5

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: HSA

Submitted By: Jen Grant

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

Project Manager: Rocio Duenas

ServiceNow Number: DHRPSC0005720

Version: 0.01

Version Type: New

Brief description of proposed work: The purpose of these contracts is to provide transportation services for high-risk and/or medically frail older adults and adults with disabilities needing secure transportation services.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$1,500,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 46

Funding

Funding Source: Federal Funds, City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Contractor(s) will serve the needs of the high risk and/or medically frail adults served by the Office of the Public Conservator needing transportation to medical appointments, placement, and/or legal proceedings. This service will also be provided to high-risk older adults and adults with disabilities who are served by the Adult Protective Services program needing transportation to meet with medical, legal, or social services providers.

Why are these services required and what are the consequences of denial?: Services are primarily used for medical services and legal proceedings. Without transport, client's health,

housing stability, and/or legal status would be negatively impacted. These Public Conservator clients have no other way to get there and would miss critical appointments.

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

How many contracts?: 3

Why have you not hired City employees to perform the services?: These are very specialized services which are required based on clients & facility (hospitals, prisons, courts) schedules. These needs are often unpredictable and last minute. In addition, services must be provided in specialized vehicles to transport vulnerable clients safely.

Board and Commission Approvals

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

Provide details related to contracts for which dept comm approval required: Contracts under this PSC require approval from DAS Commission

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

Justification

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

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

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

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

Q4a) What facilities or equipment does the City lack that contractor possesses?: Contractor(s) must provide for specialized vehicles for transporting clients who are restrained, using wheelchairs/gurneys, and/or gravely disabled.

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

Explain why: These are expensive, specialized vehicles and the contractor(s) must be on stand by, as the service need is inconsistent. Vendor must possess a high degree of de-escalation skills

Additional information to support your request (Optional): Contractor(s) must be able to transport of clients in all of the following situations:

1. Individuals who are on voluntary hospital status, involuntary hospital status or are being seen at an outpatient facility
2. Individuals who are unable to cooperate with the plan for transportaioon
3. Individuals who may need assistance to enter/exit the vehicle

4. Individuals who require restraints (clients are presented for transport already restrained)
5. Individuals who are on an involuntary mental health hold for observations and/or treatment
6. Individuals who are determined to have poor impulse control
7. Individuals who may be experiencing concurring disorders related to both substance abuse as well as psychiatric issues
8. Individuals who require the use of a wheelchair.

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, sfdpoa@icloud.com, b.rod07@yahoo.com, PSCreview@seiu1021.org, L21pscreview@ifpte21.org, president@twusf.org, president@sfsheriffmsa.org, cjohnson@bac3-ca.org, mhenneberry@teamsters853.org, staff@sfmea.com, mleach@ibt856.org, laborers261@gmail.com, president@twusf.org, jb@local16.org, local22publicsector@nccrc.org, john.lenny@sfgov.org, sfcwupresidentjmleonard@yahoo.com, local200twu@sbcglobal.net, staff@sfmea.com, Louis@sfpoa.org, joshv@smw104.org, administration@sffdlocal798.org, PSCreview@seiu1021.org, pmendeziamaw@comcast.net, dvickers@iam1414.org, mfinnegan@ibt856.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

Union Review Sent On: 9/11/2025

Union Review End Date: 9/18/2025

Union Review Duration Met On: 9/18/2025

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.

[illegible]

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: MTA

Submitted By: Sonny Au

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

Project Manager: Sonny Au

ServiceNow Number: DHRPSC0005668

Version: 0.01

Version Type: New

Brief description of proposed work: As-Needed Twin Peaks Tunnel Inspection and Engineering Services

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$6,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 72

Funding

Funding Source: Federal Funds, State Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Perform specialized structural inspections of the Twin Peaks Tunnel in accordance with San Francisco Municipal Transit Agency (SFMTA's) adopted Standard Operating Procedure (SOP) entitled "Tunnel Structural Inspection Procedures". Perform a detailed seismic analysis and risk assessment of the Twin Peaks Tunnel. Perform engineering services to support implementation of recommended repairs and mitigations at the Twin Peaks Tunnel. Provide support in creating an improvement plan for the Twin Peaks Tunnel to prioritize and implement recommended inspections and repairs/mitigations. Provide project management and other administrative support as needed.

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

are required to meet regulatory requirements established by the California Public Utilities Commission (CPUC) for inspections and to identify deficiencies and implement priority repairs/mitigations in the Twin Peaks Tunnel. These services will ensure the tunnel remains in a state of good repair which will contribute to the overall safety, resilience, and performance of the subway system.

If denied, the SFMTA won't be able to implement the SOP and conduct inspections, which will cause the Agency to be in noncompliance with the CPUC requirements. In addition, priority repairs/mitigations will not get implement which will impact overall safety and potentially disrupt subway service and access.

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 services require specialized expertise and experience in structural tunnel inspections and tunnel engineering. The Department employees do not have the required expertise and years of hands-on field experience to perform the 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?:
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?:

Routine inspections of the tunnel are required to be performed every 24 months in accordance with the SOP and CPUC requirements. Other additional inspections (such as in-depth and special inspections), as well as tasks for the seismic analysis and engineering services, will be performed based on recommendation and prioritization.

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

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

services require specialized expertise and experience in structural tunnel inspections, tunnel engineering, and seismic analysis. Deep knowledge and familiarity with national and industry standards and procedures are also required.

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

Q5c1) Identify the classifications: 5241 - Engineer, 5203 - Assistant Engineer, 5211 -

Eng/Arch/Landscape Arch Sr

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

Q5c3) Why are they not able to perform the services?: While these classifications include knowledge of principles and practices of civil and structural engineering, structural tunnel inspections and tunnel engineering are very specialized fields. Department employees at SFMTA and other City Departments in these classifications currently do not possess the required specialized expertise and experience to perform the services.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: Yes

Q5e1) Clearly describe and detail the training activities: The contractor will provide hands-on cross-training for up to two Department employees during tunnel inspections to expand their knowledge and experience. The contractor will also provide training to Department employees through workshops, presentations, or other similar formats to familiarize them with best practices and industry standards on performing seismic analysis and designing repairs/mitigations for tunnels to ensure knowledge are transferred to Department staff.

Q5f) Is there a plan to transition this work back to the City?: Yes

Q5f1) Describe the transition plan, including the anticipated timeline: Since the SOP was recently adopted, this kind of specialized work is new to the Agency. The SOP specifies that roles can be filled by qualified contractors. In the short term, contractors with the requisite expertise and experience will be utilized for this kind of work. In the long term, the plan is to transition the work to the Department. The timing will depend on the effectiveness of training, availability of Department employees to create a robust team of tunnel experts and inspectors, hiring needs (if any), and how quickly the Department employees become familiar with the inspection procedures outlined in the SOP.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 5241 - Engineer, 5203 - Assistant Engineer, 5211 - Eng/Arch/Landscape Arch Sr

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 8/22/2025

Union Review End Date: 9/1/2025

Union Review Duration Met On: 9/1/2025

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 Nuque |
| PSC Coordinator Email: | amy.nuque@sfmta.com |
| PSC ServiceNow Record Number: | DHRPSC0005668 |

| PSC 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 |
|---|---------------------|-------------------|-------------------------------|--|---|
| Contract No. CS-183: As-Needed Specialized Engineering Services Task Order No. 183-01 with two Modifications, 183-01.01 and 183- 01.02 Task Order No. 183-01: \$632,810 Mod. No. 1, 183-01.01: \$814,876 Mod. No. 2, 183-01.02: \$476,233 | 2/10/2022 | Ongoing | \$ 1,923,918 | | Tunnel Structural Inspection Program Services |
| | | | | | |
| | | | | | |

Nuque, Amy

From: Abulencia, Simon
Sent: Monday, September 8, 2025 3:37 PM
To: Jessica Nuti; DHR-Personal Services Contracts; Nuque, Amy; Nguyen, Trinh; L21PSC Review; Chan, Maggie; Garcia, David; Au, Sonny; Ahmadzadeh, Bijan
Cc: Isen, Carol (HRD)
Subject: RE: MTA [DHRPSC0005668] submitted for Union Review

Dear Local 21,

SFMTA is in receipt of your objection to PSC 5668, RFI, and request to meet. However, you made your request to meet after the 10-Day Union review period ended. The SFMTA will send an RFI response either Wednesday 09/10/2025 or Thursday 09/11/2025. The SFMTA can meet with you on 09/12/2025 at 1:30pm which we have sent a meeting invite for. The SFMTA will move the PSC to the next step, and yet we look forward to meeting and hearing your concerns.

Best,

Simon Abulencia
Human Resources Analyst
Employee and Labor Relations Unit
(He/Him/His)



Simon.Abulencia@sfmta.com

Office: 415-646-2366

1 South Van Ness Ave. 6th Floor #6212

San Francisco, CA 94103



From: Jessica Nuti <jnuti@ifpte21.org>
Sent: Wednesday, September 3, 2025 8:38 AM
To: DHR-Personal Services Contracts <dhr-personalservicescontracts@sfgov.org>; Nuque, Amy <Amy.Nuque@sfmta.com>; Nguyen, Trinh <Trinh.Nguyen@sfmta.com>; L21PSC Review <L21PSCReview@ifpte21.org>; Chan, Maggie <Maggie.Chan@sfmta.com>; Garcia, David <David.Garcia@sfmta.com>; Au, Sonny <Sonny.Au@sfmta.com>; Abulencia, Simon <Simon.Abulencia@sfmta.com>
Cc: Isen, Carol (HRD) <carol.isen@sfgov.org>
Subject: Re: MTA [DHRPSC0005668] submitted for Union Review

EXT

Dear Amy Nuque,

IFPTE Local 21 objects to this PSC and requests to meet within 10 days and discuss alternatives to contracting out. Below are our availabilities:

- Wednesday, September 10th anytime after 3PM
- Friday, September 12th

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

- The PSC initial submission form, any modifications or amendments submitted thereafter if applicable.
- If applicable, what city classifications, departments or entities performed this service in the past.
- Any department documents including strategic plans, department policies and procedures, legal and funding requirements, audits, etc that led to the decision to contract out said services.
- A list of department decision makers who determined the need to contract out this service.
- Any feasibility studies and department assessments that may have been done to confirm that services cannot be performed by civil service employees in the past, now or future.
- Department budget for fiscal year 2024, 2025, 2026
- Vacancy report for all Local 21 classifications in your department that may perform this work or may perform this work along with the contractor selected.
- Evaluation metrics and impact analysis conducted to assess the contractor's performance and service deliverables.
- Timeline for hiring the city positions needed to carry out this work at the conclusion of the PSC, if these positions have been budgeted and approved for hiring, and the status of the positions being posted
- Timeline for knowledge transfer of work to city employees, including what employees or positions would receive it and how.
- List of departments/other city agencies that were asked if they'd be able to do the work.

Please provide the information within 5 working days and prior to our meeting.

Sincerely,
Jessica Nuti
Representative/Organizer, IFPTE Local 21

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

Sent: Friday, August 22, 2025 4:15 PM

To: DHR-PersonalServicesContracts@sfgov.org <DHR-PersonalServicesContracts@sfgov.org>; Amy.Nuque@sfmta.com <Amy.Nuque@sfmta.com>; trinh.nguyen@sfmta.com <trinh.nguyen@sfmta.com>; L21PSC Review <L21PSCReview@ifpte21.org>; Maggie.Chan@sfmta.com <Maggie.Chan@sfmta.com>; David.Garcia@sfmta.com

<David.Garcia@sfmta.com>; Sonny.Au@sfmta.com <Sonny.Au@sfmta.com>; Simon.Abulencia@sfmta.com <Simon.Abulencia@sfmta.com>

Subject: MTA [DHRPSC0005668] submitted for Union Review

Hello union representatives,

MTA is requesting your review of PSC [DHRPSC0005668]. 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 2025-09-01. 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: DHRPSC0005668 v 0.01

Description of Proposed Work: As-Needed Twin Peaks Tunnel Inspection and Engineering Services

Request Type: New

Approval Type: CSC Approval

CSC Review Reason(s):

✔ CSC Approval by Amount

Submitting Department: MTA

Dept PSC Coordinator: Amy Nuque

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

PSC Amount: \$6,000,000.00

PSC Duration (months): 72

Funding Source(s): Federal Funds, State Funds

Scope of Work: Perform specialized structural inspections of the Twin Peaks Tunnel in accordance with San Francisco Municipal Transit Agency (SFMTA's) adopted Standard Operating Procedure (SOP) entitled "Tunnel Structural Inspection Procedures". Perform a detailed seismic analysis and risk assessment of the Twin Peaks Tunnel. Perform engineering services to support implementation of recommended repairs and mitigations at the Twin Peaks Tunnel. Provide support in creating an improvement plan for the Twin Peaks Tunnel to prioritize and implement recommended inspections and repairs/mitigations. Provide project management and other administrative support as needed.

Job Class(es): 5211 - Eng/Arch/Landscape Arch Sr, 5241 - Engineer, 5203 - Assistant Engineer

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

PSC Justification(s)

=====

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

✔ Services requiring specialized expertise, knowledge experience

Ref:TIS6081888_yCpNd7b73WmdMoVkLZjB

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

Nuque, Amy

From: Abulencia, Simon
Sent: Monday, September 8, 2025 3:25 PM
To: Ahmadzadeh, Bijan; Wang, Jane; Chai, James; Cook, Amy; Maleki, Parand; Nuque, Amy
Cc: Chan, Maggie; Garcia, David; Dea, Tiffany; Kennedy, Sean M; Lim, Michelle
Subject: RE: MTA [DHRPSC0005668] submitted for Union Review

Hi All,

Thank you, Bijan, for facilitating. Sonny let me know that you will be taking over lead on this project as he is now no longer with the Agency.

Right Now: I will be sending an email response to the Union's request to meet/ objection. It will simply note that they requested to meet after the Union review period ended, but the SFMTA is still willing to meet while we move the contract forward to the next step (DHR review) - so your contract is still progressing.

Wednesday 09/10: I am going to set a call for you, David, and I to review your responses to the RFI before we officially send them out. Depending on how your responses are at that point, we can plan to send it out EOD Wednesday or Thursday.

Friday 09/12: We will meet with the Union as scheduled.

Best,

Simon Abulencia
Human Resources Analyst
Employee and Labor Relations Unit
(He/Him/His)



Simon.Abulencia@sfmta.com

Office: 415-646-2366

1 South Van Ness Ave. 6th Floor #6212

San Francisco, CA 94103



From: Ahmadzadeh, Bijan <Bijan.Ahmadzadeh@sfmta.com>
Sent: Monday, September 8, 2025 10:08 AM
To: Wang, Jane <Jane.Wang@sfmta.com>; Chai, James <James.Chai@sfmta.com>; Cook, Amy <Amy.Cook@sfmta.com>; Maleki, Parand <Parand.Maleki@sfmta.com>; Nuque, Amy <Amy.Nuque@sfmta.com>
Cc: Chan, Maggie <Maggie.Chan@sfmta.com>; Garcia, David <David.Garcia@sfmta.com>; Abulencia, Simon <Simon.Abulencia@sfmta.com>; Dea, Tiffany <Tiffany.Dea@sfmta.com>; Kennedy, Sean M

<Sean.Kennedy@sfmta.com>; Lim, Michelle <Michelle.Lim@sfmta.com>

Subject: Re: MTA [DHRPSC0005668] submitted for Union Review

Hello all,

Please take the time to help in reviewing and responding to the Union questions as we need to finalize this before our scheduled meeting on Friday.

Below is an updated link as some folks indicated that they were not able to edit:

 [Twin Peaks RFP_Response to Local 21 Questions.docx](#)

Thanks,

Bijan Ahmadzadeh, P.E.
Deputy Director Quality Management System (QMS) &
Tunnel Program Manager
Streets - Planning & Project Delivery



Email: bijan.ahmadzadeh@sfmta.com

Phone: 415.646.2672

Mobile: 415.271.0951

San Francisco Municipal Transportation Agency

1 South Van Ness, 3rd floor

San Francisco, CA 94103



From: Ahmadzadeh, Bijan

Sent: Friday, September 5, 2025 1:54 PM

To: Au, Sonny <Sonny.Au@sfmta.com>; Wang, Jane <Jane.Wang@sfmta.com>; Chai, James <James.Chai@sfmta.com>; Cook, Amy <Amy.Cook@sfmta.com>; Maleki, Parand <Parand.Maleki@sfmta.com>

Cc: Chan, Maggie <Maggie.Chan@sfmta.com>; Garcia, David <David.Garcia@sfmta.com>; Abulencia, Simon <Simon.Abulencia@sfmta.com>; Lim, Michelle <Michelle.Lim@sfmta.com>; Dea, Tiffany <Tiffany.Dea@sfmta.com>; Nuque, Amy <Amy.Nuque@sfmta.com>; Kennedy, Sean M <Sean.Kennedy@sfmta.com>

Subject: RE: MTA [DHRPSC0005668] submitted for Union Review

Hello all,

I have started the response to Local 21 questions and below is the link to the word document:

 [Twin Peaks RFP_Response to Local 21 Questions.docx](#)

Please use the link to provide your suggested responses/edits.

Thanks for you help in this regard.

Thanks,

Bijan Ahmadzadeh, P.E.
Deputy Director Quality Management System (QMS) & Tunnel Program Manager
Streets – Planning & Project Delivery



Email: bijan.ahmadzadeh@sfmta.com

Phone: 415.646.2672

Mobile: 415.271.0951

San Francisco Municipal Transportation Agency

1 South Van Ness, 3rd floor

San Francisco, CA 94103



From: Ahmadzadeh, Bijan

Sent: Wednesday, September 3, 2025 3:54 PM

To: Au, Sonny <Sonny.Au@sfmta.com>; Wang, Jane <Jane.Wang@sfmta.com>; Chai, James <James.Chai@sfmta.com>; Cook, Amy <Amy.Cook@sfmta.com>; Maleki, Parand <Parand.Maleki@sfmta.com>

Cc: Chan, Maggie <Maggie.Chan@sfmta.com>; Garcia, David <David.Garcia@sfmta.com>; Abulencia, Simon <Simon.Abulencia@sfmta.com>; Lim, Michelle <Michelle.Lim@sfmta.com>; Dea, Tiffany <Tiffany.Dea@sfmta.com>; Nuque, Amy <Amy.Nuque@sfmta.com>; Kennedy, Sean M <Sean.Kennedy@sfmta.com>

Subject: RE: MTA [DHRPSC0005668] submitted for Union Review

Hello all,

We will need to collaborate and provide a response to the Union to these questions for the Twin Peaks Tunnel Structure Inspection RFP.

Please review and provide some suggested responses based on your area of influence/subject matter and hopefully we can meet on this later this week or early next week as we have 5 days to provide responses in advance to our meeting with Local 21.

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

- The PSC initial submission form, any modifications or amendments submitted thereafter if applicable.
- If applicable, what city classifications, departments or entities performed this service in the past.
- Any department documents including strategic plans, department policies and procedures, legal and funding requirements, audits, etc that led to the decision to contract out said services.
- A list of department decision makers who determined the need to contract out this service.
- Any feasibility studies and department assessments that may have been done to confirm that services cannot be performed by civil service employees in the past, now or future.
- Department budget for fiscal year 2024, 2025, 2026

- Vacancy report for all Local 21 classifications in your department that may perform this work or may perform this work along with the contractor selected.
- Evaluation metrics and impact analysis conducted to assess the contractor's performance and service deliverables.
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- Timeline for knowledge transfer of work to city employees, including what employees or positions would receive it and how.
- List of departments/other city agencies that were asked if they'd be able to do the work.

Please provide the information within 5 working days and prior to our meeting.

Thanks,

Bijan Ahmadzadeh, P.E.

**Deputy Director Quality Management System (QMS) & Tunnel Program Manager
Streets – Planning & Project Delivery**



Email: bijan.ahmadzadeh@sfmta.com

Phone: 415.646.2672

Mobile: 415.271.0951

San Francisco Municipal Transportation Agency

1 South Van Ness, 3rd floor

San Francisco, CA 94103



From: Au, Sonny <Sonny.Au@sfmta.com>

Sent: Wednesday, September 3, 2025 9:05 AM

To: Nuque, Amy <Amy.Nuque@sfmta.com>

Cc: Chan, Maggie <Maggie.Chan@sfmta.com>; Garcia, David <David.Garcia@sfmta.com>; Abulencia, Simon <Simon.Abulencia@sfmta.com>; Ahmadzadeh, Bijan <Bijan.Ahmadzadeh@sfmta.com>; Lim, Michelle <Michelle.Lim@sfmta.com>; Dea, Tiffany <Tiffany.Dea@sfmta.com>; Maleki, Parand <Parand.Maleki@sfmta.com>

Subject: RE: MTA [DHRPSC0005668] submitted for Union Review

Hello Amy,

I will work with my team to provide the requested information. I will reach out if I have questions or need assistance.

Thanks,

Sonny

From: Jessica Nuti <jnuti@ifpte21.org>

Sent: Wednesday, September 3, 2025 8:38 AM

To: DHR-Personal Services Contracts <dhrr-personalservicescontracts@sfgov.org>; Nuque, Amy <Amy.Nuque@sfmta.com>; Nguyen, Trinh <Trinh.Nguyen@sfmta.com>; L21PSC Review <L21PSCReview@ifpte21.org>;

Chan, Maggie <Maggie.Chan@sfmta.com>; Garcia, David <David.Garcia@sfmta.com>; Au, Sonny <Sonny.Au@sfmta.com>; Abulencia, Simon <Simon.Abulencia@sfmta.com>
Cc: Isen, Carol (HRD) <carol.isen@sfgov.org>
Subject: Re: MTA [DHRPSC0005668] submitted for Union Review

EXT

Dear Amy Nuque,

IFPTE Local 21 objects to this PSC and requests to meet within 10 days and discuss alternatives to contracting out. Below are our availabilities:

- Wednesday, September 10th anytime after 3PM
- Friday, September 12th

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

- The PSC initial submission form, any modifications or amendments submitted thereafter if applicable.
- If applicable, what city classifications, departments or entities performed this service in the past.
- Any department documents including strategic plans, department policies and procedures, legal and funding requirements, audits, etc that led to the decision to contract out said services.
- A list of department decision makers who determined the need to contract out this service.
- Any feasibility studies and department assessments that may have been done to confirm that services cannot be performed by civil service employees in the past, now or future.
- Department budget for fiscal year 2024, 2025, 2026
- Vacancy report for all Local 21 classifications in your department that may perform this work or may perform this work along with the contractor selected.
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- Timeline for knowledge transfer of work to city employees, including what employees or positions would receive it and how.
- List of departments/other city agencies that were asked if they'd be able to do the work.

Please provide the information within 5 working days and prior to our meeting.

Sincerely,
Jessica Nuti
Representative/Organizer, IFPTE Local 21

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

Sent: Friday, August 22, 2025 4:15 PM

To: DHR-PersonalServicesContracts@sfgov.org <DHR-PersonalServicesContracts@sfgov.org>; Amy.Nuque@sfmta.com <Amy.Nuque@sfmta.com>; trinh.nguyen@sfmta.com <trinh.nguyen@sfmta.com>; L21PSC Review <L21PSCReview@ifpte21.org>; Maggie.Chan@sfmta.com <Maggie.Chan@sfmta.com>; David.Garcia@sfmta.com <David.Garcia@sfmta.com>; Sonny.Au@sfmta.com <Sonny.Au@sfmta.com>; Simon.Abulencia@sfmta.com <Simon.Abulencia@sfmta.com>

Subject: MTA [DHRPSC0005668] submitted for Union Review

Hello union representatives,

MTA is requesting your review of PSC [DHRPSC0005668]. 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 2025-09-01. 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: DHRPSC0005668 v 0.01

Description of Proposed Work: As-Needed Twin Peaks Tunnel Inspection and Engineering Services

Request Type: New

Approval Type: CSC Approval

CSC Review Reason(s):

✔ CSC Approval by Amount

Submitting Department: MTA

Dept PSC Coordinator: Amy Nuque

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

PSC Amount: \$6,000,000.00

PSC Duration (months): 72

Funding Source(s): Federal Funds, State Funds

Scope of Work: Perform specialized structural inspections of the Twin Peaks Tunnel in accordance with San Francisco Municipal Transit Agency (SFMTA's) adopted Standard Operating Procedure (SOP) entitled "Tunnel Structural Inspection Procedures". Perform a detailed seismic analysis and risk assessment of the Twin Peaks Tunnel. Perform engineering services to support implementation of recommended repairs and mitigations at the Twin Peaks Tunnel. Provide support in creating an improvement plan for the Twin Peaks Tunnel to prioritize and implement recommended inspections and repairs/mitigations. Provide project management and other administrative support as needed.

Job Class(es): 5211 - Eng/Arch/Landscape Arch Sr, 5241 - Engineer, 5203 - Assistant Engineer

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

PSC Justification(s)

=====

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

✔ Services requiring specialized expertise, knowledge experience

Ref:TIS6081888_yCpNd7b73WmdMoVkJZjB

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Daniel Lurie, Mayor

Janet Tarlov, Chair
Stephanie Cajina, Vice Chair
Mike Chen, Director

Steve Heminger, Director
Dominica Henderson, Director
Fiona Hinze, Director

Julie Kirschbaum, Director of Transportation

CAPITAL RECOMMENDATION

| | | | |
|-------------------------------------|---------------------------------|-------------------------------------|--------------------|
| <input type="checkbox"/> | Policy Recommendation | <input checked="" type="checkbox"/> | Project Finance |
| <input type="checkbox"/> | Grant Procurement Authorization | <input checked="" type="checkbox"/> | Informational |
| <input checked="" type="checkbox"/> | Funding Plan | <input checked="" type="checkbox"/> | Other Scope Change |

Title: TF149 Subway Biennial Tunnel Inspection Project Scope, Schedule, and Budget Change

Date: March 13, 2025

Recommendation: To make a change in the project Scope, Schedule and Budget

Contact: David Huang, Sr Admin Analyst

Division: Transit

Section: Budget Capital Finance

Description/Analysis

Issue Detail:

The adopted Tunnel Structural Inspection Procedures (SOP W.BG.PR.016, dated July 17, 2024) sets requirements and procedures for inspecting structural elements of SFMTA-operated tunnels. Inspections of the tunnels are required to meet regulations set by the California Public Utilities Commission (CPUC) to ensure reliable service, safeguard critical infrastructure, and inform maintenance decisions. The inspection practices prescribed in the SOP are based on the National Tunnel Inspection Standards for highway tunnels established by the Federal Highway Administration (FHWA). This project will implement structural inspections of the four SFMTA-operated tunnels – Twin Peaks, Sunset, Metro, and Central Subway – in accordance with the SOP. Types of inspections include the following:

- Initial inspection: First time inspection to establish tunnel inventory and a baseline condition for tracking changes in future inspections.
- Routine inspection: Regularly scheduled inspections typically on 24-month (biennial) intervals to track changes over time.
- Damage inspection: Performed in response to natural disasters or human activities that damage the tunnel.
- In-depth inspection: Close-up, hands-on inspections of specific tunnel elements that are not readily detectable during other inspections.
- Special inspection: Performed when significant deficiencies have been discovered and need to be monitored over time.

Initial and routine inspections are required, with routine inspections typically occurring every two years on a continuous and ongoing basis. The other inspections are as needed based on tunnel needs and findings.

Inspections will typically be performed during non-revenue hours so that revenue service and the public will not be impacted. Inspections will be performed by consultants who will provide personnel who are trained and nationally certified in tunnel inspections. SFMTA staff will provide oversight and support. For SFMTA staff to provide oversight and possibly self-perform inspections in the future, key staff will obtain training to become nationally certified tunnel inspectors.

Following each inspection, detailed inspection reports describing key findings and recommendations for repairs and mitigations of deficiencies will be prepared in accordance with the SOP. Inspection records will be reported to the National Transit Database (NTD) administered by the Federal Transit Administration (FTA). Inspection records will also be distributed to regulatory agencies and stakeholders as required.

A separate project, the Subway Structural Repairs project (TF150), will prioritize and implement repairs and mitigations to address critical deficiencies in the tunnels as they are identified.

The Current Scope covered only the Market Street Tunnel (also known as the Metro Tunnel). The Proposed Scope expands to cover the other three tunnels (Twin Peaks, Sunset and Central Subway) in addition to Metro Tunnel.

Current Scope: This project is to implement biennial structural inspections for the Market Street Tunnel as identified in consultant recommendations developed through the Subway Reliability Taskforce State of Good Repair Improvements project. The inspections conducted through this project are critical for identify deficiencies and repair priorities for the Subway Structural Repairs (TF150) project. This project will contribute to the overall safety, resilience, and performance of our subway.

Proposed Scope Change: This project is to implement biennial structural inspections for the Twin Peaks, Sunset, Metro, and Central Subway Tunnels as identified in the adopted SOP for Tunnel Structural Inspection Procedures. Additional determined as-needed inspections in accordance with the SOP will also be conducted. These inspections are critical for identifying deficiencies and repair priorities for the Subway Structural Repairs project (TF150). This project will contribute to the overall safety, resilience, and performance of our subway.

Schedule Change:

| Phase | Approved Schedule | | Proposed Schedule | |
|-------|-------------------|----------|-------------------|----------|
| | Start Date | End Date | Start Date | End Date |

| | | | | |
|-----------------|--|--|----------|-----------|
| Detailed Design | | | 4/1/2025 | 6/30/2029 |
| Admin Closeout | | | 7/1/2029 | 7/1/2030 |

Policy Considerations:

Strategic Goals 9. Fix things before they break and modernize systems and infrastructure.

Rationale for Recommendation:

The following project will implement tunnel inspections in accordance with the SOP, which are required to meet regulatory requirements and inform maintenance decisions. Repair needs identified from the project will be prioritized and implemented in the Subway Structural Repairs project (TF150). This project will contribute to the overall safety, resilience, and performance of our subway.

Financial Considerations

The project is requesting to increase the approved budget by \$12 million for a total of \$12,434,500. \$12 million will be reprogrammed from the programmatic line under the Muni Tunnel State of Good Repair (SGR) Programmatic Line (TF216) and \$434,500 will be allocated from the Transit Fixed Guideway Reserve (TF000). TF216 was created to set aside \$8 million for FY25, FY27, and FY28 to address ongoing tunnel inspection and repair throughout the city.

| Fund Source | FY25 | FY27 | FY29 | Total |
|--------------------|--------------------|--------------------|--------------------|---------------------|
| FTA 5337 TCP FY22 | \$2,658,195 | | | \$2,658,195 |
| CASB1SGRFY24 | 448,227 | | | 448,227 |
| CASB1SGRFY25 | 383,580 | | | 383,580 |
| CASB1SGRFY26 | 509,998 | | | 509,998 |
| FTA5337TCPFY23 | 434,500 | | | 434,500 |
| TCPFGPLANNED FFY26 | | 4,000,000 | | 4,000,000 |
| TCPFGPLANNED FFY28 | | | 3,200,000 | 3,200,000 |
| CASB1SGRFY29 | | | 800,000 | 800,000 |
| Total | \$4,434,500 | \$4,000,000 | \$4,000,000 | \$12,434,500 |

Respectfully Submitted by:

David Huang
 Sr Admin Analyst

Recommendation Approved:

Rally Catapang
RALLY CATAPANG
Chair
Transportation Capital Committee

Recommendation Approved:

Darton Ito
DARTON ITO
Chair
Transportation Capital Committee



Daniel Lurie, Mayor

Janet Tarlov, Chair
Stephanie Cajina, Vice Chair
Mike Chen, Director
Alfonso Felder, Director

Steve Heminger, Director
Dominica Henderson, Director
Fiona Hinze, Director

Julie Kirschbaum, Director of Transportation

CAPITAL RECOMMENDATION

| | | | |
|-------------------------------------|---------------------------------|-------------------------------------|--------------------|
| <input type="checkbox"/> | Policy Recommendation | <input checked="" type="checkbox"/> | Project Finance |
| <input type="checkbox"/> | Grant Procurement Authorization | <input checked="" type="checkbox"/> | Informational |
| <input checked="" type="checkbox"/> | Funding Plan | <input checked="" type="checkbox"/> | Other Scope Change |

Title: TF150 Subway Structural Repairs Phase I Project Scope, Schedule and Budget Change

Date: April 10, 2025

Recommendation: To make a change in the project Scope, Schedule and Budget

Contact: Ellen Hwang, Sr Admin Analyst

Division: Transit

Section: Budget Capital Finance

Description/Analysis

Issue Detail:

This project will prioritize and implement recommended near and medium-term repairs and mitigations in the four SFMTA-operated tunnels – Twin Peaks, Sunset, Metro, and Central Subway.

A comprehensive structural inspection of the Twin Peaks Tunnel completed in 2023 identified a number of recommended structural repairs and mitigations at the Twin Peaks Tunnel, such as repairing damaged hanger rods, cracks in the tunnel liner, and drainage issues. Visual inspections of the Metro and Sunset Tunnels completed in 2022 identified leakages in the Sunset Tunnel which were recommended for repair. The Subway Biennial Tunnel Inspection project (TF149), which will implement prescribed structural inspections of all the tunnels, may identify additional repair and mitigation needs across all tunnels.

In addition, a seismic analysis of the Twin Peaks Tunnel will be conducted under TF150 project to assess the risks posed by earthquakes, which may identify additional mitigation needs. The seismic analysis was a key recommendation from the structural inspection, and SFMTA has advised the California Public Utilities Commission (CPUC) that we will proceed with this analysis given the age and importance of the tunnel.

Repairs and mitigations will be performed by Contractors. Consultants will provide engineering and design services to support implementation, as well as support SFMTA staff in prioritizing repairs/mitigations. Work will be performed during non-revenue hours as much as possible.

Work that may require shutdowns or extended non-revenue hours will be coordinated with public outreach and transit operations.

Current Scope: This project will implement priority subway structural repairs in the Market Street tunnel as identified in the Biennial Structural Inspection project (Dev-TF149). Work to be completed will include conducting structural remediation work such as repairing cracks in the tunnel liner. This project will contribute to the overall safety, resilience, and performance of our subway.

Proposed Scope Change: This project will implement priority near and medium-term subway structural repairs in the Twin Peaks, Sunset, Metro, and Central Subway Tunnels as identified in the Subway Biennial Tunnel Inspection project (TF149) and in prior completed tunnel inspections. Work to be completed will include conducting structural remediation work such as repairing cracks in the tunnel liner, hanger rod repairs, drainage repairs, and other as-needed structural repairs. Additional technical evaluations will also be conducted to identify additional structural repair needs. This project will contribute to the overall safety, resilience, and performance of our subway.

Schedule Change:

| Phase | Approved Schedule | | Proposed Schedule | |
|-----------------|-------------------|----------|-------------------|-----------|
| | Start Date | End Date | Start Date | End Date |
| Detailed Design | | | 5/1/2025 | 6/30/2029 |
| Construction | | | 8/1/2025 | 6/30/2029 |
| Admin Closeout | | | 7/1/2029 | 7/1/2030 |

Policy Considerations:

Strategic Goals 9. Fix things before they break and modernize systems and infrastructure.

Rationale for Recommendation:

The project will implement tunnel repairs in accordance with the SOP, which are required to meet regulatory requirements and inform maintenance decisions. Repair needs are identified, prioritized and implemented based on findings from the Subway Biennial Tunnel Inspection project (TF149). This project will contribute to the overall safety, resilience, and performance of our subway.

Financial Considerations

The project is requesting to increase the approved budget by \$12 million to a total of \$16,000,000. \$12 million will be reprogrammed from the programmatic line under the Muni Tunnel State of Good Repair (SGR) Programmatic Line (TF216). TF216 was created to set aside funding in FY25, FY27, and FY28 to address ongoing tunnel inspection and repair throughout the city. The proposed funding plan will fully fund the project, including a built-in 20% contingency.

| Phase | Budget Amount |
|-----------------|---------------------|
| Detailed Design | \$4,400,000 |
| Construction | \$11,600,000 |
| Total | \$16,000,000 |

| Fund Source | FY25 | FY26 | FY27 | FY28 | FY29 | Total |
|-----------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| FTA 5337 TCP FY22 | \$3,200,000 | | | | | \$3,200,000 |
| CASB1SGRFY24 | | \$888,502 | | | | \$888,502 |
| CASB1SGRFY25 | \$800,000 | \$111,498 | | | | \$911,498 |
| CASB1SGRFY26 | | | \$1,000,000 | \$1,000,000 | | \$2,000,000 |
| CASB1SGRFY27 | | | \$233,049 | | | \$233,049 |
| CASB1SGRFY29 | | | | | \$2,200,000 | \$2,200,000 |
| TCPFGPLANNED FFY26 | | | \$3,766,951 | | | \$3,766,951 |
| TCPFGPLANNED FFY28 | | | | | \$1,800,000 | \$1,800,000 |
| GeneralFundPopBa se FY29 | | | | | \$1,000,000 | \$1,000,000 |
| Total | \$4,000,000 | \$1,000,000 | \$5,000,000 | \$1,000,000 | \$5,000,000 | \$16,000,000 |

Respectfully Submitted by:

 Ellen Hwang
 Senior Administrative Analyst

Recommendation Approved:

Rally Catapang
 RALLY CATAPANG
 Chair
 Transportation Capital Committee

Recommendation Approved:

Darton Ito
 DARTON ITO
 Chair
 Transportation Capital Committee

Note: Recommendation pending DOT approval per Capital Plan and Program Policy 7.13: The DOT/Executive team must approve Capital Project budget adjustments for projects greater than \$1,000,000 with modifications in excess of 20 percent.

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: PUC

Submitted By: Brahman Conci

Department Coordinator: Shawndrea Hale,
SHale@sfgwater.org

Project Manager: Bill Teahan

ServiceNow Number: DHRPSC0005565

Version: 0.01

Version Type: New

Brief description of proposed work: Crane and Hoist Services (11323)

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$1,500,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 84

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Crane inspections and repair in accordance with CalOSHA ANSI standards in compliance with Plate V title 8 Federal code including OSHA 1810.179, ASME, and ANSI.

Scope of services will include, but is not limited to the following main services on equipment located within SFPUC-WWE system wide:

- Quarterly Maintenance and Inspections
- Mandatory Partial Load Testing,
- Proof Load and Operational Testing,

- Mandatory Annual Inspection, Maintenance, Certification
- Quadrennial Inspection, Maintenance, Certification,
- Troubleshooting and
- "As-needed Repairs"

Why are these services required and what are the consequences of denial?: Mandatory CalOSHA Title 8 Compliance. Required inspections and preventive maintenance are essential to promoting Crane Safety and Title 8 compliance. Routine inspections can reveal issues requiring repairs which can be scheduled so as to not affect operational needs. A lack of required frequency inspections, testing and necessary repairs could lead to equipment failures while using cranes. This in turn could lead to costly equipment failures with the potential for personnel injuries leaving the department and City liable to enforcement action by regulating bodies, workers comp and personnel injury costs if the department was found not to have had cranes inspected, tested and maintained.

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 Staff do not possess the requisite licensing, certification and training to perform the work nor do they possess the equipment necessary.

Board and Commission Approvals

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

Provide details related to contracts for which dept comm approval required: Contracts over \$1,170,000

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

Justification

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

Q1a) Clearly describe & site the regulatory/legal requirements to support outsourcing:
Crane Inspections and repair in accordance with CalOSHA ANSI standards in compliance with Plate V Title 8 Federal Code including OSHA 1810.79 The state requires contractors to be properly licensed and earn a Department of Occupational Safety and Health (DOSH) number with Dual C-61 Limited Specialty, D21 Machinery and Pumps Contractors Licenses. City employees do not possess the CSLB certifications required to legally work on these units.

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?: Equipment and specialized California Contractor and valid DOSH Licenses and surveyors numbers which are minimum certifications required to perform maintenance, repair, technical and proprietary testing gear and equipment to perform diagnostic testing and service

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

Explain why: City staff would not have the requisite knowledge, skills or abilities, notwithstanding the requisite californai contractor licenses and DOSH surveyor numbers

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 7334 - Stationary Engineer, 7205 - Chief Stationary Engineer, 7341 - Statnry Eng Water Treat Plant, 7370 - Rigger, 7108 - Heavy Equip Ops Asst Sprv, 7245 - Chf Statnry Eng, Wtr Treat Plnt, 7373 - Sr. Stationary Eng, Sew Plant, 7120 - Bldgs & Grounds Maint Supt, 9331 - Piledriver Engine Operator, 7335 - Senior Stationary Engineer, 7372 - Stationary Eng, Sewage Plant, 7328 - Operating Engineer, Universal, 7343 - Sr Statnry Eng, Wtr Treat Plnt, 7110 - Mobile Equipment Asst Sprv, 7208 - Heavy Equipment Ops Sprv

Labor Unions: 003 - Operating Engineers, Local 3, 039 - Stationary Engineers, Local 39

Labor Union Email Addresses: ccarr@oe3.org, cpark@local39.org

Union Review Sent On: 8/12/2025

Union Review End Date: 9/11/2025

Union Review Duration Met On: 9/11/2025

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:

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| | |
|----------------------------|-----------------------------|
| Dept Acronym: | PAC |
| Dept Name: | PUBLIC UTILITIES COMMISSION |
| PSC Coordinator Name: | Bestman force |
| PSC Coordinator Email: | branci@spinter.org |
| PSC ServiceNow Record No.: | |

Brief Description of Services Rendered

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: PUC

Submitted By: Carla Schultheis

Department Coordinator: Shawndrea Hale,
SHale@sfgwater.org

Project Manager: Tim Ramirez

ServiceNow Number: DHRPSC0005648

Version: 0.01

Version Type: New

Brief description of proposed work: Aquarium Support Services

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$1,200,000

Does contract include items other than services?: Yes

- Commodities & Equipment: \$100,000

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 96

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Aquarium Support Services -
Scope of Work

Overview

Tenji will conduct regular, ongoing maintenance of the Alameda Creek Watershed Center Aquarium systems, including the trout stream aquarium and four quarantine/holding systems and other associated systems. Tenji will be on site for three visits per week, approximately seven hours per visit. All visits would be set on a predetermined regular service schedule during the

Monday – Friday work week.

Weekly Ongoing Maintenance Tasks

- Window maintenance and detailing of interior window surfaces to remove algal growth on windows. All acrylic window surfaces will be maintained with acrylic safe tools to reduce the potential for scratching the window surfaces.
- Cleaning tank bottom/substrate as needed.
- Cleaning tank interior surfaces to help reduce/mitigate algal growth on rockwork. Rockwork is all shotcrete surfaces with integral color. Stiff bristled brushes may be required to reduce algal growth on rock surfaces.
- Animal quarantine care to ensure animals are healthy with no sign of disease, good body condition and eating properly before adding them to the display tank. Depending on the source and state of the animals when received, quarantine period could require 60 days or longer before animals are ready to move to the display aquarium.
- Moving animals from quarantine systems to display tank once animals appear healthy with no sign of disease, good body condition and eating properly. It is recommended to start to add animals at a minimum of 45 to 60 days prior to opening the opening of the facility to the public.
- Visually inspect filtration equipment.
- Test water quality parameters. Tenji can test a wide range of water quality parameters in house. Typical water tests required for monitoring water quality for fish health include:
 - o Temperature – Target 55-59 F.
 - o pH - Target 7.0-7.5 – Some variability outside of this range is acceptable. pH of source water will determine final pH target range.
 - o Ammonia – Target 0ppm once tank is fully cycled.
 - o Nitrite – Target 0 ppm once tank is fully cycled. Calibrate pH and ORP probes as needed.
- Backwash sand filters and bead filters as needed for both the display aquarium and the large round quarantine tank.
- Manual backwash of the activated carbon filters for incoming water to the rooms for top off and make up water to the various aquarium and quarantine systems.
- Cleaning and any service required for the surface skimmer on the display aquarium.
- Clean bag filters on quarantine systems.
- Remote system monitoring through Apex monitoring system during business hours.
- Staff training on feeding and basic system observation for days Tenji is not on site.
 - o Nitrate – Target 80 ppm or less.
 - o Chlorine – Target 0 ppm.
 - o Additional test we can perform if needed include: Alkalinity and Phosphate.

- Calibrate pH and ORP probes as needed.
- Backwash sand filters and bead filters as needed for both the display aquarium and the large

round quarantine tank.

- Manual backwash of the activated carbon filters for incoming water to the rooms for top off and make up water to the various aquarium and quarantine systems.
- Cleaning and any service required for the surface skimmer on the display aquarium.
- Clean bag filters on quarantine systems
- Clean pump basket strainers
- Perform partial water changes as needed – Partial water changes will be part of the regular weekly maintenance. Water change volume will be dependent on sand filter backwash durations. Tenji targets 10-20% of tank volume weekly for partial water changes. Replacement water is filtered through the activated carbon to remove residual chlorine and other impurities.
- Remote system monitoring through Apex monitoring system during business hours.
- Staff training on feeding and basic system observation for days Tenji is not on site.

Additional Scope

Yearly Equipment Replacement

Over time equipment will require serviceable part replacement and/or full replacement.

Yearly Labor by Fabrication Team / LSS Installer

Labor to replace serviceable parts including Tenji overseeing an HVAC technician to service all chiller units per O&M.

Animal Procurement and Replacement

Tenji will procure the initial animals for the aquarium and as needed thereafter.

Consumable Products

Including but not limited to fish food, algacide, beneficial bacteria, algae cleaning pads, and other consumable products.

Equipment Replacement

Major equipment replacements will be quoted on a case-by-case basis.

Labor by Fabrication Team / LSS installer

Labor to replace or repair major equipment.

Emergency Maintenance Visits

Any visit deemed necessary outside of standard scheduled visits.

Why are these services required and what are the consequences of denial?: The 8,000 gallon aquarium is the center piece of education programs at the newly constructed Alameda Creek Watershed Center (Center) in Sunol. These services are required to maintain the aquarium in the Center. Without these services the aquarium will not function and the animals in the aquarium will die. Tenji has a proprietary communications system for the aquarium that only their staff can

operation.

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

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 2483 - Biologist, 2485 - Supv Biologist, 2484 - Biologist III

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 8/29/2025

Union Review End Date: 9/8/2025

Union Review Duration Met On: 9/8/2025



TENJI'S PROPRIETARY COMMUNICATION SYSTEM INFORMATION

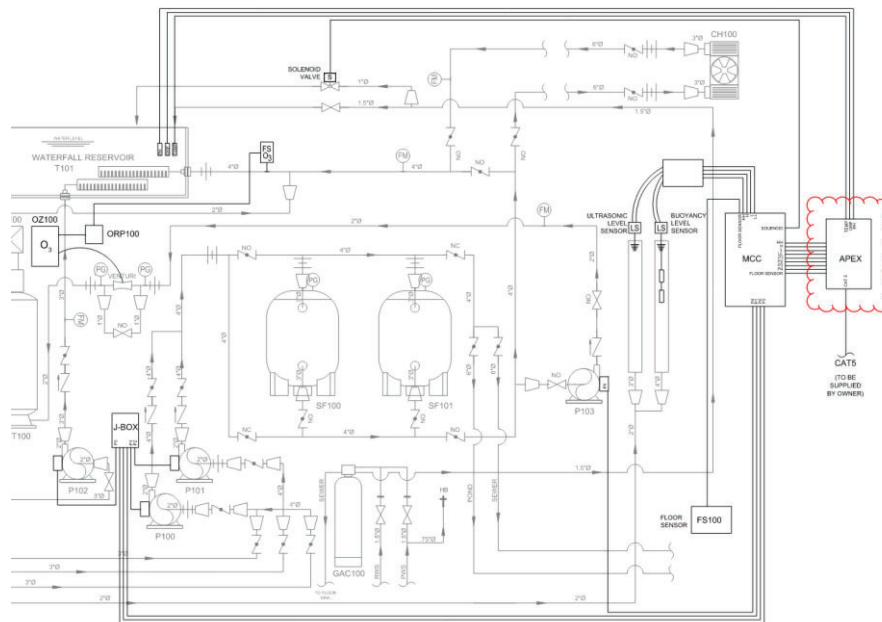
To: Carla Schultheis – Alameda Creek Watershed Center

Date: August 11, 2025

Project: Trout Stream Display Communication System

To Whom It May Concern:

The Trout Stream Display aquarium has been fitted with a proprietary communication system developed in house by Tenji. This Tenji Apex system system allows the Motor Control Center (MCC) to communicate with a cloud-based platform to send alerts regarding pump status, tank water level status, water parameters, along with leak detectors. Tenji's proprietary Apex system requires our staff to properly manage the system. Tenji is a licensed California specialty contractor – License # 1037980.



Please do not hesitate to contact me directly with any questions, we are happy to help.

Best Regards,

Austin Lefevre
VP of Operations
Tenji, Inc.

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DPH

Submitted By: Reanna Albert

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

Project Manager: Reanna Mourgos

ServiceNow Number: DHRPSC0002578

Version: 1.01

Version Type: Amendment

Legacy PSC #: 47730-20/21

Brief description of proposed work: Software solution for patient medical review process and appropriate care management decisions

Reason for the Request for Amendment: To extend the duration to align with the anticipated contract term.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Duration

Amount

Previously Approved Amount: \$500,000

Increase Amount: \$0

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

Total Amended Amount: \$500,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 58

Duration Increase (months): 62

Why are you requesting the PSC duration to be increased: To align with the anticipated contract term.

Total Amended Duration (months): 120

First Contract Start Date: 11/1/2020

PSC Duration End Date: 11/1/2030

Funding

Funding Source: City Funds, Private Grant

Special circumstances related to funding: No

Scope of Work

Post Union Notification

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: jacquie.hale@sfdph.org.

For access to a Software as a Service Application (SaaS) (web-based) application used by the Department of Public Health (DPH). The application provides for evidence-based clinical decision support criteria, to make appropriate care management decisions, to ensure the medical necessity of inpatient stays (acute or not), use of resources, and appealing billing denials. In addition, the contractor will also provide assistance in the upgrade process from the on premise hosted version of their software to the SaaS version of their propriety application.

Why are these services required and what are the consequences of denial?: If the services are denied, medical professionals will lack timely decision support criteria to make appropriate care management decisions which include accurate diagnosis, treatment, billings, and use of hospital resources. Denial will also affect the hospital's ability to provide quality and effective medical services.

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

How many contracts?: 1

Why have you not hired City employees to perform the services?: Civil service classes are not applicable due to the proprietary nature of the information systems and the specific knowledge required to bring this technology to full production status in the DPH environment. It is also necessary to augment existing DPH information systems with contractual support services to complete the healthcare business project deliverables, due to DPH's customization needs. Civil service staff will work with the contractor in order to obtain the necessary knowledge for the day-to-day maintenance of the application.

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?: Temporary Basis

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

Q5b) Why do you believe this to be a transitional or short-term situation?: As a facility participating in the State of California Department of Health Care Services (DHCS) Superior Systems Waivers Public Health Project, Zuckerberg San Francisco General Hospital (ZSFG) is required to use the most current version of evidence-based standardized medical review criteria for acute patient care. For ZSFG to comply with DHCS Medi-Cal regulation, the department must complete the level of care reviews for each Medi-Cal patient in the approved InterQual system as part of the Treatment Authorization Requests (TAR) Free system for the State of California. This will be a short-term project. Once the software solutions are implemented, the need for services for ongoing maintenance or SAAS services is expected to be on an as-needed, intermittent basis.

Q5c) How will you ensure the services aren't needed once this PSC request has ended?:

Services will be monitored and the department will evaluate whether the need continues.

Q5d) Describe the required skills and expertise needed to perform the services: Contractor must have a commercially available solution that is flexible, scalable, cost-effective and meets all applicable healthcare regulatory requirements, including those of the Health Insurance Portability and Accountability Act (HIPAA). Contractor must provide all related hosting, content upgrades, and technical support services. Contractor staff must have experience maintaining the application to ensure all software is properly supported and the system operates in a highly secured hosted environment.

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

Q5f) Explain why the employees are not able to perform these services: The City does not possess the resources to create or have current use of proprietary software to provide these services. Once the software solutions are implemented, the need for services for ongoing maintenance SAAS services is expected to be on an as-needed, intermittent basis.

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

Q5h) Explain why: Services will be monitored and the department will evaluate whether the need continues.

Additional information to support your request (Optional):

Union Notifications

Have the Job Classes/Labor Unions changed?:

Job Class(es): 1052 - IS Business Analyst, 1042 - IS Engineer-Journey, 1044 - IS Engineer-Principal, 1054 - IS Business Analyst-Principal, 1824 - Pr Administrative Analyst, 1053 - IS Business Analyst-Senior, 1043 - IS Engineer-Senior

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 8/28/2025

Union Review End Date: 9/7/2025

Union Review Duration Met On: 9/7/2025

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:

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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.: | DHRPSC0002578 |

| 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 |
|----------------|---------------------|-------------------|-------------------------------|---|--|
| 1000018672 | 11/01/2020 | 10/31/2025 | \$ 838,798 | 47730-20/21 | Software as a service application |
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Civil Service: 47730 - 20/21 -- 08/10/2020

Posted September 10, 2020 - 15:42 by [suzanne.choi](#)

PSC Number (initial or modification): [47730 - 20/21](#)

Modification Request Date and Number: not necessary to enter

Postponed: no

Continued: no

Commission Hearing Date: October 5, 2020

Action Taken: Approved by Civil Service Commission

Commission Action Date: October 5, 2020

Conditions of CSC Approval:

Date for report back to the commission:

Service Type: Software solution for patient medical review process and appropriate care management decisions

Department: PUBLIC HEALTH -- DPH

Date Stamp Union Notification: 08/10/2020

Date Stamp Ready for DHR: 09/10/2020

[Printer-friendly version](#)

Civil Service Commission

Civil Service Commission - October 5, 2020 - Minutes

Meeting Date:

October 5, 2020 - 2:00pm

Related Meeting Content:

[Supporting Documents](#)

[Agenda](#)

Location:

MINUTES

Regular Meeting

October 5, 2020

2:00 p.m.

Meeting held by teleconference pursuant to the Governor's Executive Order N-29-20 and the Eighth Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency

LISTEN/PUBLIC COMMENT CALL-IN

USA is (408) 418-9388 | Access Code: 146 813 5755

LONDON N. BREED, MAYOR

COMMISSIONERS

ELIZABETH SALVESON

President

JACQUELINE MINOR

Vice President

DOUGLAS CHAN

F.X. CROWLEY

KATE FAVETTI

SANDRA ENG

Executive Officer

During the Coronavirus Disease (COVID-19) emergency, the Civil Service Commission's regular meeting room, City Hall, Room 400 is closed. Commissioners and Civil Service Commission staff will convene remotely. The public is encouraged to submit comments in advance of the meeting in one of three ways: (1) email civilservice@sfgov.org, (2) leave a voicemail message in the CSC Office main line at 415-252-3247 or (3) use the Civil Service Commission's dedicated public comment line 1-408-418-9388, Access Code 146 813 5755. Comments submitted by 5:00 pm the Friday before the meeting will be included in the record.

CALL TO ORDER

2:00 p.m.

ROLL CALL

Present

President Elizabeth Salveson

Present

Vice President Jacqueline P. Minor

Present

Commissioner Douglas S. Chan

Present

Commissioner F. X. Crowley

Present

Commissioner Kate Favetti

Present

President Elizabeth Salveson presided.

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

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of September 21, 2020

Action:

Adopted the minutes. (Vote of 5 to 0)

ANNOUNCEMENTS (Item No. 4)

Sandra Eng, Executive Officer announced the San Francisco Public Library PSC #42420-20/21 will be postponed to the next Civil Service Commission (CSC) meeting of October 19, 2020 due to the incorrect posting of the description on

the agenda.

HUMAN RESOURCES DIRECTOR'S REPORT

0189-20-1 Annual Report on the City and County of San Francisco Pre-Employment Conviction History Program for Fiscal Year 2019 – 2020. (Item No. 5)

Speaker: Peter Rosel, Department of Human Resources

Anna Biasbas, Department of Human Resources

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

Micki Callahan, Director of Human Resources announced this would be her last CSC meeting before retiring and thanked the Commission and staff for their professionalism and support for the merit system over the years. She also provided an update on the EEO employee who forged documents and misled a complainant of a potential settlement. The Department of Human Resources (DHR) is working with the Controller's Office, who will be assisting DHR with an audit to figure out how to prevent this issue from reoccurring again. The City Attorney's Office is also working to investigate the situation. DHR has also began reviewing all the cases that were handled by the employee.

The Civil Service Commission expressed their deepest gratitude to Director Callahan for her many years of service as the Human Resources Director and congratulated her upcoming retirement.

EXECUTIVE OFFICER'S REPORT (Item No 6)

Sandra Eng, Executive Officer announced the Human Resources Director's job announcement has been posted on the DHR website and on the website with Alliance Resource Consulting. The closing date of accepting applications is November 13, 2020. Executive Officer Eng also extended her sincere congratulations to Director Callahan in her upcoming retirement.

**0190-20-8 Review of Request for Approval of Proposed Personal Services Contracts.
(Item No. 7)**

| PCS# | Department | Amount | Type of Service | Type of Approval | Duration |
|-------------|--------------------|-------------|---|------------------|------------|
| 42729-20/21 | City Planning | \$7,500,000 | The San Francisco Planning Department is seeking to create five pools of qualified consultants through a request-for-qualifications (RFQ) process to use on an as-needed basis. Such projects include but are not limited to: 1) Urban Design and Architecture 2) Public Outreach and Engagement 3) Land Use and Economic Analysis and 4) Transportation. | Regular | 8/31/2024 |
| 45177-19/20 | City Administrator | \$7,500,000 | Contractor will provide a comprehensive structural Integrated Pest Management (IPM) program to be implemented City wide at various City facilities in order to achieve long-term, cost-effective, and environmentally sound pest control. The IPM services will employ a mix of biological, mechanical/physical, educational, and least toxic chemical strategies and tactics to control pests on City property. Contractor will utilize mechanical, physical, and chemical controls; monitor pest populations; keep records/logs of infestations; comply with the San Francisco IPM ordinance; and control mosquito and rat populations on City streets and in sewers. | Regular | 6/30/2026 |
| 42420-20/21 | Public Library | \$5,000,000 | Contractor will provide a comprehensive structural Integrated Pest Management (IPM) program to be implemented City wide at various City facilities in order to achieve long-term, cost-effective, and environmentally sound pest control. The IPM services will employ a mix of biological, mechanical/physical, educational, and least toxic chemical strategies and tactics to control pests on City property. Contractor will utilize mechanical, physical, and chemical controls; monitor pest populations; keep records/logs of | Regular | 12/31/2026 |

**Postponed
to
10/19/2020**

infestations; comply with the San Francisco IPM ordinance; and control mosquito and rat populations on City streets and in sewers.

| PCS# | Department | Amount | Type of Service | Type of Approval | Duration |
|-------------|-----------------------------|-----------|---|------------------|----------|
| 41161-20/21 | Public Utilities Commission | \$300,000 | <p>The San Francisco Public Utilities Commission (SFPUC) has installed a network of on-line sensor systems to continuously monitor the water system and provide early warning indications of abnormalities in our drinking water, including possible contamination events. Additionally, the Event Detection System (EDS) Dashboard was developed to integrate data streams from the on-line instruments, with laboratory and customer complaint data to allow for real-time analysis of data to characterize any abnormalities. These components are collectively called the Enhanced Water Quality Monitoring System (EWQM).</p> <p>This contract will provide SFPUC with ongoing support and maintenance services for the EWQM to sustain operation so that SFPUC can provide early warning for water quality events and thus protect the health and safety of its customers.</p> <p>The Contractor will provide preventative maintenance and repair services for the on-line instruments at the EWQM stations including two on-site visits per year, per location and telephone support. The contractor will also provide SFPUC with ongoing support and maintenance services for the EDS Dashboard. This</p> | Regular | 2/1/2023 |

includes as needed software upgrades and support for the extract transfer load (ETL) function.

| | | | | | |
|-------------|------------------------------------|--|---|--------------|-----------|
| 47730-20/21 | Public Health | \$500,000 | For access to a Software as a Service Application (SaaS) (web-based) application used by the Department of Health. The application provides for evidence-based clinical decision support criteria, to make appropriate care management decisions, to ensure the medical necessity of inpatient stays (acute or not), use of resources, and appealing billing denials. In addition the contractor will also provide assistance in the upgrade process from the on premise hosted version of their software to the SaaS version of their propriety application. | Regular | 7/31/2025 |
| 48219-20/21 | Public Health | \$50,000,000 | The contractor will provide physicians to provide specialized services in a variety of specialties and topics, primarily related to the COVID-19 emergency response. Positions will include but are not limited to Emergency medical services, specialty medical services (i.e respiratory; infectious diseases) tele medicine services, consultations, clinical documents and policy review, infection control, utilization of resources, to include emergency transportation, bed allocations and availability, and pharmaceutical usage, and therapies. | Regular | 6/30/2025 |
| 41172-19/20 | Public Utilities Commission | \$20,000,000 | This as-needed PSC will be made up of four (4) contracts, each at a value of \$5 million. Work will consist of as-needed specialized and technical services and as-needed engineering and design services in the areas of water supply, storage, and transport services; water quality services; water treatment services, wastewater treatment services; power; and division operations and management services for the Hetch Hetchy Water and Power Division of the SFPUC Water Enterprise (HHWP). The as-needed services sought through this PSC will be used to meet HHWP operational needs when existing staff resources are exceeded. | Regular | 9/30/2025 |
| 36452-19/20 | Economic and Workforce Development | Current Approved Amount \$100,000 Increase Amount Requested \$100,000 | The Office of Economic and Workforce Development (OEWD) received a training cost reimbursement grant from the California Employment Training Panel (ETP). In order for OEWD to be reimbursed for these costs, training information and data must be reported on a monthly basis to the ETP. A contract was secured to submit this data on behalf of OEWD through ETP's online system in prior years and successfully secured reimbursement for the Department. This service is | Modification | 6/30/2022 |

| | |
|-----------|---|
| New Total | essential to ensure that OEWD can continue to receive |
| Amount | reimbursement for the training services. |
| Requested | |
| \$200,000 | |

| PCS# | Department | Amount | Type of Service | Type of Approval | Duration |
|-------------|---------------|----------------------------|--|------------------|------------|
| 45417-14/15 | Public Health | Current Approved Amount | Contractor will be responsible for claims management to be used by Community Behavioral Health Services (CBHS) Patient Billing, the Adult Immunization and Travel Clinic and other Public Health clinics. Vendor will provide patient insurance eligibility verification, claims scrubbing and editing to reduce the number of denied claims, claim management and tracking, and analytical tools and reports to manage claims. Vendor provides access to third party insurance eligibility in a single application. In addition, DPH needs access to clearinghouse services to submit electronic claims to Medicare and third party payers and to receive payment information in a HIPAA approved electronic format. The vendor is the largest submitter to Medicare and their proprietary application allows claims to be submitting using one submitter ID number. DPH current submits claims individually. | Modification | 12/31/2025 |
| | | \$424,908 | | | |
| | | Increase Amount Requested | | | |
| | | \$1,610,834 | | | |
| | | New Total Amount Requested | | | |
| | | \$2,035,742 | | | |

| | | | | | |
|-------------|---------------|----------------------------|---|--------------|------------|
| 44677-14/15 | Public Health | Current Approved Amount | Contractor(s) will (1) develop a mental health/behavioral high school workforce development program, with San Francisco Unified School District's (SFUSD) John O'Connell High School faculty and staff, that will be tailored for John O'Connell (O'Connell) High School Students; (2) implement the mental health/behavioral health high school workforce development program, with O'Connell High School faculty and staff, that will include career exposure, academic support, wellness/wrap around services and youth leadership development opportunities for students; and (3) establish, operate and manage O'Connell High School students' mental health/behavioral health internships with local mental health/behavioral health industry partners. This high school workforce development program will also include (1) internships and other experiential and research opportunities with local mental health/behavioral health industry partners; and (2) an evaluation of the program that will encompass indicators, outputs, outcomes, process objectives and outcome objectives/ | Modification | 12/31/2025 |
| | | \$860,000 | | | |
| | | Increase Amount Requested | | | |
| | | \$901,294 | | | |
| | | New Total Amount Requested | | | |
| | | \$1,761,294 | | | |

Speakers: Jacquie Hale from the Department of Public Health (DPH) spoke on PSC #45417-14/15.

1. Approved PSC #45417-14/15 with the condition the PSC Form 1 is updated to include the reason for the modification.

(Vote of 5 to 0)

Action:

2. Adopted the report and approved the remaining requests for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

(Vote 5 to 0)

0191-20-8 **Review of Request for Approval of Proposed Personal Service Contract Number 40551-19/20 with the Public Utilities Commission. (Item No. 7)**

August 17, 2020: Continue PSC #40551-19/20 to the meeting of September 21, 2020 to correct contract and notify the unions

Speakers: Bill Irwin, Public Utilities Commission

Action: Adopted the report. Approved the request for proposed Personal Services Contract; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0195-20-8
Review of Request for Approval of Proposed Personal Service Contract Number 42054-20/21 with the Department of Public Health – Omit Posting.
(Item No. 9)

Note: Sandra Eng, Executive Officer made the following announcement,
“Due to the emergency need to start this PSC last Friday, October 2nd, 2020, DPH had this approved through the Mayor’s Emergency Declaration 13th Supplement, which allows the Executive Officer to approve the PSC approval after consultation with the President or Vice President of the Civil Service Commission. After the Executive Officer reviewed the PSC submission including notification to the unions and consulted with President Salvesson, the Executive Officer approved the PSC. The Emergency Declaration requires the department to go before the Commission within 15 days of approval.”

Speakers: Jacquie Hale, Department of Public Health

Action: Adopted the report. Approved the request for proposed Personal Services Contract; Notify the Office of the Controller and the

0196- Request for Status Grant from Class 2233 Supervising Physician Specialist –
20-5 Psychiatry to Class 2243 Supervising Psychiatric Physician Specialist. (Item No. 10)

Speakers: Michael Brown, Department of Public Health

Steve Ponder, Department of Human Resources

Action: Adopted the report and granted status to the following individuals,
Irene Sung, Stephen Wu, Lisa Inman, Ana Gonzalez, and Albert Holt
Jr. into Class 2243 as Permanent Civil Status. In addition, the 2243 Classification Specification will be
reposted to clarify the class is
exempt under Charter Section 10.104-13, except for those positions
that are administrative in nature at which time they are civil service positions. (Vote of 5 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 11)

The Commissioners wished Director Callahan the best in her retirement and thanked her for her 15 years of service with the City and County of San Francisco.

ADJOURNMENT (Item No. 12)

The Commission adjourned in gratitude of Micki Callahan's 15 years of service at 3:07 p.m.

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: FIR

Submitted By: Elissa Koestenbaum

Department Coordinator: Elissa Koestenbaum,
elissa.koestenbaum@sfgov.org

Project Manager: Mark Corso

ServiceNow Number: DHRPSC0005443

Version: 1.01

Version Type: Amendment

Legacy PSC #: 31158-22/23

Brief description of proposed work: Provide mobile hearing screen tests and mobile Tuberculosis (TB) screenings for all firefighters

Reason for the Request for Amendment: Additional funds are necessary to cover the contract extension period, and the increase in numbers of personnel requiring medical tests. There is no change in scope of contract.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

Previously Approved Amount: \$1,000,000

Increase Amount: \$1,000,000

Why are you requesting the PSC amount to be increased?: This was a trial program for the Department, and has become very successful. The Department has seen greater compliance with these exams than anticipated by Staff, and additional funding is needed for the Amendments.

Total Amended Amount: \$2,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 60

Duration Increase (months): 0

Total Amended Duration (months): 60

First Contract Start Date: 11/8/2022

PSC Duration End Date: 11/8/2027

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: Provide mobile hearing screening tests for all firefighters to determine if they meet NFPA (National Fire Protection Association) Standard 1582 Section 6.5.1. to be able to perform effectively as firefighters. Additionally, to provide mobile Tuberculosis (TB) screening (using Quantiferon gold TB blood test or equivalent) to ensure members have not been exposed to TB.

Why are these services required and what are the consequences of denial?: Yearly hearing tests are mandated by Occupational Safety Health Administration (OSHA) to ensure firefighters are capable of safely performing their job duties, and to reduce the risks of on-the-job injuries owing to hearing deficiencies. Tuberculosis (TB) tests are necessary to ensure that Emergency Medical Technicians (EMT), paramedics, and firefighters have not been exposed to TB in their interactions with the public. It is vital that members don't unknowingly spread the infection because of a lack of training.

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 of SF Department of Public Health employees will not provide mobile audiology and TB testing services at Fire Department locations.

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?: Yes

Q4a) What facilities or equipment does the City lack that contractor possesses?: This is a mobile clinic performing these exams. Department does not have the infrastructure to support this.

Does the dept plan to acquire the facilities/equipment to perform the services?: No
Explain why: Not at this time, but potentially in the future.

Additional information to support your request (Optional):

Union Notifications

Have the Job Classes/Labor Unions changed?:

Job Class(es): 5212 - Engineer/Architect Principal, 2107 - Med Staff Svcs Dept Anl, 1203 - Personnel Technician, 2114 - Medical Records Tech Sprv, 2106 - Med Staff Svcs Dept Spc, 1044 - IS Engineer-Principal, 2112 - Medical Record Technician, 1043 - IS Engineer-Senior

Labor Unions: 021 - Prof & Tech Eng, Local 21, 790 - SEIU, Local 1021, Misc, 022 - Prof & Tech Eng, Local 21

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

Union Review Sent On: 8/13/2025

Union Review End Date: 8/23/2025

Union Review Duration Met On: 8/23/2025

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: FIRE DEPARTMENT -- FIRDept. Code: FIRType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Mobile Hearing and Tuberculosis TestingFunding Source: General Fund Annual BudgetPSC Amount: \$1,000,000PSC Est. Start Date: 10/17/2022PSC Est. End Date
10/16/2027**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Provide mobile hearing screening tests for all firefighters to determine if they meet NFPA (National Fire Protection Association) Standard 1582 Section 6.5.1. to be able to perform effectively as firefighters and mobile Tuberculosis (TB) screening (using Quantiferon gold TB blood test or equivalent) to ensure members have not been exposed to TB.

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

Yearly hearing tests are mandated by Occupational Safety Health Administration (OSHA) to ensure firefighters are capable of safely performing their job duties, and to reduce the risks of on the job injuries owing to hearing deficiencies. Tuberculosis (TB) tests are necessary to ensure Emergency Medical Technicians (EMT), paramedics and firefighters have not been exposed to TB in their interactions with the public. It is vital that members don't unknowingly spread the infection because of a lack of TB testing.

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.

The service was originally performed via approved PSC 4118 08/09 by California Pacific Medical Center – Davies Campus and the contract expired on December 31, 2017. The past service did not allow for mobile or on-site screening of members so the compliance rate for testing was low. By switching to mobile testing, the department can increase compliance and the health and safety for members. Please see most recent PSC 43317 17/18 (attached) which was approved, but due to Covid-related staffing and first-responder issues, Department was not able to finish their RFP and get into a contract within a year of approval.

D. Will the contract(s) be renewed?

It is likely that the contract will be renewed if the mobile service provided is acceptable.

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.

Please see Historical PSC attached. Ongoing Tuberculosis (TB) and Hearing Exams for Firefighter First Responders are mandatory, per Occupational Safety and Health Administration (OSHA). We therefore expect these exams to be needed into the future.

2. Reason(s) for the Request

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

- ☒ Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.
- ☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

The service was performed via approved PSC 4118 08/09 by California Pacific Medical Center – Davies Campus, but the contract expired on December 31, 2017. The past service did not allow for mobile or on-site screening of members so the compliance rate for testing was low and the department is currently out of compliance. This was intended to cover very short term service needs until a multi-year contract could be bid out via RFP. Please see most recent PSC 43317 17/18 (attached) which was approved, but due to Covid-related staffing and first-responder issues, Department was not able to finish their RFP and get into a contract within a year of approval.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: At least 3 years' expertise in providing hearing screenings and TB testing, and ability to provide testing at Fire Department designated sites. Physician or Audiologist Board licensed in the State of California.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2540, Audiologist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: While the hearing tests are requested to be at pre-selected Fire Department sites defined as mobile locations, the contractor must conduct audiometric tests in a room meeting specific background levels and with calibrated audiometers that meet American National Standard Institute (ANSI) specifications of SC-1969s.

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

The Fire Department Physician reached out to SFGH Employee Health department to inquire about providing mobile hearing tests, and Angela Boilard, Clinic Manager, at SFGH-Zuckerberg Hospital Employee Health verified in a telephone call that they do not have the capacity to perform mobile audiometry or mobile TB testing.

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

- A. Explain why civil service classes are not applicable.
City of SF Department of Public Health employees will not provide mobile audiology and TB testing services at Fire Department locations.
- 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. City of SF Department of Public Health employees will not provide mobile audiology and Tuberculosis testing services at SFFD locations.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. Training not needed
- 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 10/07/2022, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21;
Professional & Tech Engrs, SFAPP

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

Name: Elaine Walters Phone: (415)558-3418 Email: elaine.walters@sfgov.org

Address: 698 Second Street San Francisco, CA 94107

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 31158 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MINUTES Regular Meeting November 7, 2022

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

This meeting will be held in person at the location listed above. As authorized by California Government Code Section 54953(e) and Mayor Breed's 45th Supplement to her February 25, 2020, emergency proclamation, it is possible that some members of the Civil Service Commission may attend this meeting remotely. In that event, those members will participate and vote by video. Members of the public may attend the meeting to observe and provide public comment at the physical meeting location listed above or by calling (415) 655-0001 and entering meeting id #2495 262 8765. Instructions for providing remote public comment are below.

**LISTEN/PUBLIC COMMENT CALL-IN
USA is (415) 655-0001 | Access Code: 2495 262 8765 # #**

LONDON N. BREED, MAYOR

COMMISSIONERS

JACQUELINE MINOR

President

KATE FAVETTI

Vice President

DOUGLAS CHAN

F.X. CROWLEY

ELIZABETH SALVESON

SANDRA ENG

Executive Officer

The public is encouraged to submit comments in advance of the meeting in one of three ways: (1) email civilservice@sfgov.org, (2) leave a voicemail message in the CSC Office main line at 628-652-1100 or (3) use the Civil Service Commission's dedicated public comment line 1-415-655-0001, Access Code 2495 262 8765. Comments submitted by 5:00 pm the Friday before the meeting will be included in the record.

CALL TO ORDER

2:00 p.m.

ROLL CALL

| | |
|---------------------------------|-----------------|
| President Jacqueline P. Minor | Present |
| Vice President Kate Favetti | Present |
| Commissioner Douglas S. Chan | Present |
| Commissioner F. X. Crowley | Present |
| Commissioner Elizabeth Salveson | Excused Absence |

President Jacqueline P. Minor presided.

0197-22-1 Resolution Making Findings to Allow Teleconferenced Meetings Under California Government Code Section 54953(E). (Item No. 2)

Action: Adopted the report. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA. (Item No. 3)

None.

APPROVAL OF MINUTES (Item No. 4)

Regular Meeting of October 17, 2022 – 2:00 p.m.

Action: Adopted the Minutes as corrected. (Vote of 4 to 0)

ANNOUNCEMENTS (Item No. 5)

Item #9 Civil Service Commission Strategic Plan FY 2022-23 postponed to the meeting of December 5, 2022.
PSC #44123-22/23, from the Department of Technology is moved to the Regular agenda.

HUMAN RESOURCES DIRECTOR'S REPORT

0198-22-1 Overview of the Government Operations Recovery Initiatives. (Item No. 6)

Speakers: Carol Isen, Department of Human Resources
Anna Biasbas, Department of Human Resources

Action: No action taken.

Public Comment: Dave Johnson, Department of Human Resources

Bill Miles II, Municipal Transportation Agency
Christina Hardy, SEIU Local 1021
Karen Hill, Department of Public Works
Scott DeWolfe, Department of Public Health
Joseph Duncan, RN
Dana Pullman, RN
Bridget Fry, RN
Christine Handley, RN
Joan Ballerino, Dispatcher
Valerie Tucker, Dispatcher
Megan Green, RN
Aaron Cramer, RN
Dianna Yanez, RN
Heather Bollinger, RN
Naj Daniels, SEIU Local 1021
Oumar Fall, SEIU Local 1021
Preston Treichel, Juvenile Probation Department
Amber Robin, RN

EXECUTIVE OFFICER'S REPORT

**0199-22-1 2023 Calendar of CSC Meeting Dates including deadlines for reports.
(Item No. 7)**

Action: Adopted the calendar. (Vote of 4 to 0)

**0200-22-1 Annual Planning Calendar of Required Reports to the Civil Service Commission.
(Item No. 8)**

Action: Continued to the next meeting. (Vote of 4 to 0)

0116-22-1 Civil Service Commission Strategic Plan FY 2022-23. (Item No. 9)

August 15, 2022: Postpone to the special meeting of August 31, 2022.

August 31, 2022: Directed the Executive Officer to do the following:

- Amend the Strategic Plan per discussion and report back in November 2022.
- Submit the priorities and goals for FY 2022-2023 in a simplified format at the meeting of September 19, 2022.

Report back on the status of the goals and objectives quarterly beginning at the meeting of October 17, 2022.

Action: Postponed to the meeting of December 5, 2022.

0201-22-1 Follow-up to the Civil Service Commission's Request to Respond to Service Employees International Union (SEIU) 1021 Public Comment Regarding Reversion Rights. (Item No. 10)

Speakers: Naj Daniels, SEIU Local 1021
Bill Miles II, Municipal Transportation Agency

Action: Accepted the report.

0202-22-8 Review of Request for Approval of Proposed Personal Services Contracts. (Item No. 11)

| PSC | Department | Amount | Type of Service | Type of Approval | Duration |
|-------------|-----------------------------------|-------------|--|------------------|------------|
| 46734-22/23 | Airport | \$9,500,000 | Contractor will perform high tech maintenance and support of the Baggage Handling Systems (BHS) controls throughout the San Francisco International Airport (Airport). This control system consists of proprietary software and hardware which is available only to the original equipment manufacturer or licensees. The control system includes multiple sub systems including programmable logic controls, baggage sortation and tracking, interfaces with Transportation Security Agency (TSA) baggage screen equipment, and network integration within the baggage handling systems. The work also includes providing a simulation software with a virtual environment that architecturally and functionally replicates the Airport's BHS control systems to troubleshoot issues and test system changes without impacting operations. Contractor will provide on-site and remote technicians on-call 24 hours per day, and 365 days per year. The on-site technicians will perform systems monitoring and scheduled maintenance of software, diagnose and correct faults, perform hardware maintenance and repairs, and verify control system operations. The remote support technicians will perform advanced diagnostic, configuration, and software programming services. | Regular | 12/31/2027 |
| 42396-22/23 | Department of Building Inspection | \$400,000 | The Department of Building Inspection (DBI) seeks to utilize the Controller's Office pre-qualified pool for financial analysis. Selected consultant will conduct and provide a comprehensive fee study analysis ("fee study") to update Department's user fees. | Regular | 10/31/2025 |

Civil Service Commission Meeting Agenda

Regular Meeting of November 7, 2022

| PSC | Department | Amount | Type of Service | Type of Approval | Duration |
|-------------|------------------------------------|-------------|--|------------------|------------|
| 46163-22/23 | City Administrator | \$4,000,000 | Work to be performed is as-needed maintenance and repair services for the City's fleet of small and medium boats for departments such as PUC, Recreation and Park, Port, the San Francisco Police Department, and the San Francisco Fire Department. Proposed work to include (but not limited to): Hauling and launching of vessels; High-pressure washing and hand/mechanical scraping of underwater hull and jets to remove hard fouling; Removal and installation of hull, engine/jet anodes; Repair of all fiberglass cracks, holes, or other damage; Diagnosis of engine operation faults, error codes, and failures, and repairs to all electronic and mechanical systems as needed; Removal and replacement of engine and related control systems as needed. | Regular | 1/31/2028 |
| 46609-22/23 | City Administrator | \$6,750,000 | Contractor to provide as-needed specialized environmental engineering and oversight services related to the Navy's environmental program on Treasure Island. These services include document review, support for land transfers, post-transfer support, meeting attendance, development related tasks, and consultation related to the Navy's remediation efforts on former Naval Station Treasure Island and to provide certain other services in support of the Authority's Treasure Island/Yerba Buena Island Development Project. The Contractor will also support the Authority with environmental monitoring and reporting obligations on property that it owns or controls. Some sites where the Navy has completed its remediation require on-going monitoring, and the Authority has responsibilities for the monitoring and/or management of asbestos, lead-based paint, and other matters within facilities it owns or manages. | Regular | 12/31/2031 |
| 47321-22/23 | City Administrator | \$4,500,000 | Contractor is to provide as-needed advisory services related to housing relocation on Treasure Island. These services include direct engagement with individual households to provide information and counselling services on housing options; conducting public outreach including making phone calls and door-knocking to schedule one-on-one counseling sessions and hosting community workshops; preparing and distributing collateral used to describe transition housing options and eligibility; advising on strategic planning for transition housing plans and timing; providing translation services for written materials, public meetings, and one-on-one counseling sessions with residents; being on-call to respond to residents, and tracking Treasure Island Development Authority's progress in fulfilling our obligations in implementing the Transition Housing Rules and Regulations for The Villages at Treasure Island. | Regular | 12/31/2031 |
| 46902-22/23 | Controller | \$500,000 | The City is switching to a new banking partner (JP Morgan Chase) in Fiscal Year 2022-2023. Professional services for banking and treasury accounting using PeopleSoft Financials and Supply Change Management is necessary to ensure the accounting configuration in PeopleSoft Financials and Supply Change Management is compatible with the upcoming banking change. | Regular | 12/31/2029 |
| 47044-22/23 | Department of Emergency Management | \$7,000,000 | Contractor will identify standards and establish benchmarks for effective emergency planning, community preparedness, stakeholder resilience, and recovery planning (in the event of a man-made or natural disaster) for the Bay Area Region, which includes the twelve Bay Area counties and the core cities of San Francisco, Oakland, and San Jose. Contractor will build on regional capabilities such as Public Information and Warning, Mass Care Services, Cybersecurity, Operational Communications, etc. Contractor will review and analyze emergency catastrophic plans, perform gaps and needs analysis, and identify best practices to improve current planning, preparedness, and resiliency efforts. Contractor will develop plans, toolkits, templates, trainings, exercises and other evaluation activities needed to strengthen and improve the Bay Area Region's emergency planning, community preparedness, and recovery planning capabilities. | Regular | 8/31/2027 |

Civil Service Commission Meeting Agenda

Regular Meeting of November 7, 2022

| PSC | Department | Amount | Type of Service | Type of Approval | Duration |
|-------------|-----------------------------|--------------|---|------------------|------------|
| 45542-22/23 | Human Services | \$3,190,000 | To develop and manage a Disability Community Cultural Center (DCCC) at The Kelsey Civic Center. DCCC will provide virtual and in-person community service programming, educational, artistic, and social networking opportunities focused on serving individuals with disabilities and their allies who live or work in the City. | Regular | 6/30/2027 |
| 49566-22/23 | Police | \$300,000 | Law enforcement recruiting agency enables the competitive recruitment of high-quality candidates through both broader and directed networking and marketing techniques that the Department is not currently capable of performing. Contract goals include advancing the recruitment of candidates in continued support of diversity and specific skill sets (i.e. linguistic capabilities). Selected agency would work in tandem with our recruitment unit on current marketing initiatives and to expand our current recruitment strategies (local recruitment, college recruitment, leveraging technology, expansive advertising campaigns, mentorship and candidate preparedness) | Regular | 6/30/2023 |
| 41282-22/23 | Public Health | \$17,100,000 | To provide security services to ensure the safety, security and welfare of patients/residents, visitors, vendors and staff at the San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH), unarmed security guards will be assigned to fixed-position locations providing access control by screening people entering the facilities using visual inspection, as indicated. Unarmed security guards will also provide designated-route patrols of both interior and exterior locations. In addition, unarmed security guards will respond to incidents involving disturbances, violence and/or other needs to preserve order, including compliance with regulation pertaining to visitors, resident/patients, vendors, and the facility's premises. Contractor will provide regular written Daily Activity Reports and Incident Reports within Department designated turn-around times. | Regular | 6/30/2025 |
| 45447-22/23 | Public Utilities Commission | \$795,000 | The San Francisco Public Utilities Commission External Affairs Bureau (EA) seeks to develop 4 separate technical and specialized management augmentation and support services contracts for the following: lean problem-solving development, needs assessments, leadership and organizational development, and process improvement management. Current EA staff is requesting this support externally. This scope of work will support EA management in engaging and developing emerging internal leaders from all levels of the organization to proactively solve problems, improve delivery of services, and make measurable improvements to achieve strategic goals. The scope of work takes into account the real-world needs of EA including capacity-building, change management and resilience, and continuous improvement culture. | Regular | 8/31/2027 |
| 44123-22/23 | Department of Technology | \$7,535,600 | Contrary to CSC's position in the past, the Commission has recently requested review of all contracts that are software-as-a-service. Since DT is seeking to amend this contract to extend it for another 2-years, this request is now made to apply retroactively to its start in 2015. DT is seeking to amend the contract to provide for a citywide purchase of 500,000 envelopes for departments to use over the next 2-years. An "envelope" is an electronic record containing one or more documents that are uploaded to the DocuSign system, and which may be processed for electronic signature. There are NO professional services in this amendment. All required services to maintain the proprietary software are performed by DocuSign employees on DocuSign servers. The City does NOT have access to any of the DocuSign servers and are not authorized to perform any engineering services to their proprietary software. The term "Service" in the SaaS naming convention refers to the manufacturer's service to its customers by hosting the platform on their own servers, thereby eliminating the need for any customer maintenance. The term "Service" is not used to refer to any labor services that can be performed by City employees. | Regular | 10/31/2024 |

Civil Service Commission Meeting Agenda

Regular Meeting of November 7, 2022

| PSC | Department | Amount | Type of Service | Type of Approval | Duration |
|-------------|---------------|---|--|------------------|------------|
| 44311-15/16 | Airport | Current Approved Amount \$3,500,000 Increase Amount Requested \$1,500,000 New Total Amount Requested \$5,000,000 | Contractor will provide, install and implement a Ground Based Radar Water Perimeter Intrusion Detection System (PIDS) San Francisco International Airport (SFO). The radar units must be integrated with at least one thermal/infrared camera per radar unit and have the ability to integrate to additional perimeter Pan Tilt Zoom (PTZ) and/or fixed cameras. The objective of the PIDS is detection, tracking, assessment and reporting (alerting and alarming) of potential or actual intrusions into the waterside perimeter in a proactive manner to enhance the Airport's security and the efficient deployment of security personnel. | Modification | 6/30/2028 |
| 47312-17/18 | City Planning | Current Approved Amount \$10,000,000 Increase Amount Requested \$0 New Total Amount Requested \$10,000,000 | The San Francisco Planning Department has determined the need to develop a new RFQ to select a pool of pre-qualified environmental, transportation, historic resources, and archeology review consultants to use on an as-needed basis. Projects developed will include the following, but are not limited to: environmental review of transportation impact studies, historic resource & archeology review. In addition, private development proposals will be required to use this as-needed pool to conduct independent environmental analysis, maintain better quality control, and follow the model used in most other jurisdictions. Inclusion in the pre-qualified pool are as follows: 1) enter into an independent contract with a private developer for environmental or transportation impact studies, Planning Railyard Alternatives, I-280 EIR, historic resource & archeology review which must be reviewed & finalized by Department staff or 2) enter into contracts with the City. | Modification | 01/04/2024 |
| 42573-19/20 | Public Health | Current Approved Amount \$500,000 Increase Amount Requested \$0 New Total Amount Requested \$500,000 | Contractor will provide cloud-based software for management of Department policies and procedures, including licensing and maintenance. The Department of Public Health (DPH) currently manages the multiplicity of its policies and procedures with a rudimentary system using MS Office applications (Word, Excel) which can be unwieldy and difficult to coordinate and manage. Reviewing and keeping policies and procedures current is required by federal regulators, the Centers for Medicare and Medicaid Services (CMS). DPH intends to purchase proprietary software (licensing and maintenance) to modernize and enable its policies and procedures tracking system to be more responsive to operational and regularly needs, and to ensure review of and alignment with evolving laws, guidelines, regulations, standards, and best practices. | Modification | 12/31/2027 |
| 44181-15/16 | Public Health | Current Approved Amount \$3,750,000 Increase Amount Requested \$4,000,000 New Total Amount Requested \$7,750,000 | The contractor will perform coding and abstracting of inpatient accounts using International Classification of Diseases, Tenth Revision-Clinical Modification (ICD-10-CM) and International Classification of Diseases, Tenth Revision-Procedure Coding System ICD-10-PCS classification systems and Diagnosis-Related Group (DRG) expertise; assign codes for diagnoses, treatments, and procedures according to the appropriate classification system for complex inpatient encounters; follow Center for Medicare and Medicaid Services (CMS)/American Health Information Management Association (AHIMA) coding guidelines; review provider documentation to determine principal diagnosis, comorbidities and complications, secondary conditions and surgical procedures; ensure accurate coding by clarifying diagnosis and procedural information through a query process; assign Present On Admission (POA) values for inpatient diagnoses; abstract required information from source documentation and enter into encoder and abstracting system; identify non-payment conditions Hospital Acquired Conditions (HAC) and, when required, review documentation to verify and, as necessary, correct the patient disposition upon discharge. | Modification | 12/31/2026 |

Civil Service Commission Meeting Agenda**Regular Meeting of November 7, 2022**

| PSC | Department | Amount | Type of Service | Type of Approval | Duration |
|-------------|---------------------|---|---|------------------|------------|
| 43499-17/18 | Recreation and Park | Current Approved Amount \$2,658,440 Increase Amount Requested \$650,000 New Total Amount Requested \$3,308,440 | Facilities capital planning software and associated facility assessment services for Recreation and Park assets and facilities, including storage, analysis and reporting of facility condition data on a proprietary software application. | Modification | 12/31/2026 |

Speakers: Joan Lubamersky, Office of the City Administrator spoke on PSC #s 46609-22/23 and 47321-22/23
Min Fang, Controller's Office spoke on PSC #46902-22/23

Action:

- 1) Approved PSC #46609-22/23 and 47321-22/23 from the City Administrator's Office with the condition to report back to the Commission at the end of year four (4). (Vote of 4 to 0)
- 2) Approved PSC #46902-22/23 from the Office of the Controller with the condition to remove the vendor's name and to report back to the Commission at the end of year four (4). (Vote of 4 to 0)
- 3) Adopted the report. Approved the remaining requests for proposed Personal Services Contract; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0203-22-8 Review of Personal Services Contract 31158 - 22/23 San Francisco Fire Department - Omit Posting. (Item No. 12)

Speakers: Mark Corso, Fire Department

Action: Adopt the report. Approve the requests for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0204-22-8 Review of Personal Services Contract 44123 - 22/23 Department of Technology - Omit Posting. (Item No. 13)

Speakers: Jolie Gines, Department of Technology

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

0205-22-5 Request for Status Grant from Class 2522 Senior Morgue Attendant to Class 2524 Senior Morgue Attendant. (Item No. 14)

Speakers: Karrie Johnson, Department of Public Health

Action: Adopted the report and granted incumbent in Class 2522 Senior Morgue Attendant status in Class 2524 Senior Morgue Attendant. (Vote of 4 to 0)

**0158-22-4 Appeal by Brian Rogers of the rejection of his application for CBT-1822-E00003
Administrative Analyst. (Item No. 15)**

Speakers: Dave Johnson, Department of Human Resources
 Brian Rogers, Appellant

Action: Denied the appeal and adopted the report of the Department of
 Human Resources. (Vote of 4 to 0)

**0169-22-4 Appeal by Stella Chu of the rejection of her application for CBT 2591 E00018.
(Item No. 16)**

Speakers: David Chalk, Department of Public Health
 Stella Chu, Appellant
 Maureen Edwards, Appellant's supervisor

Action: Denied the appeal and adopted the report of the Department of
 Public Health. (Vote of 4 to 0)

**0086-22-4 Appeal by Yolanda Beasley of the disqualification from the 2908 Senior Eligibility
Worker Examination (CBT-2908-H000010). (Item No. 17)**

Speakers: Liezel Cruz, Department of Public Health
 Scott DeWolfe, Department of Public Health
 Yolanda Beasley, Appellant

Action: Denied the appeal and adopted the report of the Department of
 Public Health. (Vote of 3 to 0; Commissioner Douglas Chan lost
 internet connection at the time of voting.)

**0105-22-4 Appeal of Rejection of Application by Mailei Maloa for 7253 Electrical Transit
Mechanic Supervisor I (CBT-7253-T00034). (Item No. 18)**

Speakers: William Miles II, Municipal Transportation Agency
 Mailei Maloa, Appellant
 John Doherty, Local 6

Action: Adopted the report and denied the appeal by Mailei Maloa.
 (Vote of 4 to 0)

**0103-22-4 Appeal of Rejection of Application by Bryan Salotti for 7380 Electrical Transit
Mechanic, Assistant Supervisor (CBT-7380-T00035). (Item No. 19)**

Speakers: None.

Action: Adopted the report and denied the appeal by Bryan Salotti. Bryan
 Salotti failed to appear. (Vote of 4 to 0)

0089-22-6 Appeal by Robert Moore of the Human Resources Director's Determination to Administratively Close Appellant's Complaint of Retaliation. (Item No. 20)

October 17, 2022: Postpone to the meeting of November 7, 2022, at the request of the appellant.

Speakers: Deborah Dulay, Department of Human Resources
Robert Moore, Appellant

Action: Adopted the report, upheld the decision of the Human Resources Director, and denied the appeal by Robert Moore. (Vote of 4 to 0)

0206-22-5 Proposed Rule Amendments to Civil Service Commission Rules Series 005 Meetings and Hearing of the Commission Article II: Hearings and Hearing Procedures Applicable to All Classifications. (Item No. 21)

Speakers: Sandra Eng, Executive Officer

Action: Accepted the Executive Officer's report, incorporate any changes made by the Commission, directed the Executive Officer to post the proposed amended Rule 005 Series for meet and discuss with the affected labor unions and interested stakeholders.
(Vote of 4 to 0)

0207-22-5 Proposed Rule Amendments to Civil Service Commission Rule Volume I 110.11 Promotional Applicants Applicable to Miscellaneous Classes and Civil Service Commission Rule Volume IV 410.11 Promotional Applicants – Applicable to the Service-Critical Classes of the Municipal Transportation Agency. (Item No. 22)

Speakers: Sandra Eng, Executive Officer

Action: Continued to the meeting of November 21, 2022. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 23)

None.

ADJOURNMENT (Item No. 24)

6:59 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

Sent Via Electronic Mail

November 9, 2022

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: REVIEW OF PERSONAL SERVICES CONTRACT 31158-22/23 FROM THE SAN FRANCISCO FIRE DEPARTMENT – OMIT POSTING.

At its meeting on **November 7, 2022 at 2:00 p.m.,** the Civil Service Commission had for its consideration the above matter.

The Civil Service Commission adopted the report. Approved the request for proposed Personal Services Contract 31158-22/23; Notify the Office of the Controller and the Office of Contract Administration.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.

NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG
Executive Officer

Cc: dhr-psccordinator@sfgov.org
Suzanne.Choi@sfgov.org
junko.laxamana@sfgov.org
tmathews@ifpte21.org
amakayan@ifpte21.org
ecassidy@ifpte21.com
kschumacher@ifpte21.org
kpage@ifpte21.org
eerbach@ifpte21.org
pkim@ifpte21.org
pscreview@ifpte21.org
mark.corso@sfgov.org
elaine.walters@sfgov.org
elissa.koestenbaum@sfgov.org
Commission File
Commissioners' Binder
Chron

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: | FIR |
| Dept Name: | Fire Department |
| PSC Coordinator Name: | Elissa Koestenbaum |
| PSC Coordinator Email: | elissa_koestenbaum@sfgov.org |
| PSC ServiceNow Record No.: | DHRPSC0005443 v 1.01 |

[illegible]

Koestenbaum, Elissa (FIR)

From: Jegy Sering <jegy.sering@seiu1021.org>
Sent: Friday, August 22, 2025 4:33 PM
To: Koestenbaum, Elissa (FIR); DHR-Personal Services Contracts; L21pscreview@ifpte21.org; Corso, Mark (FIR); PSCreview; DT Service Now (TIS)
Cc: Najuawanda Daniels; Carey Dall
Subject: Re: FIR [DHRPSC0005443] submitted for Union Review

Hi Elissa,

May I propose to meet on August 27, from 11:30am to 12:30pm? Thank you.

Jegy Sering

Field Representative
San Francisco Civic Center Chapter
Department of Public Works (DPW) Chapter
SF Redevelopment Agency Chapter (OCII)

Pronouns: they/them or he/him

SEIU Local 1021

Office Address: 350 Rhode Island St #100
San Francisco, CA 94103

Direct #: (415) 307-9302
Email: jegy.sering@seiu1021.org
Member Resources Center: 1-877-687-1021
Not a member? [Member Application](#)

From: Koestenbaum, Elissa (FIR) <elissa.koestenbaum@sfgov.org>
Sent: Friday, August 22, 2025 9:31 AM
To: Jegy Sering <jegy.sering@seiu1021.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; L21pscreview@ifpte21.org <L21pscreview@ifpte21.org>; Corso, Mark (FIR) <mark.corso@sfgov.org>; PSCreview <PSCreview@seiu1021.org>; DT Service Now (TIS) <ccsfdt@service-now.com>
Cc: Najuawanda Daniels <Najuawanda.Daniels@seiu1021.org>; Carey Dall <Carey.Dall@seiu1021.org>
Subject: Re: FIR [DHRPSC0005443] 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.

Hi Jegy,

We are available:

Tuesday, April 26: 10 to Noon
Wednesday, April 27: 8:30 to 3pm

Thursday, April 28: 8:30 to 11:30

Best regards,

Elissa Koestenbaum (she, her, hers)
San Francisco Fire Department – Procurement
698 2nd Street
San Francisco, CA 94107

From: Koestenbaum, Elissa (FIR) <elissa.koestenbaum@sfgov.org>
Sent: Thursday, August 21, 2025 6:15:42 PM
To: Jegy Sering <jegy.sering@seiu1021.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; L21pscreview@ifpte21.org <L21pscreview@ifpte21.org>; Corso, Mark (FIR) <mark.corso@sfgov.org>; PSCreview <PSCreview@seiu1021.org>; DT Service Now (TIS) <ccsfdt@service-now.com>
Cc: Najuawanda Daniels <najuawanda.daniels@seiu1021.org>; Carey Dall <Carey.Dall@seiu1021.org>
Subject: Re: FIR [DHRPSC0005443] submitted for Union Review

Hi Jegy,

Yes, I am happy to check availability the week of August 25. Thank you.

Best regards,

Elissa Koestenbaum (she, her, hers)
San Francisco Fire Department – Procurement
698 2nd Street
San Francisco, CA 94107

From: Jegy Sering <jegy.sering@seiu1021.org>
Sent: Thursday, August 21, 2025 6:13 PM
To: Koestenbaum, Elissa (FIR) <elissa.koestenbaum@sfgov.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; L21pscreview@ifpte21.org <L21pscreview@ifpte21.org>; Corso, Mark (FIR) <mark.corso@sfgov.org>; PSCreview <PSCreview@seiu1021.org>; DT Service Now (TIS) <ccsfdt@service-now.com>
Cc: Najuawanda Daniels <najuawanda.daniels@seiu1021.org>; Carey Dall <Carey.Dall@seiu1021.org>
Subject: Re: FIR [DHRPSC0005443] submitted for Union Review

Hi Elissa,

None of these dates work for me, can you please provide other available dates for the City beginning for the week of August 25?

Jegy Sering

Field Representative
San Francisco Civic Center Chapter
Department of Public Works (DPW) Chapter
SF Redevelopment Agency Chapter (OCII)

Pronouns: they/them or he/him

SEIU Local 1021

Office Address: 350 Rhode Island St #100
San Francisco, CA 94103

Direct #: (415) 307-9302

Email: jegy.sering@seiu1021.org

Member Resources Center: 1-877-687-1021

Not a member? [Member Application](#)

From: Jegy Sering <jegy.sering@seiu1021.org>

Sent: Tuesday, August 19, 2025 9:47 AM

To: Koestenbaum, Elissa (FIR) <elissa.koestenbaum@sfgov.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; L21pscreview@ifpte21.org <L21pscreview@ifpte21.org>; Corso, Mark (FIR) <mark.corso@sfgov.org>; PSCreview <PSCreview@seiu1021.org>; DT Service Now (TIS) <ccsfedt@service-now.com>

Cc: Najuawanda Daniels <Najuawanda.Daniels@seiu1021.org>; Carey Dall <Carey.Dall@seiu1021.org>

Subject: Re: FIR [DHRPSC0005443] submitted for Union Review

Great, I will check my colleagues about their availability.

Jegy Sering

Field Representative

San Francisco Civic Center Chapter

Department of Public Works (DPW) Chapter

SF Redevelopment Agency Chapter (OCII)

Pronouns: they/them or he/him

SEIU Local 1021

Office Address: 350 Rhode Island St #100
San Francisco, CA 94103

Direct #: (415) 307-9302

Email: jegy.sering@seiu1021.org

Member Resources Center: 1-877-687-1021

Not a member? [Member Application](#)

From: Koestenbaum, Elissa (FIR) <elissa.koestenbaum@sfgov.org>

Sent: Tuesday, August 19, 2025 9:21 AM

To: Jegy Sering <jegy.sering@seiu1021.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; L21pscreview@ifpte21.org <L21pscreview@ifpte21.org>; Corso, Mark (FIR) <mark.corso@sfgov.org>; PSCreview <PSCreview@seiu1021.org>; DT Service Now (TIS) <ccsfedt@service-now.com>

Cc: Najuawanda Daniels <Najuawanda.Daniels@seiu1021.org>; Carey Dall <Carey.Dall@seiu1021.org>

Subject: RE: FIR [DHRPSC0005443] 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.

Hi Jegy,

We are available Thursday 10:00 - Noon, and Friday, August 22nd 8:00 – 10:30, and 1:00 – 3:00.

Best regards,

Elissa Koestenbaum (she, her, hers)
San Francisco Fire Department – Procurement
698 2nd Street
San Francisco, CA 94107

From: Jegy Sering <jegy.sering@seiu1021.org>
Sent: Monday, August 18, 2025 9:17 AM
To: Koestenbaum, Elissa (FIR) <elissa.koestenbaum@sfgov.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; L21pscreview@ifpte21.org; Corso, Mark (FIR) <mark.corso@sfgov.org>; PSCreview <PSCreview@seiu1021.org>; DT Service Now (TIS) <ccsfdt@service-now.com>
Cc: Najuawanda Daniels <najuawanda.daniels@seiu1021.org>; Carey Dall <Carey.Dall@seiu1021.org>
Subject: Re: FIR [DHRPSC0005443] submitted for Union Review

Hi Elissa,

Do you have dates available this Thursday or Friday, August 22nd?

Jegy Sering

Field Representative
San Francisco Civic Center Chapter
Department of Public Works (DPW) Chapter
SF Redevelopment Agency Chapter (OCII)

Pronouns: they/them or he/him

SEIU Local 1021

Office Address: 350 Rhode Island St #100
San Francisco, CA 94103

Direct #: (415) 307-9302
Email: jegy.sering@seiu1021.org
Member Resources Center: 1-877-687-1021
Not a member? [Member Application](#)

From: Koestenbaum, Elissa (FIR) <elissa.koestenbaum@sfgov.org>
Sent: Thursday, August 14, 2025 5:53 PM
To: Jegy Sering <jegy.sering@seiu1021.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; L21pscreview@ifpte21.org <L21pscreview@ifpte21.org>; Corso, Mark (FIR) <mark.corso@sfgov.org>; PSCreview <PSCreview@seiu1021.org>; DT Service Now (TIS) <ccsfdt@service-now.com>

Cc: Najuwanda Daniels <Najuawanda.Daniels@seiu1021.org>; Carey Dall <Carey.Dall@seiu1021.org>

Subject: RE: FIR [DHRPSC0005443] 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, Jegy,

My apologies for the typo, the second date listed below should be "Wednesday, Aug 20." Thank you.

Best regards,

Elissa Koestenbaum (she, her, hers)
San Francisco Fire Department – Procurement
698 2nd Street
San Francisco, CA 94107

From: Koestenbaum, Elissa (FIR)

Sent: Thursday, August 14, 2025 5:10 PM

To: Jegy Sering <jegy.sering@seiu1021.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; L21pscreview@ifpte21.org; Corso, Mark (FIR) <mark.corso@sfgov.org>; PSCreview <PSCreview@seiu1021.org>; DT Service Now (TIS) <ccsfdt@service-now.com>

Cc: Najuwanda Daniels <najuawanda.daniels@seiu1021.org>; Carey Dall <Carey.Dall@seiu1021.org>

Subject: RE: FIR [DHRPSC0005443] submitted for Union Review

Good afternoon, Jegy,

Our team is available Tuesday, August 19 from 0830-1100 or Wednesday, August 1300-1530. Do any of these times work for your team? Thanks.

Best regards,

Elissa Koestenbaum (she, her, hers)
San Francisco Fire Department – Procurement
698 2nd Street
San Francisco, CA 94107

From: Jegy Sering <jegy.sering@seiu1021.org>

Sent: Thursday, August 14, 2025 1:04 PM

To: DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; L21pscreview@ifpte21.org; Corso, Mark (FIR) <mark.corso@sfgov.org>; Koestenbaum, Elissa (FIR) <elissa.koestenbaum@sfgov.org>; PSCreview <PSCreview@seiu1021.org>; DT Service Now (TIS) <ccsfdt@service-now.com>

Cc: Najuwanda Daniels <najuawanda.daniels@seiu1021.org>; Carey Dall <Carey.Dall@seiu1021.org>

Subject: Re: FIR [DHRPSC0005443] submitted for Union Review

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

Good afternoon,

SEIU would like to meet and confer over this PSC. Please send potential dates and times to meet with me and Carey Dall, union rep for DPH.

Jegy Sering

Field Representative
San Francisco Civic Center Chapter
Department of Public Works (DPW) Chapter
SF Redevelopment Agency Chapter (OCII)

Pronouns: they/them or he/him

SEIU Local 1021

Office Address: 350 Rhode Island St #100
San Francisco, CA 94103

Direct #: (415) 307-9302

Email: jegy.sering@seiu1021.org

Member Resources Center: 1-877-687-1021

Not a member? [Member Application](#)

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

Sent: Wednesday, August 13, 2025 9:44 AM

To: DHR-PersonalServicesContracts@sfgov.org <DHR-PersonalServicesContracts@sfgov.org>;
L21pscreview@ifpte21.org <L21pscreview@ifpte21.org>; mark.corso@sfgov.org <mark.corso@sfgov.org>;
elissa.koestenbaum@sfgov.org <elissa.koestenbaum@sfgov.org>; PSCreview <PSCreview@seiu1021.org>

Subject: FIR [DHRPSC0005443] 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,

FIR is requesting your review of PSC [DHRPSC0005443]. 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 2025-08-23. 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: DHRPSC0005443 v 1.01

Description of Proposed Work: Provide mobile hearing screen tests and mobile Tuberculosis (TB) screenings for all firefighters

Request Type: Amendment

Reason for the Request for Amendment: Additional funds are necessary to cover the contract extension period, and the increase in numbers of personnel requiring medical tests. There is no change in scope of contract.

Approval Type: CSC Approval

CSC Review Reason(s):

 CSC Approval by Amount

Submitting Department: FIR

Dept PSC Coordinator: Elissa Koestenbaum

Dept PSC Coordinator Email: elissa.koestenbaum@sfgov.org

First Contract Start Date: 2022-11-08

Previously Approved Amount: \$1,000,000.00

Increase Amount: \$1,000,000.00

Total Amended Amount: \$2,000,000.00

Previously Approved Duration (Months): 60

Duration Increase (Months): 0

Total Amended Duration (Months): 60

Funding Source(s): City Funds

Scope of Work: Provide mobile hearing screening tests for all firefighters to determine if they meet NFPA (National Fire Protection Association) Standard 1582 Section 6.5.1. to be able to perform effectively as firefighters. Additionally, to provide mobile Tuberculosis (TB) screening (using Quantiferon gold TB blood test or equivalent) to ensure members have not been exposed to TB.

Job Class(es): 2107 - Med Staff Svcs Dept Anl, 2106 - Med Staff Svcs Dept Spc, 1043 - IS Engineer-Senior, 1044 - IS Engineer-Principal, 2112 - Medical Record Technician, 2114 - Medical Records Tech Sprv, 1203 - Personnel Technician, 5212 - Engineer/Architect Principal

Labor Unions: 021 - Prof & Tech Eng, Local 21, 790 - SEIU, Local 1021, Misc, 022 - Prof & Tech Eng, Local 21

PSC Justification(s)

=====

 Service for which City lacks the necessary facilities/equipment

Ref:TIS6058347_IUdbkU5hZjCwq1LpBS4S

Koestenbaum, Elissa (FIR)

From: Jegy Sering <jegy.sering@seiu1021.org>
Sent: Friday, September 5, 2025 2:21 PM
To: Corso, Mark (FIR); Koestenbaum, Elissa (FIR); Carey Dall; DHR-Personal Services Contracts; L21pscreview@ifpte21.org; Phelps, Stephanie (FIR)
Cc: Oumar Fall; Joseph Duncan
Subject: Re: RFI - PSC 5443 - FIR mobile hearing/TB screening

Hi Mark,

We do want to reiterate that SEIU maintains that City classifications can do the necessary work in this PSC, and at the time that the Department is seeking to extend funding for this PSC, it becomes apparent to us that the Department do not actually have the information to determine that DPH, if not the Fire Department itself, lacks the current capacity and staff to provide the services. Thus, we will be objecting to this PSC once submitted to the Civil Service Commission hearing on 10/6/2025.

We do need additional information related to the costs on what the necessary facilities or equipment will be for the said services. Therefore, we are formally requesting information on the total cost of each of the equipment and infrastructure the City (or, DPH) would need to perform the hearing and TB screening for the Fire Department. We are also requesting information on which contractor/s are currently providing the service needed in this PSC. Please provide this information within five (5) calendar days.

Best,

Jegy Sering

Field Representative
San Francisco Civic Center Chapter
Department of Public Works (DPW) Chapter
SF Redevelopment Agency Chapter (OCII)

Pronouns: they/them or he/him

SEIU Local 1021

Office Address: 350 Rhode Island St #100
San Francisco, CA 94103

Direct #: (415) 307-9302
Email: jegy.sering@seiu1021.org
Member Resources Center: 1-877-687-1021
Not a member? [Member Application](#)

From: Corso, Mark (FIR) <mark.corso@sfgov.org>
Sent: Friday, September 5, 2025 10:59 AM
To: Jegy Sering <jegy.sering@seiu1021.org>; Koestenbaum, Elissa (FIR) <elissa.koestenbaum@sfgov.org>; Carey Dall <Carey.Dall@seiu1021.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>;

L21pscreview@ifpte21.org <L21pscreview@ifpte21.org>; Phelps, Stephanie (FIR) <stephanie.phelps@sfgov.org>

Cc: Oumar Fall <Oumar.Fall@SEIU1021.ORG>; Joseph Duncan <jduncan28@gmail.com>

Subject: RE: RFI - PSC 5443 - FIR mobile hearing/TB screening

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Hi Jegy. If you have some availability, we can meet with you in the near future, but we really don't think Fire has anything further to add to this at this time. This is more of an ongoing conversation to see what DPH could do from a resource, timeline, and interest perspective as far as bringing these services in-house, and we are in continued discussions with them about this and have passed on the relevant questions to them. But the ball lies in their court so to speak. Fire Department is happy to provide any updates to our discussions with them, but I believe these conversations pertain more to how these services can move to being provided to the City in the next iteration of the contract, and not for this current PSC request to extend our existing contract.

Even if there was an agreement to bring this in house, this would take time to establish a workflow. In the meantime, the Department needs to continue providing these mobile exams to meet mandates and other requirements, so we need this PSC request to move forward to the Commission. As such, we are looking to get this on the agenda for the CSC meeting on 10/6 so as to continue our current services uninterrupted. When we discussed this at our meeting a couple of weeks ago, it sounded like the Union did not have any issues with this specific PSC, but more on how to bring these services in-house overall. The Department supports those efforts as long as it doesn't interfere with our operational needs, and would be happy to participate in any talks around that in addition to the current dialogue we are having with DPH.

If there are any additional questions for us that the union or the Commission has, we'll be attending and be happy to answer them at the Civil Service meeting. We are committed to participating in these discussions going forward, but need to get this PSC on the agenda to maintain current services.

Thank you.

Mark Corso (he, him, his)
Deputy Director
Finance & Planning Division
San Francisco Fire Department
Tel (415) 558-3417

From: Jegy Sering <jegy.sering@seiu1021.org>

Sent: Wednesday, September 3, 2025 4:24 PM

To: Koestenbaum, Elissa (FIR) <elissa.koestenbaum@sfgov.org>; Carey Dall <Carey.Dall@seiu1021.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; L21pscreview@ifpte21.org; Corso, Mark (FIR) <mark.corso@sfgov.org>; Phelps, Stephanie (FIR) <stephanie.phelps@sfgov.org>

Cc: Oumar Fall <oumar.fall@seiu1021.org>; Joseph Duncan <jduncan28@gmail.com>

Subject: Re: RFI - PSC 5443 - FIR mobile hearing/TB screening

Hi Elissa,

Thank you for providing the information for part of the RFI that the Union requested. We reiterate our interest in meeting as we are looking to reach agreement on how the work can be brought in house. We maintain that the work can be performed by City workers. We request that the Department provide all of the RFI as soon as it is possible.

We have also reached out to the Occupational Health Division under DPH to determine its current capacity to perform the work in-house in lieu of a contractor. We will keep you posted on this and as soon as either party hears back, the Union will then request that we meet to reach agreement on how this PSC will move forward.

Because neither party has the necessary information about whether DPH has the current or future capacity to bring the work in house, we ask that any meeting is postponed until either party can provide this information. Thank you and I look forward to hearing from you soon.

Jegy Sering
SEIU 1021 Field Representative

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From: Koestenbaum, Elissa (FIR) <elissa.koestenbaum@sfgov.org>
Sent: Tuesday, September 2, 2025 3:11:49 PM
To: Jegy Sering <jegy.sering@seiu1021.org>; Carey Dall <Carey.Dall@seiu1021.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; L21pscreview@ifpte21.org <L21pscreview@ifpte21.org>; Corso, Mark (FIR) <mark.corso@sfgov.org>; Phelps, Stephanie (FIR) <stephanie.phelps@sfgov.org>
Cc: Oumar Fall <Oumar.Fall@SEIU1021.ORG>; Joseph Duncan <jduncan28@gmail.com>
Subject: RE: RFI - PSC 5443 - FIR mobile hearing/TB screening

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Hello Jegy,

Thank you for reaching out today. Please see below for the answers our office can provide (questions are in bold).

FIR has reached out to ZSFG OHS regarding questions on DPH Audiologist employment, their mobile testing capacity, and feasibility studies. OHS has forwarded SEIU's specific questions to their Labor Relations Department, as follows:

- How many Audiologists (classification 2540) does DPH employ?
- Where are they assigned to work?
- What mobile testing or screening capacity does DPH currently have?
- Please provide any feasibility studies and Department (either DPH or FIR) assessments done to confirm that these services cannot be performed by civil service employees in the past, present, or future.

We have also reached out to Work Health Solutions regarding staffing for our contract, union information, and performance evaluations.

In addition, FIR is now actively in touch with ZSFG to discuss future capacity, and how something like this could be set up. This will likely be a long process, and we do not anticipate there will be much to present in the next couple of weeks.

Given that we most likely will not have any further updates than what is provided here, I am not sure if you all still would like to meet or not. We will defer to you on that. But we have answered everything we can from the Fire side.

Please provide a comprehensive inventory of what "infrastructure" the City (or, DPH) would need to perform the hearing and TB screening for the FIR Department.

1. Clinical Equipment & Supplies

- Mobile hearing screening equipment (audiometers, calibration tools, sound booths if available).
- Phlebotomy equipment and lab transport logistics for TB screening.

- Supplies for TB IGRA blood testing.

2. Clinical & Professional Staff

- Certified staff to conduct hearing screenings.
- Licensed medical professionals (physicians, audiologists, etc.) to review results and complete ear exams when indicated.
- Phlebotomists for TB blood draws.
- Staff to administer TB and hearing questionnaires.
- Staff to review prior records and place new orders as needed.

3. Program Administration & Coordination

- Patient coordinator(s):
 - Register patients.
 - Coordinate communication with fire stations, chiefs, and scheduling.
 - Manage repeat screenings and follow-up.
- Coordinator for results notification and handling lab errors.
- Staff for patient communication through portals or direct outreach.

4. Information Technology & Data Management

- EHR integration (DPH's Epic):
 - Hearing conservation program fully integrated.
 - Capability to enter patient data directly and ensure compatibility with existing DPH/SFFD systems.
- IT infrastructure and support staff:
 - DPH IT administrative staff to collaborate with SFFD IT staff.
 - Lateral transfer of data between systems.
 - Development of dashboards and statistics for program tracking.
- Patient portal access for results and communication.
- Electronic records management to ensure compliance and accessibility.

5. Operational Flexibility

- Flexible hours, including evenings, to accommodate firefighter, EMT, and paramedic schedules.
- Ability to conduct mobile/onsite screenings at fire stations or designated spaces.

With whom did the Department confer at DPH when evaluating the capacity of the City to provide hearing and TB screening?

We conferred with OHS's previous Medical Director Dr. James McNicholas via email correspondence. Charge Nurse Mohammad Baqer and Nurse Manager Allyson Vallanueva were CC'd. In addition, we also corresponded with Nurse Manager Angelica Boilard and Audiologist Fatima Sajjadi.

Please provide any feasibility studies and Department (either DPH or FIR) assessments done to confirm that these services cannot be performed by civil service employees in the past, present or future.

We don't have any feasibility studies or assessments (from either DPH or FIR) that speak to whether these services could be performed by civil service employees in the past, present, or future. If you have any materials on your end, we'd be glad to review them.

We've also sent an email to DPH to see if they might have this information available, and we'll be sure to share anything we hear back.

SFUSD students in 1st and 4th grade receiving hearing screenings at school. Who does this work? Is it contracted out? Are these CCSF employees?

We don't have information on who provides hearing screenings for SFUSD 1st and 4th grade students, or whether that work is contracted out or performed by CCSF employees. If you have details, we'd be happy to review it.

Best regards,

Elissa Koestenbaum (she, her, hers)
San Francisco Fire Department – Procurement
698 2nd Street
San Francisco, CA 94107

From: Jegy Sering <jegy.sering@seiu1021.org>

Sent: Tuesday, September 2, 2025 10:04 AM

To: Koestenbaum, Elissa (FIR) <elissa.koestenbaum@sfgov.org>; Carey Dall <Carey.Dall@seiu1021.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; L21pscreview@ifpte21.org; Corso, Mark (FIR) <mark.corso@sfgov.org>; Phelps, Stephanie (FIR) <stephanie.phelps@sfgov.org>

Cc: Oumar Fall <oumar.fall@seiu1021.org>; Joseph Duncan <jduncan28@gmail.com>

Subject: Re: RFI - PSC 5443 - FIR mobile hearing/TB screening

Hi Elissa,

Can the Department let us know if the RFI can be submitted prior to our meeting on September 4, 2025? If not, please reschedule this meeting as we will need to review all of the information provided prior to meeting.

We are requesting that this information is provided to us by no later than September 8, 2025. If this is not possible, please let us know when the Department/OCA can provide the RFI. Thank you.

Jegy Sering

Field Representative
San Francisco Civic Center Chapter
Department of Public Works (DPW) Chapter
SF Redevelopment Agency Chapter (OCII)

Pronouns: they/them or he/him

SEIU Local 1021

Office Address: 350 Rhode Island St #100
San Francisco, CA 94103

Direct #: (415) 307-9302

Email: jegy.sering@seiu1021.org

Member Resources Center: 1-877-687-1021

Not a member? [Member Application](#)

From: Koestenbaum, Elissa (FIR) <elissa.koestenbaum@sfgov.org>

Sent: Thursday, August 28, 2025 10:25 AM

To: Carey Dall <Carey.Dall@seiu1021.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; L21pscreview@ifpte21.org <L21pscreview@ifpte21.org>; Corso, Mark (FIR) <mark.corso@sfgov.org>; Phelps, Stephanie (FIR) <stephanie.phelps@sfgov.org>

Cc: Oumar Fall <Oumar.Fall@SEIU1021.ORG>; Joseph Duncan <jduncan28@gmail.com>; Jegy Sering <jegy.sering@seiu1021.org>

Subject: Re: RFI - PSC 5443 - FIR mobile hearing/TB screening

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Hello Carey et al,

Thank you for meeting with us, and for sending your questions.

We are available to meet Wednesday 9/3 at 1400 or Thursday 9/4 any time.

Best regards,

Elissa Koestenbaum (she, her, hers)
San Francisco Fire Department – Procurement
698 2nd Street
San Francisco, CA 94107

From: Carey Dall <Carey.Dall@seiu1021.org>

Sent: Wednesday, August 27, 2025 4:28 PM

To: DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; L21pscreview@ifpte21.org <L21pscreview@ifpte21.org>; Corso, Mark (FIR) <mark.corso@sfgov.org>; Koestenbaum, Elissa (FIR) <elissa.koestenbaum@sfgov.org>; Phelps, Stephanie (FIR) <stephanie.phelps@sfgov.org>

Cc: Oumar Fall <oumar.fall@seiu1021.org>; Joseph Duncan <jduncan28@gmail.com>; Jegy Sering <jegy.sering@seiu1021.org>

Subject: RFI - PSC 5443 - FIR mobile hearing/TB screening

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

Hello Mark et al –

Thank you for meeting with SEIU 1021 today regarding PSC 5443.

After our meeting, we reached out to SEIU 1021 members at Occupational Health (SFGH) and learned that they are doing mobile screenings for multiple other City departments – for example, the Water Department’s staff get tested by Occ Health at numerous locations in SF as well as Moccasin, Milbrae and Sunol. It would appear as though DPH does in fact have some infrastructure (including vehicles and equipment) to meet the Fire Department’s needs, and certainly has the expertise necessary.

We need to meet again in an effort to reach agreement. Please let us know dates and times that work for you.

Also, please provide us the following information before we meet:

- What are all of the job classifications being contracted out? In our conversation on 8/27, we learned that the PSC summary’s list was incomplete as Audiologists (2540), RNs (2320) and MEAs (2430s) are also impacted.
- How many Audiologists (classification 2540) does DPH employ? Where are they assigned to work?
- Please provide a comprehensive inventory of what “infrastructure” the City (or, DPH) would need to perform the hearing and TB screening for the FIR Department.
- What mobile testing or screening capacity does DPH have, currently?
- With whom did the Department confer at DPH when evaluating the capacity of the City to provide hearing and TB screening?
- Please provide any feasibility studies and Department (either DPH or FIR) assessments done to confirm that these services cannot be performed by civil service employees in the past, present or future.
- SFUSD students in 1st and 4th grade receiving hearing screenings at school. Who does this work? Is it contracted out? Are these CCSF employees?
- What are the labor costs associated with the contracting out of this work? Please provide the total number of staff the vendor will be employing under this PSC broken out by occupation.
- Is the vendor unionized? If so, which union?
- Please provide all performance evaluations for services rendered by Mobile Med Work Health Solutions to the Department.

Thank you.

Regards,
Carey Dall
SEIU Local 1021
Cell (415) 717-9604

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: JUV

Submitted By: Elisa Baeza

Department Coordinator: Elisa Baeza,
elisa.baeza@sfgov.org

Project Manager: Elisa Baeza

ServiceNow Number: DHRPSC0003076

Version: 1.01

Version Type: Amendment

Legacy PSC #: 45064-22/23

Brief description of proposed work: Registered Dietician Dietary & Nutritional Technical Support

Reason for the Request for Amendment: To increase amount and extend expiration 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: \$300,000

Increase Amount: \$180,000

Why are you requesting the PSC amount to be increased?: The department will need to re-issue a competitive bid in 2025 as the current contractor may not continue beyond their current term. The contractor is anticipating expending up to \$180k by end of July 2026 (the end of their term). A new contract will eventually need to be executed.

Total Amended Amount: \$480,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 60

Duration Increase (months): 36

Why are you requesting the PSC duration to be increased: The department may issue a new competitive bid to procure these services, and thus issue a new agreement. The department needs sufficient PSC authority to proceed with this plan.

Total Amended Duration (months): 96

First Contract Start Date: 7/1/2023

PSC Duration End Date: 7/1/2031

Funding

Funding Source: State 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: The department anticipates procuring a-needed professional services for dietary & nutritional technical support, in-service training, and compliance monitoring for food service operations for the Juvenile Justice Center (JJC). Key areas for technical support and training will include:

- i. Menu and nutrient development & analyses
- ii. Therapeutic diets and accommodation requests
- iii. Food service staffing and operations
- iv. Staff in-service training needs
- v. Food service policies and documentation

Under the guiding principle of encouraging young people at the JJC to make healthier nutritional choices in their daily lives, the selected Contractor shall assist the department's food operations team with determining current gaps and needs, developing a staff development/training plan, and preparing summary date reports for relevant audits and inspections, all in accordance with California's Title 15 Minimum Standards for Juvenile Facilities.

The selected Contractor shall plan menus at least one month in advance of their use. Menus shall be planned to provide a variety of foods considering the cultural and ethnic makeup of young people at the JJC, thus, preventing repetitive meals. Menus shall be approved by the selected Contractor before being used. If any meal served varies from the planned menu, the change shall be noted in writing on the menu and/or production worksheet. Menus, as planned and including changes, shall be retained for one year and evaluated by a registered dietitian at least annually.

Additionally, the selected Contractor shall implement nutritional and caloric requirements found in the most currently published: a) Dietary Reference Intakes (DRI) of the Food and Nutrition Board, b) Institute of Medicine of the National Academies, c) California Food Guide, and the d) Dietary Guidelines for Americans.

Essential duties of the selected Proposer may include:

- i. Menu planning and approval
- ii. Completing nutrition assessments tailored to young people at JPD and developing nutrition tracking plans for young people at the JJC.
- iii. Providing community and/or partnership referrals as needed to assist with linkage as necessary.
- iv. Participating in departmental meetings to provide expertise as needed.

- v. Monitoring and tracking nutritional services at the JJC to ensure compliance with government rules and regulations including California's Title 15.
- vi. Developing training plans to meet compliance requirements.
- vii. Preparing required reports that align with internal policies and procedures.
- viii. Maintaining nutrition assessment information and making recommendations for strengthening the Food Services Program at the JJC
- ix. Researching, collecting, and developing scientifically based nutrition materials.
- x. Reviewing and screening nutrition data for accuracy and use within the department.

Why are these services required and what are the consequences of denial?: This service is legally mandated to remain in compliance with CA BSCC Title 15 requirements for nutrition standards at juvenile detention facilities.

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 services being sought by the department are as needed. There wouldn't be enough work to justify hiring a full-time equivalent staff person.

Board and Commission Approvals

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

Provide details related to contracts for which dept comm approval required: The Juvenile Probation Commission approves all proposed contracts.

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?: No

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

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

registered dietitian must have a master's degree, pass the registration exam from the Commission on Dietetic Registration, and maintain continuing professional education.

In accordance with California's Title 15 Minimum Standards for Juvenile Facilities, the selected registered dietitian will assist the Juvenile Justice Center's (JJC) food operations team with determining current gaps and needs, developing a staff development/ training plan, and preparing summary data reports for relevant audits and inspections and must therefore ensure compliance with government rules and regulations including California's Title 15.

The registered dietitian's role under Title 15 establishes the following responsibilities,

--Menu Planning and Approval: menus must be planned in advance and approved by the registered dietitian before being implemented. This ensures that the meals served meet nutritional and caloric requirements based on established dietary guidelines.

--Medical Diets: any planning, preparation, and serving of medical diets must be done with the consultation of a registered dietitian. The registered dietitian will review and approve the medical diet manual annually. Dietician must be specialized in dietary interventions for youth with specific health conditions.

--Nutritional Standards: JJC meals must meet nutritional standards, which may include the Federal Child Nutrition Meal Program, Dietary Reference Intakes (DRI), the California Food Guide, and Dietary Guidelines for Americans. Dietician will ensure that the menus meet these standards and provide a balanced and wholesome diet for the youth.

--Evaluation and Review: menus, including any changes, must be retained for one year and evaluated by a registered dietitian at least annually. Dietician will ensure that this nutritional standard is consistently being met.

Lastly, the registered dietitian must implement all nutritional and caloric requirements found in the most recent published version of the: Dietary Reference Intakes (DRI) of the Food and Nutrition Board, Institute of Medicine of the National Academies, the California Food Guide, and the Dietary Guidelines for Americans.

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

Q5c1) Identify the classifications: 2846 - Nutritionist, 2624 - Dietitian

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: While the 2624 can technically provide these services, the services being sought by the department are as needed. There wouldn't be enough work to justify hiring a full-time equivalent staff person.

Note that these services were provided in the past through an interdepartmental agreement/ work order with DPH, which expired on 6/30/2023. After this arrangement ended, JUV needed to

competitively bid out the service and issue its own agreement.

JUV also recently inquired with DPH for the possibility of once again bringing in a DPH Registered Dietician to fill in the role of our current contractor, but they said that they could not guarantee a placement due to staff capacity matters. They are currently exploring this as an option for us but could not provide a definitive 'yes.'

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: Only state licensed registered dietitians can do the work of a dietician.

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: While the services are needed in the long term for the foreseeable future, the work itself does not equate to 40hrs a week. There wouldn't be enough work to justify hiring a full-time equivalent staff person.

Additional information to support your request (Optional):

Union Notifications

Have the Job Classes/Labor Unions changed?:

Job Class(es): 2846 - Nutritionist, 2624 - Dietitian

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

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

Union Review Sent On: 9/4/2025

Union Review End Date: 9/14/2025

Union Review Duration Met On: 9/14/2025

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: | JUV |
| Dept Name: | Juvenile Probation Department |
| PSC Coordinator Name: | Elisa Baeza |
| PSC Coordinator Email: | elisa.baeza@sfgov.org |
| PSC ServiceNow Record Number: | |

| PSC 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 |
|-----------------|---------------------|-------------------|-------------------------------|---|--|
| 1000029025 | 7/1/2023 | 6/30/2026 | \$ 180,000 | DHRPSC0003076 (45064 – 22/23) | Registered dietician technical support |
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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: JUVENILE PROBATION -- JUV Dept. Code: JUVType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: Registered Dietician Dietary & Nutritional Technical SupportFunding Source: General Fund PSC Duration: 5 years 1 day
PSC Amount: \$300,000 PSC Est. Start Date: 07/01/2023 PSC Est. End Date: 06/30/2028**1. Description of Work****A. Scope of Work:**

JPD wishes to procure as-needed professional services for dietary & nutritional technical support, in-service training, and compliance monitoring for food service operations at JPD. Key areas for technical support and training will include:

- i. Menu and nutrient development & analyses
- ii. Therapeutic diets and accommodation requests
- iii. Food service staffing and operations
- iv. Staff in-service training needs
- v. Food service policies and documentation

Under the guiding principle of encouraging young people at JPD to make healthier nutritional choices in their daily lives, the selected Contractor shall assist the JPD food operations team with determining current gaps and needs, developing a staff development/training plan, and preparing summary date reports for relevant audits and inspections, all in accordance with California's Title 15 Minimum Standards for Juvenile Facilities.

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

This service is necessary to remain in compliance with CA BSCC Title 15 requirements for nutrition standards at juvenile detention facilities.

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

These as-needed services have been provide through a work order with the Dept of Public Health, which is set to expire on 6/30/2023.

D. Will the contract(s) be renewed? Unknown.**2. Union Notification:** On 03/07/2023, the Department notified the following employee organizations of this PSC/RFP request: Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 45064 - 22/23

DHR Analysis/Recommendation:

06/05/2023

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 06/05/2023

3. Description of Required Skills/Expertise**A. Specify required skills and/or expertise:**

The service provider must be a registered dietician with experience providing technical support to nutrition programs at juvenile detention facilities. Must possess current registration with the Commission on Dietetic Registration. Must possess skill and ability to: apply evidence-based nutrition principles and practices to address individual, family and community-based nutrition related health issues; and interact and communicate with people from a wide range of cultures. Must possess thorough knowledge of: CA BSCC Title 15 Minimum Standards for

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

2846,2624,

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

No.

4. Why Classified Civil Service Cannot Perform**A. Explain why civil service classes are not applicable:**

Not applicable, as these services will be required on an as-needed basis, with peaks and valleys in workload depending on departmental needs. There would not be enough work to justify a full-time position for said services at JPD.

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

Not applicable, as these services will be required on an as-needed basis, with peaks and valleys in workload depending on departmental needs. There would not be enough work to justify a full-time position for said services at JPD.

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

YES NO

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

☐ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 05/08/2023 BY:

Name: Elisa Baeza Phone: 4157537526 Email: elisa.baeza@sfgov.org

Address: 375 Woodside Avenue San Francisco, CA 94127

DHRPSC0003076 v 1.01 had to be resubmitted as of 9/4/25 due to an administrative oversight. In the legacy PSC (45064 - 22_23), the classification 2846 (Nutritionist) was listed alongside 2624 (Dietician). During the first amendment of the digitized version of the PSC (DHRPSC0003076 v 1.01), classification 2624 (Dietician) was the only one tagged – 2846 needed to also be tagged. This has now been corrected.



Katherine Weinstein Miller

Chief Probation Officer

9/15/2025

To: Civil Service Commission

From: PSC Team at Juvenile Probation Department

Re: PSC # DHRPSC0003076 – resubmission

On September 9, 2025, the JUV PSC team – which includes contracts, HR, and programs – met once more with representatives from SEIU Local 1021 at their request to provide more information on PSC DHRPSC0003076 for registered dietitian technical support services. The JUV PSC team had to re-submit the PSC to correct an error, restarting the entire PSC review process, which then led to this additional meeting request by the union.

After our discussion, the parties mutually agreed on the following next steps,

- 1) JUV will be prepared to share the following information at the Civil Service Commission Meeting (CSC), if requested by the commission or unions:
 - **As-needed position in-house for registered dietician**
 - Timeline to hire
 - Cost
 - Compare against contract cost
 - **DPH work order for registered dietician**
 - Timeline to establish partnership
 - Cost
 - Compare against contract cost

The department will work in good faith to respond to requests from the unions following policies and procedures. The department will proceed with the standard PSC submission process.

If questions, please contact JUV's Human Resources Manager at preston.treichel@sfgov.org or Contracts Manager at elisa.baez@sfgov.org.

Thank you.



Katherine Weinstein Miller
Chief Probation Officer

9/3/2025

To: Civil Service Commission
From: PSC Team at Juvenile Probation Department
Re: PSC # DHRPSC0003076

On August 27, 2025, the JUV PSC team – which includes contracts, HR, and programs – met with representatives from SEIU Local 1021 at their request to provide more information on PSC DHRPSC0003076 for registered dietician technical support services. The representatives stated that they were going to send the department a request for information, but it has not been received as of 9/3/2025; a fact-finding request was also not received as of the submission of this request for DHR review of this date. The department will work in good faith to respond to requests from the unions following policies and procedures. The department will proceed with the standard PSC submission process.

If questions, please contact JUV's Human Resources Manager at preston.treichel@sfgov.org or Contracts Manager at elisa.baeza@sfgov.org.

Thank you.

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: POL

Submitted By: Vincent Lee

Department Coordinator: Vincent Lee,
vincent.lee@sfgov.org

Project Manager: Kingman Ma

ServiceNow Number: DHRPSC0001321

Version: 1.01

Version Type: Amendment

Legacy PSC #: 32252-17/18

Brief description of proposed work: On-Site Physical Media Destruction and Disposal

Reason for the Request for Amendment: Extending contract for document shredding services for an additional 4 years

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: \$400,000

Increase Amount: \$320,000

Why are you requesting the PSC amount to be increased?: Extending the existing contract 4 additional years

Total Amended Amount: \$720,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 72

Duration Increase (months): 48

Why are you requesting the PSC duration to be increased: extending current contract 4 additional years

Total Amended Duration (months): 120

First Contract Start Date: 7/1/2020

PSC Duration End Date: 7/1/2030

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.

To comply with the Federal Bureau of Investigations (FBI) requirement of physical media disposal to minimize risk of sensitive information compromise by unauthorized individuals, the San Francisco Police Department (SFPD) is seeking a contractor to provide service to all SFPD locations (10 district stations, headquarters, academy, crime lab, and other divisions). The contractor will use a mobile shredding truck to provide on-site shredding and disposal approximately twice a month and destruction and disposal of other physical media on an as-needed basis. Other physical media may include, but not be limited to, body worn cameras, smartphones, computer disks, film, magnetic disks, magnetic tapes, transparencies, and video cassettes. An assigned SFPD employee (sworn officer, facilities coordinator, Public Service Aide or Police Cadet) at each location must physically witness shredding process of contents of confidential bins and destruction of other physical media by contractor employees.

Why are these services required and what are the consequences of denial?: To comply with the Federal Bureau of Investigations (FBI) requirement of physical media disposal to minimize risk of sensitive information compromise by unauthorized individuals, the San Francisco Police Department (SFPD) is seeking a contractor to provide service to all SFPD locations (10 district stations, headquarters, academy, crime lab, and other divisions). Non-compliance can result in SFPD losing its access to federal criminal justice databases, such as the National Crime Information Center (NCIC).

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?: FBI imposes strict document shredding and destruction requirements on law enforcement agencies that handle sensitive criminal justice information (CJI). The CJIS Security Policy requires that physical media containing CJI, such as printouts and hard copies, must be destroyed securely and formally by vetted contractors. These mandates are outlined in the FBI's Criminal Justice Information Services (CJIS) Security Policy. Non-compliance can result in an agency losing its access to federal criminal justice databases, such as the National Crime Information Center (NCIC).

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

Post Union Notification

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?: The contractor will provide a shredding truck and other equipment to perform work onsite.

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

Explain why: services are as-needed

Additional information to support your request (Optional):

Union Notifications

Have the Job Classes/Labor Unions changed?:

Job Class(es): 1404 - Clerk

Labor Unions: 790 - SEIU, Local 1021, Misc

Labor Union Email Addresses: PSCreview@seiu1021.org

Union Review Sent On: 8/28/2025

Union Review End Date: 9/7/2025

Union Review Duration Met On: 9/7/2025

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POL Dept. Code: POLType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: On-Site Physical Media Destruction and DisposalFunding Source: General Fund PSC Duration: 4 years
PSC Amount: \$250,000 PSC Est. Start Date: 09/01/2018 PSC Est. End Date: 08/31/2022**1. Description of Work****A. Scope of Work:**

To comply with the Federal Bureau of Investigations (FBI) requirement of physical media disposal to minimize risk of sensitive information compromise by unauthorized individuals, the San Francisco Police Department (SFPD) is seeking a contractor to provide service to all SFPD locations (10 district stations, headquarters, academy, crime lab, and other divisions). The contractor will use a mobile shredding truck to provide on-site shredding and disposal approximately twice a month and destruction and disposal of other physical media on an as-needed basis. Other physical media may include, but not be limited to, body worn cameras, smartphones, computer disks, film, magnetic disks, magnetic tapes, transparencies, and video cassettes. An assigned SFPD employee (sworn officer, facilities coordinator, Public Service Aide or Police Cadet) at each location must physically witness shredding process of contents of confidential bins and destruction of other physical media by contractor employees.

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

This service is necessary to comply with FBI requirements. Denial of service could result in an FBI audit finding.

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.
The service was provided by PSC 4037-08/09 for confidential document destruction.

D. Will the contract(s) be renewed? Unknown at this time.

2. Union Notification: On 04/09/2018, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 32252 - 17/18

DHR Analysis/Recommendation:

07/16/2018

Commission Approval Required

DHR Approved for 07/16/2018

Approved by Civil Service Commission

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Expertise in confidential document and other physical media destruction and disposal.

B. Which, if any, civil service class(es) normally perform(s) this work?
none,C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Yes. The contractor will provide a shredding truck and other equipment to perform work onsite.**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

This service requires very limited hours of work per month at each location.

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

No. This service requires very limited hours of work per month at each location.

5. Additional Information (if "yes", attach explanation)**YES NO**

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

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 06/11/2018 BY:

Name: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.orgAddress: 1245-3rd Street, 6th Floor San Francisco, CA 94158

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE Dept. Code: POLType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 32252 - 17/18)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: On-Site Physical Media Destruction and DisposalFunding Source: General FundPSC Original Approved Amount: \$250,000PSC Original Approved Duration: 09/01/18 - 08/31/22 (4 years)PSC Mod#1 Amount: \$150,000PSC Mod#1 Duration: 09/01/22-08/31/24 (2 years 1 day)

PSC Mod#2 Amount: _____

PSC Mod#2 Duration: _____

PSC Cumulative Amount Proposed: \$400,000PSC Cumulative Duration Proposed: 6 years 1 day**1. Description of Work****A. Scope of Work:**

To comply with the Federal Bureau of Investigations (FBI) requirement of physical media disposal to minimize risk of sensitive information compromise by unauthorized individuals, the San Francisco Police Department (SFPD) is seeking a contractor to provide service to all SFPD locations (10 district stations, headquarters, academy, crime lab, and other divisions). The contractor will use a mobile shredding truck to provide on-site shredding and disposal approximately twice a month and destruction and disposal of other physical media on an as-needed basis. Other physical media may include, but not be limited to, body worn cameras, smartphones, computer disks, film, magnetic disks, magnetic tapes, transparencies, and video cassettes. An assigned SFPD employee (sworn officer, facilities coordinator, Public Service Aide or Police Cadet) at each location must physically witness shredding process of contents of confidential bins and destruction of other physical media by contractor employees.

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

This service is necessary to comply with FBI requirements. Denial of service could result in an FBI audit finding.

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

Services have been provided in the past through earlier PSC request. See 32252 - 17/18

D. Will the contract(s) be renewed? Unknown at this time.

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

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 32252 - 17/18

DHR Analysis/Recommendation:

08/16/2021

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 08/16/2021

Page 08/16/2021

July 2013

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Expertise in confidential document and other physical media destruction and disposal.

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

none,

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

Yes. The contractor will provide a shredding truck and other equipment to perform work onsite.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

This service requires very limited hours of work per month at each location.

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

No. This service requires very limited hours of work per month at each location.

5. Additional Information (if "yes", attach explanation)**YES NO**

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

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

Name: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.orgAddress: 1245-3rd Street, 6th Floor San Francisco, CA 94158

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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