

CSC RECEIPT STAMP

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PSC Submissions

New

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PSC Requests Scheduled for Hearing - 11/2/2026

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
DHRPSC0006565 - v0.01	AIR	New	\$400,000.00	\$400,000.00	Contractor will provide software enhancements, configuration, support and maintenance services to enable additional Communication Services and Infrastructure Management System (CSIMS) modules for the proprietary system. Additionally, CSIMS includes integration capabilities with other Airport systems to render operational efficiencies in the overall management of telecommunication services deployed by San Francisco International Airport (SFO). Enhancements include potential changes to the user interface, software functions and features, report changes and potential integrations with other systems such as the Airport's Geographic Information System and the Airport's Service Now. Support and maintenance are required to keep the software current via scheduled upgrades and address reported production problems via software patches and upgrades.	60	60	2026-11-02 14:00:00	Cynthia Avakian
DHRPSC0006612 - v0.01	DPW	New	\$3,000,000.00	\$3,000,000.00	As-Needed Lighting Design Services: Provide specialized lighting design services to support Public Works' design staff on an as-needed basis. The Consultants may provide integrated architectural, interior, and landscape lighting design services. The scope includes concept development, digital visualizations, fixture selection, lighting calculations, and coordinated daylight–electric lighting integration. Services also encompass the development of sustainable and wellness-focused strategies, application of code requirements and intent, advanced lighting controls design, and coordination with architectural and engineering teams. Construction-phase support includes submittal review, site adjustments, system calibration, and commissioning support to ensure the lighting design intent is achieved efficiently, accurately, and in alignment with project goals.	72	72	2026-11-02 14:00:00	Belle Macaranas
DHRPSC0006599 - v0.01	PRT	New	\$500,000.00	\$500,000.00	As-needed basis, real estate economics analytical and related professional services, including brokerage services, to support the Port in the assessment and	36	36	2026-11-02 14:00:00	Shawndrea Hale

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					strategic management of its assets, as well as support portfolio leasing and development. The Contractor shall provide the Port with resources and expertise to in core service areas as follows: 1. Real Estate Economics 2. Conceptual Site Planning 3. Leasing and Asset Management Services 4. Assessing Land Use Options 5. Assessing Delivery Options 6. Support During Design and Delivery				
DHRPSC0006593 - v0.01	SHF	New	\$355,200.00	\$355,200.00	Contractor will provide psychological evaluations to candidates for sworn positions prior to employment.	36	36	2026-11-02 14:00:00	Henry Gong
TOTALS:			\$4,255,200.00	\$4,255,200.00					

Department Summary

Department	New Count	Amendment Count	Total New Amount	Total Cumulative Amount
AIR	1	0	\$400,000.00	\$400,000.00
DPW	1	0	\$3,000,000.00	\$3,000,000.00
PRT	1	0	\$500,000.00	\$500,000.00
SHF	1	0	\$355,200.00	\$355,200.00
Column Total	4	0	\$4,255,200.00	\$4,255,200.00

PSC Requests Scheduled for Hearing - 11/2/2026

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
DHRPSC0004984 - v1.01	DPH	Amendment	\$3,514,247.00	\$4,514,247.00	Original scope: Contractor will provide culturally responsive substance use prevention and treatment services through the SHOP, a two-year pilot program focused on reducing the high rate of opioid overdose deaths among older African American men in the Tenderloin neighborhood. Barbershops have traditionally served as trusted community spaces or third spaces where African American men connect, find support, and openly discuss their lives. The program's drop-in barbershop setting is intentionally chosen as a culturally familiar environment that fosters trust and encourages open communication, facilitating access to services in a non-traditional, culturally significant space. This initiative addresses a critical health disparity by integrating Substance Use Disorder (SUD) services with supportive resources within a welcoming, familiar environment. The program combines substance use counseling, overdose prevention education, and dignity-based grooming services in a trusted, community-based environment to address social isolation, which is a key factor contributing to opioid overdoses. The goal is to reduce overdose deaths and connect people to treatment within this priority population, fostering trust and engagement through a holistic, community-centered approach that recognizes and respects the lived experiences of the people being helped. Updated scope: The Overdose Prevention Barbershop and Treatment Navigation Program (the Shop) is a culturally	48	72	2026-11-02 14:00:00	Reanna Albert

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					responsive, community-based intervention designed to prevent fatal drug overdoses through naloxone distribution, connections to treatment, substance use health education, treatment navigation, and behavioral health counseling. The program achieves this by operating a thirty hour a week drop-in and appointment-based barbershop, with five additional hours of program outreach and recruitment. The program has two trained health educator barbers who provide thirty hours a week of naloxone distribution and overdose recognition and response training, proactive counseling and treatment connections, and overdose prevention and substance use health education alongside barber services. Additionally, the program provides one-on-one therapy sessions for participants requiring a higher level of care, and provides on-going educational support groups for program participants. Finally, the program provides substance use treatment navigation to support program participants in accessing substance use treatment services. This specifically includes facilitating confirmed admissions to substance use treatment programs by providing transportation support, supporting participants in enrolling in benefits, accompanying participants to appointments, and other activities that address barriers someone might face when accessing substance use treatment services. Summary of change: The original scope described the Shop as a two-year pilot centered on testing a culturally responsive barbershop model to address overdose disparities among older African American men in the Tenderloin. The updated scope replaces the pilot project description with a detailed outline of an ongoing, fully established program with defined services and operations.				
TOTALS:			\$3,514,247.00	\$4,514,247.00					

Department Summary

Department	New Count	Amendment Count	Total New Amount	Total Cumulative Amount
DPH	0	1	\$3,514,247.00	\$4,514,247.00
Column Total	0	1	\$3,514,247.00	\$4,514,247.00

Generated on: 10/16/2026, 12:09:04 PM by Suzanne Choi

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: AIR

Submitted By: Cynthia Avakian

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

Project Manager: Kathy Mark

ServiceNow Number: DHRPSC0006565

Version: 0.01

Version Type: New

Brief description of proposed work: Communication Services and Infrastructure Management System (CSIMS) enhancements, configuration, support and maintenance.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$400,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 60

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Contractor will provide software enhancements, configuration, support and maintenance services to enable additional Communication Services and Infrastructure Management System (CSIMS) modules for the proprietary system. Additionally, CSIMS includes integration capabilities with other Airport systems to render operational efficiencies in the overall management of telecommunication services deployed by San Francisco International Airport (SFO). Enhancements include potential changes to the user interface, software functions and features, report changes and potential integrations with other systems such as the Airport's Geographic Information System and the Airport's Service Now. Support and maintenance are required to keep the software current via scheduled upgrades and address reported production problems via software patches and

upgrades.

Why are these services required and what are the consequences of denial?: CSIMS is the system of record that tracks all the network/infrastructure service data provisioned to SFO's tenants and vendors (i.e., cables, circuits, etc.) Additionally, CSIMS data is integrated with SFO's Airport Business and Revenue Management System for the monthly billing of and tracking tenant accounts receivable information. If denied, SFO may be at risk for system failure and revenue loss from the inability to accurately bill SFO tenants.

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

How many contracts?: 1

Why have you not hired City employees to perform the services?: The City does not have access to the proprietary software to support this system.

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 formal contracts require Airport Commission approval

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): 0932 - Manager IV, 1052 - IS Business Analyst, 1042 - IS Engineer-Journey, 7308 - Cable Splicer, 1051 - IS Business Analyst-Assistant, 1041 - IS Engineer-Assistant, 1070 - IS Project Director, 1044 - IS Engineer-Principal, 1054 - IS Business Analyst-Principal, 1053 - IS Business Analyst-Senior, 1043 - IS Engineer-Senior

Labor Unions: 021 - Prof & Tech Eng, Local 21, 006 - Electrical Workers, Local 6, 351 - Municipal Exec Assoc-Misc

Labor Union Email Addresses: L21pscreview@ifpte21.org, ibew6@ibew6.org,
oashworth@ibew6.org, staff@sfmea.com

Union Review Sent On: 9/3/2026

Union Review End Date: 10/3/2026

Union Review Duration Met On: 10/3/2026

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

Instructions:

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

Step 2: Complete the fields below.

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

Document Content:

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

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

Dept Acronym:	AIR
Dept Name:	Airport Commission
PSC Coordinator Name:	Cynthia Avakian
PSC Coordinator Email:	cynthia.avakian@flysfo.com
PSC ServiceNow Record No.:	DHRPSC0006565

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
1000024525	2/1/2022	1/31/2027	\$ 350,000	DHRPSC0001775	Cable Management System configuration, support and maintenance



Kathy Mark
IT Project Director and PMO Manager
San Francisco Airport Commission
P. O. Box 8097
San Francisco, CA 94128

RE: Airport Business Manager (ABM) Maintenance and Support
Second Amendment to Software License Agreement
MACC Professional Services

Dear Ms. Mark:

This letter confirms that Mid America Computer Corporation (MACC) is the sole support provider for the Communication Service Infrastructure Management System (CSIMS) application and that support for and modifications to the application can only be completed directly through MACC. Additionally, purchase of maintenance, support, and modification services is only available through MACC.

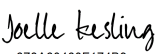
MACC is the developer of and sole authority to modify CSIMS upon request by SFO. Such modifications and services may include items such as:

1. Enhancement to reporting features.
2. Custom data extracts, data views, and standard report modifications.
3. Expanding the data quality extracts.
4. Implementation and modifications to CSIMS.
5. Enhancements to the user access security module
6. Other requested modifications, as requested

The above list is not intended to be all inclusive, but to provide a general guideline as to types of modifications to CSIMS and related services that only MACC personnel can perform.

Let me know if you have any further questions or need more information. We appreciate the opportunity to work with you and your staff.

Sincerely,

Signed by:

678A60460F174B9...

Joelle Kesling
Vice President, Operations
MACC

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: Julia Laue

ServiceNow Number: DHRPSC0006612

Version: 0.01

Version Type: New

Brief description of proposed work: As-Needed Lighting Design Services

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): 72

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: As-Needed Lighting Design Services: Provide specialized lighting design services to support Public Works' design staff on an as-needed basis. The Consultants may provide integrated architectural, interior, and landscape lighting design services. The scope includes concept development, digital visualizations, fixture selection, lighting calculations, and coordinated daylight–electric lighting integration. Services also encompass the development of sustainable and wellness-focused strategies, application of code requirements and intent, advanced lighting controls design, and coordination with architectural and engineering teams. Construction-phase support includes submittal review, site adjustments, system calibration, and commissioning support to ensure the lighting design intent is achieved efficiently, accurately, and in alignment with project goals.

Why are these services required and what are the consequences of denial?: Services are required on as-needed basis to assist Public Works when City staff do not have sufficient capacity to meet project demands or when a project requires specialized lighting design expertise beyond the capabilities of existing staff. Denial to this service could result in failure to meet client department requirements and cause project delays that would increase construction costs

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

Board and Commission Approvals

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

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

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

Justification

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

No

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

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

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

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

These services will be utilized on an as-needed basis when City staff do not have the capacity to meet project requests without delay, or when a project requires specialized lighting design services are required.

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 in architectural lighting design for commercial, institutional, and civic facilities. Required expertise includes proficiency with lighting design and analysis software including AGi32, DIALux, and Revit-based lighting analysis tools and advanced knowledge of lighting design principles, lighting technologies, photometric evaluation and lighting control strategies. The work also requires a thorough understanding of all applicable energy and building code requirements, including the California Energy Code (Title 24, Part 6), which establishes energy-efficiency requirements for lighting systems, and the ability to perform lighting calculations and prepare complete compliance documentation for permit review.

Specialized experience is also required in designing lighting systems for complex environments, including behavioral health facilities, emergency service facilities, public areas, vandal-resistant

applications, civic utilities, hospitals, hospitality spaces, governmental offices, public libraries, and community-serving facilities.

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

Q5c1) Identify the classifications: 5212 - Engineer/Architect Principal, 5211 -

Eng/Arch/Landscape Arch Sr, 5268 - Architect, 5266 - Architectural Associate 2, 5261 -

Arch/Landscp Architectrll, 5265 - Architectural Associate 1, 5260 - Arch/Landscp Architectrl Ast1

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

Q5c3) Why are they not able to perform the services?: The City employs staff in these classifications. However, while they can perform basic lighting design tasks, they do not possess the specialized expertise required to execute lighting design services for larger or more complex 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: The need for consultant services is sporadic, only on as-needed basis. There is no on-going demand that justifies the training at this time

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

Q5f1) Describe the transition plan, including the anticipated timeline: The Department constantly assesses the internal staff workload and expertise. Whenever feasible, this work will be performed by internal staff.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 5212 - Engineer/Architect Principal, 5211 - Eng/Arch/Landscape Arch Sr, 5268 - Architect, 5266 - Architectural Associate 2, 5261 - Arch/Landscp Architectrll, 5265 - Architectural Associate 1, 5260 - Arch/Landscp Architectrl Ast1

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 9/24/2026

Union Review End Date: 10/4/2026

Union Review Duration Met On: 10/4/2026

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: PRT

Submitted By: Shawndrea Hale

Department Coordinator: Shawndrea Hale,
shawndrea.hale@sfport.com

Project Manager: Scott Landsittel

ServiceNow Number: DHRPSC0006599

Version: 0.01

Version Type: New

Brief description of proposed work: Real estate economics analytical, professional and brokerage services

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$500,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 36

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: As-needed basis, real estate economics analytical and related professional services, including brokerage services, to support the Port in the assessment and strategic management of its assets, as well as support portfolio leasing and development. The Contractor shall provide the Port with resources and expertise to in core service areas as follows:

1. Real Estate Economics
2. Conceptual Site Planning
3. Leasing and Asset Management Services
4. Assessing Land Use Options

- 5. Assessing Delivery Options
- 6. Support During Design and Delivery

Why are these services required and what are the consequences of denial?: Services are required to help respond in real estate planning and negotiations of specific leasing and development project. Consequences of not hiring include not completing leases, mis-alignment of development strategy and Port interests and extended project delays.

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?: We have not hired City employees as this work is not ongoing and is not full time work. The work is intermittent and responding to specific conditions and circumstances that warrant third-party objective analysis and review.

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?:
Responding to different real estate and tenant leasing and property management needs as they arise.

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

Q5b1) Describe the specialized skills and expertise required to perform the services: Real Estate Market and Financial Analysis and Negotiations and lease scenario analysis

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

Q5c1) Identify the classifications: 1823 - Senior Administrative Analyst, 1825 - Prnpl Admin Analyst II, 1824 - Pr Administrative Analyst

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

Q5c3) Why are they not able to perform the services?: The employees don't have the specialized skills to perform this work

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 work is unique to one specific transaction

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: This is case specific and sporadic and doesn't require having full time staff.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 1823 - Senior Administrative Analyst, 1825 - Prnpl Admin Analyst II, 1824 - Pr Administrative Analyst

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 9/21/2026

Union Review End Date: 10/1/2026

Union Review Duration Met On: 10/1/2026

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

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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:	PRT
Dept Name:	The Port
PSC Coordinator Name:	Shawndrea Hale
PSC Coordinator Email:	Shawndrea.Hale@sfport.com
PSC ServiceNow Record No.:	DHRPSC0006599

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
1000036909	7/25/2025	7/24/2030	\$ 200,000	DHRPSC0005403	Real Estate Economics, including lease negotiations, financial feasibility analysis, negotiation support, capital market analysis, real estate market analysis (including retail, restaurant, industrial, and warehouse space), public finance, marketing and leasing

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: SHF

Submitted By: Henry Gong

Department Coordinator: Henry Gong,
henry.gong@sfgov.org

Project Manager: Mel Fonthal

ServiceNow Number: DHRPSC0006593

Version: 0.01

Version Type: New

Brief description of proposed work: Pre-Employment Psychological Evaluation Services.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$355,200

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 36

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 psychological evaluations to candidates for sworn positions prior to employment.

Why are these services required and what are the consequences of denial?: An instrumental key to the Sheriff's Office hiring process is the pre-employment psychological evaluation of all qualified candidates to ensure an individual meets the peace officer standards. In addition, the psychological evaluation is critical for the department to ensure that only candidates with the emotional, cognitive, and behavioral readiness to perform safely, effectively, and ethically in to protect public safety in a highly stressful environment.

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?: The selected contractor will conduct as-needed pre-employment psychological evaluations to candidates for Sheriff's Sworn Officers. Need is dictated by hiring, retirement and attrition.

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

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

Psychological examiners, pursuant to section 1031 (f) of the California Code of Regulations, are required to have a Ph.D. in Psychology with at least five years of post graduate experience in diagnosis and treatment of emotional and mental disorders. Contractor must have expertise in performing psychological assessment of individuals seeking law enforcement careers.

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

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

Q5c2) Explain why new a job classification is not feasible: Due to the specialized skills and experience required to conduct the work, and the as- needed/on demand nature of the work, it would not be practical to adopt a civil service class to perform this work. The need for these services fluctuates depending on hiring volume of sworn positions, and it would not justify hiring a full-time position.

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: No trainings will be provided to the Sheriff's staff. The Sheriff's internal staff does not have the professional expertise required to successfully delivery psychological evaluation services.

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: Due to the specialized skills and experience required to conduct the work, and the as needed/on demand nature of the work, it would not be practical to transition the work to the City.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 1246 - Prin Human Resources Analyst, 1244 - Senior Human Resources Analyst, 1241 - Human Resources Analyst

Labor Unions: 022 - Prof & Tech Eng, Local 21

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 9/17/2026

Union Review End Date: 9/27/2026

Union Review Duration Met On: 9/27/2026

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: Robertson Somuah

ServiceNow Number: DHRPSC0004984

Version: 1.01

Version Type: Amendment

Brief description of proposed work: The SHOP: Overdose Prevention

Reason for the Request for Amendment: To extend the duration and increase the amount for the Overdose Prevention Barbershop and Treatment Navigation Program (the Shop).

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

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

Amount

Previously Approved Amount: \$1,000,000

Increase Amount: \$3,514,247

Why are you requesting the PSC amount to be increased?: To continue to address overdose disparities. African American men in San Francisco experience the highest rates of fatal drug overdose. To address these disparities, DPH partnered with a contractor to launch the Shop, a culturally responsive overdose prevention program that provides overdose prevention services through a barbershop model.

Total Amended Amount: \$4,514,247

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 24

Duration Increase (months): 48

Why are you requesting the PSC duration to be increased: To ensure this service remains available in the priority population to address the ongoing racial disparities in fatal overdoses.

Total Amended Duration (months): 72

First Contract Start Date: 7/1/2025

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?: Yes

Clearly describe scope and detail the services to be performed: Original scope:

Contractor will provide culturally responsive substance use prevention and treatment services through the SHOP, a two-year pilot program focused on reducing the high rate of opioid overdose deaths among older African American men in the Tenderloin neighborhood.

Barbershops have traditionally served as trusted community spaces or third spaces where African American men connect, find support, and openly discuss their lives. The program's drop-in barbershop setting is intentionally chosen as a culturally familiar environment that fosters trust and encourages open communication, facilitating access to services in a non-traditional, culturally significant space.

This initiative addresses a critical health disparity by integrating Substance Use Disorder (SUD) services with supportive resources within a welcoming, familiar environment. The program combines substance use counseling, overdose prevention education, and dignity-based grooming services in a trusted, community-based environment to address social isolation, which is a key factor contributing to opioid overdoses. The goal is to reduce overdose deaths and connect people to treatment within this priority population, fostering trust and engagement through a holistic, community-centered approach that recognizes and respects the lived experiences of the people being helped.

Updated scope:

The Overdose Prevention Barbershop and Treatment Navigation Program (the Shop) is a culturally responsive, community-based intervention designed to prevent fatal drug overdoses through naloxone distribution, connections to treatment, substance use health education, treatment navigation, and behavioral health counseling. The program achieves this by operating a thirty hour a week drop-in and appointment-based barbershop, with five additional hours of program outreach and recruitment.

The program has two trained health educator barbers who provide thirty hours a week of naloxone distribution and overdose recognition and response training, proactive counseling and treatment connections, and overdose prevention and substance use health education alongside barber services. Additionally, the program provides one-on-one therapy sessions for participants requiring a higher level of care, and provides on-going educational support groups for program participants. Finally, the program provides substance use treatment navigation to support program participants in accessing substance use treatment services. This specifically includes facilitating confirmed admissions to substance use treatment programs by providing

transportation support, supporting participants in enrolling in benefits, accompanying participants to appointments, and other activities that address barriers someone might face when accessing substance use treatment services.

Summary of change:

The original scope described the Shop as a two-year pilot centered on testing a culturally responsive barbershop model to address overdose disparities among older African American men in the Tenderloin. The updated scope replaces the pilot project description with a detailed outline of an ongoing, fully established program with defined services and operations.

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

Why are these services required and what are the consequences of denial?: These services are essential to addressing the high rate of opioid overdose deaths among older African American men in the Tenderloin. African Americans in San Francisco suffer overdose deaths at a rate five times the citywide average, highlighting a severe and disproportionate impact on this community. This population faces significant health disparities, including higher rates of social isolation and barriers to accessing healthcare, which have contributed to the opioid overdose crisis.

Denial of services could worsen the already disproportionate impact of opioid overdose in this community. Without immediate access to this unique program, critical services would be delayed, exacerbating overdose rates and deepening health inequities. Additionally, without access to culturally responsive substance use health services, personal care, and social support, there is a risk of increase in overdose deaths, further exacerbating the social isolation and health inequities that have long affected this community. The program offers a unique opportunity to save lives while addressing the root causes of isolation and substance use in a trusted, culturally appropriate setting.

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 a specialized community-based model that integrates licensed barbering services with behavioral health, substance use treatment navigation, overdose prevention and a specialized understanding and trust of the priority population. This understanding is heavily influential in targeted outreach and trust of the priority population. Contracting allows the program to operate utilizing said trusted, culturally responsive community setting which fosters trust in participants within the priority population who may not otherwise engage with traditional city operated services. Additionally, there are no city employee positions that are trained overdose prevention health educator barbers.

Board and Commission Approvals

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

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

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

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

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

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

Q4a) What facilities or equipment does the City lack that contractor possesses?: A licensed barbershop facility in the priority neighborhoods. Priority neighborhoods are identified as neighborhoods that have the highest number of fatal overdoses among the priority population. These neighborhoods are specifically the Tenderloin, SOMA, or the Mission.

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

Explain why: The department does not currently have a facility that meets the requirements of this service in the priority neighborhoods. The department also does not have a mechanism to acquire such facility in the timeline required to provide such services.

Additional information to support your request (Optional): The SHOP is a direct response to the public health crisis of opioid overdose deaths among older African American men in San Francisco's Tenderloin neighborhood. By integrating grooming services, social engagement, and substance use prevention and treatment, the program provides a holistic approach to reducing overdose deaths and addressing social isolation. Partnering with a trusted community organization with a decades-long commitment to serving the African American community ensures that the program is rooted in cultural competence and has the community's trust, which is critical to its success and the broader goal of reducing health disparities in this vulnerable population.

Union Notifications

Have the Job Classes/Labor Unions changed?: No

Job Class(es): 2587 - Health Worker 3, 2593 - Health Program Coordinator 3, 2591 - Health Program Coordinator 2, 2586 - Health Worker 2, 2585 - Health Worker 1, 2589 - Health Program Coordinator 1, 2588 - Health Worker 4

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

Post Union Notification

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

Union Review Sent On: 9/15/2026

Union Review End Date: 9/25/2026

Union Review Duration Met On: 9/25/2026

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: Robertson Somuah

ServiceNow Number: DHRPSC0004984

Version: 0.01

Version Type: New

Brief description of proposed work: The SHOP: Overdose Prevention

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$1,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 24

Funding

Funding Source: State Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Contractor will provide culturally responsive substance use prevention and treatment services through the SHOP, a two-year pilot program focused on reducing the high rate of opioid overdose deaths among older African American men in the Tenderloin neighborhood. Barbershops have traditionally served as trusted community spaces or third spaces where African American men connect, find support, and openly discuss their lives. The program's drop-in barbershop setting is intentionally chosen as a culturally familiar environment that fosters trust and encourages open communication, facilitating access to services in a non-traditional, culturally significant space.

This initiative addresses a critical health disparity by integrating Substance Use Disorder (SUD)

services with supportive resources within a welcoming, familiar environment. The program combines substance use counseling, overdose prevention education, and dignity-based grooming services in a trusted, community-based environment to address social isolation, which is a key factor contributing to opioid overdoses. The goal is to reduce overdose deaths and connect people to treatment within this priority population, fostering trust and engagement through a holistic, community-centered approach that recognizes and respects the lived experiences of the people being helped.

Why are these services required and what are the consequences of denial?: These services are essential to addressing the high rate of opioid overdose deaths among older African American men in the Tenderloin. African Americans in San Francisco suffer overdose deaths at a rate five times the citywide average, highlighting a severe and disproportionate impact on this community. This population faces significant health disparities, including higher rates of social isolation and barriers to accessing healthcare, which have contributed to the opioid overdose crisis.

Denial of services could worsen the already disproportionate impact of opioid overdose in this community. Without immediate access to this unique program, critical services would be delayed, exacerbating overdose rates and deepening health inequities. Additionally, without access to culturally responsive substance use health services, personal care, and social support, there is a risk of increase in overdose deaths, further exacerbating the social isolation and health inequities that have long affected this community. The program offers a unique opportunity to save lives while addressing the root causes of isolation and substance use in a trusted, culturally appropriate setting.

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: As a new contract, will require Health Commission approval.

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:

Cultural competence and the ability to engage older African American men in the Tenderloin through cultural understanding, shared life experiences, and trust-building relationships.

Skills in trauma-informed care, stigma reduction, active listening, validating lived experiences, and fostering open dialogue in a therapeutic setting.

Professionals trained as barbers and mental health advocates.

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

Q5c1) Identify the classifications: 2587 - Health Worker 3, 2593 - Health Program Coordinator 3, 2591 - Health Program Coordinator 2, 2586 - Health Worker 2, 2585 - Health Worker 1, 2589 - Health Program Coordinator 1, 2588 - Health Worker 4

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

Q5c3) Why are they not able to perform the services?: Due to the urgency of the overdose and homelessness crisis, DPH is requesting that a community organization provide these services as they already have a location in a priority neighborhood and can immediately implement these services. In addition, effective service delivery requires staff who reflect the cultural backgrounds and lived experiences of the population served; the community organization has longstanding community trust and staff that demographically represents the priority population, which will facilitate trust, communication, and shared cultural understanding. Lastly, licensed barbering/grooming is a critical component of this service model, which civil service classifications do not accommodate.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: No

Q5e1) Explain why training of City employees is not required: Training is not a component of this contract.

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

Q5f1) Explain why the work will not be transitioned back to the City: The success of the two-year pilot project will determine the plan for transitioning this work back to the City. If the pilot project proves effective in addressing opioid overdose deaths and improving social engagement among older African American men in the Tenderloin, DPH will evaluate the feasibility of transitioning the program back to the City. At that point, DPH would assess whether City resources and staff could meet the community's unique needs for the SHOP or if an outside partner is still the most appropriate service provider.

Additional information to support your request (Optional): The SHOP is a direct response to the public health crisis of opioid overdose deaths among older African American men in San Francisco's Tenderloin neighborhood. By integrating grooming services, social engagement, and substance use prevention and treatment, the program provides a holistic approach to reducing overdose deaths and addressing social isolation. Partnering with a trusted community

organization with a decades-long commitment to serving the African American community ensures that the program is rooted in cultural competence and has the community's trust, which is critical to its success and the broader goal of reducing health disparities in this vulnerable population.

Union Notifications

Job Class(es): 2587 - Health Worker 3, 2593 - Health Program Coordinator 3, 2591 - Health Program Coordinator 2, 2586 - Health Worker 2, 2585 - Health Worker 1, 2589 - Health Program Coordinator 1, 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: 12/12/2024

Union Review End Date: 2/10/2025

Union Review Duration Met On: 2/10/2025

DPH [DHRPSC0004984] was approved by CSC on 2025-03-17

From The Civil Service Commission <ccsfdt@service-now.com>

Date Tue 3/18/2025 11:08 AM

To Somuah, Robertson (DPH) <robertson.somuah@sfdph.org>; Albert, Reanna (DPH) <reanna.albert@sfdph.org>



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

NOTICE OF CIVIL SERVICE COMMISSION ACTION

Hello Reanna Albert,

At its meeting on **2025-03-17 14:00:00 PDT**, the Civil Service Commission had for its consideration the DPH PSC [DHRPSC0004984].

The Civil Service Commission, APPROVED PSC [DHRPSC0004984] on 2025-03-17.

CSC Approval Type: Approval Granted

Relevant Comments:

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

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

CIVIL SERVICE COMMISSION

Sandra Eng | Executive Officer

PSC Summary

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Record Number: DHRPSC0004984 v 1.0

Description of Proposed Work: The SHOP: Overdose Prevention

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

DHR Admin/Reviewer: Suzanne Choi

CSC Admin/Reviewer: Lavena Holmes

PSC Amount: \$1,000,000.00

PSC Duration (months): 24

Funding Source(s): State Funds

Scope of Work: Contractor will provide culturally responsive substance use prevention and treatment services through the SHOP, a two-year pilot program focused on reducing the high rate of opioid overdose deaths among older African American men in the Tenderloin neighborhood. Barbershops have traditionally served as trusted community spaces or third spaces where African American men connect, find support, and openly discuss their lives. The program's drop-in barbershop setting is intentionally chosen as a culturally familiar environment that fosters trust and encourages open communication, facilitating access to services in a non-traditional, culturally significant space. This initiative addresses a critical health disparity by integrating Substance Use Disorder (SUD) services with supportive resources within a welcoming, familiar environment. The program combines substance use counseling, overdose prevention education, and dignity-based grooming services in a trusted, community-based environment to address social isolation, which is a key factor contributing to opioid overdoses. The goal is to reduce overdose deaths and connect people to treatment within this priority population, fostering trust and engagement through a holistic, community-centered approach that recognizes and respects the lived experiences of the people being helped.

Job Class(es): 2585 - Health Worker 1, 2586 - Health Worker 2, 2587 - Health Worker 3, 2588 - Health Worker 4, 2589 - Health Program Coordinator 1, 2591 - Health Program Coordinator 2, 2593 - Health Program Coordinator 3

PSC Justification(s)

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✓ Services requiring specialized expertise, knowledge experience

[Take me to the PSC Record](#)

Ref:TIS5749780_Y6du1ATsrBCRxXDrbEms

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.:	DHRPSC0004984

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
1000034271	7/1/2025	6/30/2027	\$1,000,000		culturally relevant, peer-led intervention for San Franciscans who face disproportionately higher rates of deaths by overdose including but not limited to Black/African American men