

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: PRT

Submitted By: Shawndrea Hale

Department Coordinator: Alysabeth Alexander-

Tut,

alysabeth.alexander-tut@sfport.com

Project Manager: Kyle Thomas

ServiceNow Number: DHRPSC0006553

Version: 0.01

Version Type: New

Brief description of proposed work: Pier 68 Ship Yard and Roving Security Guards

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$720,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 12

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: 2 24/7 positions, One Pier 68 Shipyard Guard - will perform access control of at front gate, patrol shipyard, respond to alarms in shipyard, and provide customer service like wayfinding within shipyard for multiple Port tenants. Second position will be roving security guard - will perform patrols, incident response, alarm response, fire watch, reporting of incidents, and 24/7 port access via codes/keys.

Why are these services required and what are the consequences of denial?: Security Guard services are required for MTSA (Maritime Transportation Security Act), Port Security grant compliance, public safety and asset protection as well as liability protection for incidents that

occur on Port property. Denial leaves gaps in regulatory, grant funding, security, liability exposure, plus the tenant and stakeholder relationships what would not be maintained with a denial.

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?: No

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

Q5b1) Describe the specialized skills and expertise required to perform the services: Must be a licensed Security Guard

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

Q5c1) Identify the classifications: 8202 - Security Guard

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

Q5c3) Why are they not able to perform the services?: We need multiple positions covered

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: We already have licensed security guards.

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

Q5f1) Describe the transition plan, including the anticipated timeline: Teh city has muliple requisitions in the pipeline as well has security gate in the planning stages for pier 68 security, the city hopes to have hiring done within the year.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 8202 - Security Guard

Labor Unions: 790 - SEIU, Local 1021, Misc

Labor Union Email Addresses: PSCreview@seiu1021.org

Post Union Notification

Union Review Sent On: 9/1/2026
Union Review End Date: 9/11/2026
Union Review Duration Met On: 9/11/2026

RE: PRT [DHRPSC0006553] submitted for Union Review

From Love, Suzette (PRT) <suzette.love@sfport.com>

Date Fri 9/18/2026 10:51 AM

To Jegy Sering <jegy.sering@seiu1021.org>; Hale, Shawndrea (PRT) <shawndrea.hale@sfport.com>

Cc Thomas, Kyle (PRT) <kyle.thomas@sfport.com>; Fuentes, Estela (PRT) <estela.fuentes@sfport.com>; PSCreview <PSCreview@seiu1021.org>; DT Service Now (TIS) <ccsfdt@service-now.com>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; McNorton, Tish (PRT) <tish.mcnorton@sfport.com>

Good morning everyone,

Thank you, Shawndrea. I also wanted to clarify that the Port is committed to hiring PCS 8202 Security Guards as soon as feasibly possible. We hope to complete the hiring process within the next year however, this timeline is contingent upon DHR completing the permanent civil service examination process and establishing an eligible list of candidates.

Kind regards
Suzette



Suzette Love (she/her)

Human Resources Director, Port of San Francisco
Pier 1, The Embarcadero, San Francisco, CA 94111
415.274.0569 | Suzette.Love@sfport.com



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From: Hale, Shawndrea (PRT) <shawndrea.hale@sfport.com>

Sent: Friday, September 18, 2026 10:23 AM

To: Jegy Sering <jegy.sering@seiu1021.org>; McNorton, Tish (PRT) <tish.mcnorton@sfport.com>

Cc: Love, Suzette (PRT) <suzette.love@sfport.com>; Thomas, Kyle (PRT) <kyle.thomas@sfport.com>; Fuentes, Estela (PRT) <estela.fuentes@sfport.com>; PSCreview <PSCreview@seiu1021.org>; DT Service Now (TIS) <ccsfdt@service-now.com>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>

Subject: Re: PRT [DHRPSC0006553] submitted for Union Review

Hi Jegy,

Please see my responses below in purple.

1. Department and City efforts to fill three permanent civil service 8202 vacancies now, 6 months and just before expiration of this PSC; we would also request to meet to discuss

these developments; HR agrees they will meet with you and provide updates.

2. amend or modify the PSC to reflect that the reason for contracting out is not because of the need to hire employees with specialized knowledge and skills (as Department representatives have explained, the skills needed for the work at SF Port are trainable and are within the scope of duties of 8202 Security Officers) to a justification indicating that there is a need to "immediately needed services to address unanticipated or transitional situations, or services needed to address urgent situations that do not rise to the level of an "emergency". We're unable to update the PSC after it has been submitted. I understand your concern regarding the stated reason; however, we are required to respond to the fields exactly as they are presented. In this case, the question only allows us to indicate "yes" for specialized skills or "no." If we select "no," there is no option to provide further explanation. To address your concern, I can upload this correspondence to document our agreement with your assessment, or you can let me know what alternative approach you would prefer.

Best,

Shawndrea Hale

Contracts and Procurement Division

Port of San Francisco

P: 628-652-6124

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

Sent: Friday, September 18, 2026 9:36 AM

To: McNorton, Tish (PRT) <tish.mcnorton@sfport.com>

Cc: Love, Suzette (PRT) <suzette.love@sfport.com>; Thomas, Kyle (PRT) <kyle.thomas@sfport.com>; Fuentes, Estela (PRT) <estela.fuentes@sfport.com>; PSCreview <PSCreview@seiu1021.org>; Hale, Shawndrea (PRT) <shawndrea.hale@sfport.com>; DT Service Now (TIS) <ccsfdt@service-now.com>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>

Subject: Re: PRT [DHRPSC0006553] submitted for Union Review

Hello Tish,

Please let me know by the end of today if the Department is in agreement with the Union's proposals or if you have any questions. Otherwise, we will proceed with formally objecting to this PSC to the Civil Service Commission.

Thank you,

Jegy Sering

Pronouns: they/them or he/him

Field Representative, San Francisco Region:

Civic Center Chapter, Department of Public Works (DPW) Chapter, SF Redevelopment Agency Chapter (OCII), Port of San Francisco, 311 Department Chapter

Nonprofit Chapters: PRC Baker Places, Huckleberry Youth Programs, The ARC SF

SEIU Local 1021

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

Direct #: (415) 307-9302

Email: jegy.sering@seiu1021.org

Member Resources Center: 1-877-687-1021

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

Sent: Tuesday, September 15, 2026 6:12 PM

To: McNorton, Tish (PRT) <tish.mcnorton@sfport.com>

Cc: Love, Suzette (PRT) <suzette.love@sfport.com>; Thomas, Kyle (PRT) <kyle.thomas@sfport.com>; Fuentes, Estela (PRT) <estela.fuentes@sfport.com>; Hale, Shawndrea (PRT) <shawndrea.hale@sfport.com>

Subject: Re: PRT [DHRPSC0006553] submitted for Union Review

Hi Tish,

Just following up on our meeting on September 11, 2026, last week. The Union proposed that we receive regular hiring updates to fulfill the operational needs leading to contract out this work. More specifically, we ask updates on the following:

1. Department and City efforts to fill three permanent civil service 8202 vacancies now, 6 months and just before expiration of this PSC; we would also request to meet to discuss these developments;
2. amend or modify the PSC to reflect that the reason for contracting out is not because of the need to hire employees with specialized knowledge and skills (as Department representatives have explained, the skills needed for the work at SF Port are trainable and are within the scope of duties of 8202 Security Officers) to a justification indicating that there is a need to "immediately needed services to address unanticipated or transitional situations, or services needed to address urgent situations that do not rise to the level of an "emergency".

- This is indicated under the Civil Service Commission policy titled "Policy of the Civil Service Commission on Personal Service Contracts" on justifications to contract out.

The Union indicated that it is willing to waive its objection to this PSC, and we believe we were able to agree to these terms. The Union did indicate if such information was not provided, we will look into bringing this through the fact-finding process, objection or filing a complaint through the Civil Service Commission or other legal remedies. We proposed these terms based on the understanding that the Department is committed to hiring civil service employees within a year and knowing that the Union will object to contracting out if the reason is because of the Mayor's hiring freeze.

Please let me know by September 17, 2026, if the Department agrees to this.

Jegy Sering

Pronouns: they/them or he/him

Field Representative, San Francisco Region:

Civic Center Chapter, Department of Public Works (DPW) Chapter, SF Redevelopment Agency Chapter (OCII), Port of San Francisco, 311 Department Chapter

Nonprofit Chapters: PRC Baker Places, Huckleberry Youth Programs, The ARC SF

SEIU Local 1021

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Member Resources Center: 1-877-687-1021

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From: McNorton, Tish (PRT) <tish.mcnorton@sfport.com>

Sent: Thursday, September 10, 2026 3:14 PM

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

Cc: Love, Suzette (PRT) <suzette.love@sfport.com>; Thomas, Kyle (PRT) <kyle.thomas@sfport.com>; Fuentes, Estela (PRT) <estela.fuentes@sfport.com>; Hale, Shawndrea (PRT) <shawndrea.hale@sfport.com>

Subject: RE: PRT [DHRPSC0006553] submitted for Union Review

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Hi Jegy –

I just wanted to let you know that, based on the documents you requested, unfortunately, we do not have any additional documentation to provide at this time. However, following our meeting tomorrow, if there is any additional documentation you would like us to provide or review, and if available, please let us know.

Regarding your question below about the department's efforts to hire additional 8202 Security Guards prior to contracting out these services, the department has made efforts to fill these positions. However, we were awaiting the establishment of an eligible list.

We subsequently received an email from DHR thanking us for our patience and advising that, during the inspection period, they identified test questions within the examination that may have impacted candidate scores. As a result, DHR made the decision to cancel the eligible list while they work on developing a new examination.

As you are aware, Benido Agcaoili was recently released, and Shannon Spencer is currently on modified duty. In addition, Shannon's attendance history has presented ongoing staffing and coverage challenges, which has further

impacted the department's ability to maintain consistent security coverage. At this time, the department does not have sufficient Security Guard staffing to meet its operational coverage needs.

The department is also working with the Reasonable Accommodation team regarding the potential placement of an employee into one of the vacant positions. However, there is a required process that must be followed to ensure that we appropriately address the employee's accommodation needs.

The department would prefer to fill these positions with our own employees rather than rely on contractors. In fact, the Security team reviewed this contract approximately two years ago and developed a long-term plan 18-months ago to bring these services in-house. However, due to institutional challenges the department has not yet been able to make the necessary hires.

Please let me know if you have any follow-up questions.

Have a good rest of your day.

Thank you,

Tish McNorton

Human Resources Operations Manager, Port of San Francisco

415.274.0305 (O)

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

Sent: Friday, September 4, 2026 12:13 PM

To: McNorton, Tish (PRT) <tish.mcnorton@sfport.com>

Cc: Love, Suzette (PRT) <suzette.love@sfport.com>; Thomas, Kyle (PRT) <kyle.thomas@sfport.com>; Fuentes, Estela (PRT) <estela.fuentes@sfport.com>; Hale, Shawndrea (PRT) <shawndrea.hale@sfport.com>

Subject: Re: PRT [DHRPSC0006553] submitted for Union Review

September 8 works. Can you please provide all requested documentation prior to our meeting on the 8th?

Additionally, we would like to know prior to or during the meeting if the Department made efforts to request additional hiring for the 8202 positions, or to fill any vacancies prior to contracting out?

If so, we would like to be presented with information verifying that such efforts were attempted as well. If there were such efforts and it failed, please provide an explanation why.

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From: McNorton, Tish (PRT) <tish.mcnorton@sfport.com>

Sent: Friday, 04 September 2026 12:06:47

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

Cc: Love, Suzette (PRT) <suzette.love@sfport.com>; Thomas, Kyle (PRT) <kyle.thomas@sfport.com>; Fuentes, Estela (PRT) <estela.fuentes@sfport.com>; Hale, Shawndrea (PRT) <shawndrea.hale@sfport.com>

Subject: FW: PRT [DHRPSC0006553] submitted for Union Review

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Hello Jegy –

Hope this email finds you well.

Our availability is as follows:

- September 8 – Any time after 1:00 PM
- September 9 – Any time after 1:00 PM

Please let me know if you need additional dates or times.

Thank you,

Tish McNorton

Human Resources Operations Manager, Port of San Francisco

415.274.0305 (O)

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From: Alexander Tut, Alysabeth (PRT) <alysabeth.alexander-tut@sfport.com>

Sent: Wednesday, September 2, 2026 10:17 AM

To: Thomas, Kyle (PRT) <kyle.thomas@sfport.com>; Love, Suzette (PRT) <suzette.love@sfport.com>; McNorton, Tish (PRT) <tish.mcnorton@sfport.com>

Subject: Fw: PRT [DHRPSC0006553] submitted for Union Review

Hello,

Please see SEIU's email below about the PSC on the guards.

Regards,

Alysabeth Alexander-Tut (she/her/hers)

Contracts and Procurement Manager

Port of San Francisco

Direct Line: 415-535-9370

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

Sent: Wednesday, September 2, 2026 9:17 AM

To: Thomas, Kyle (PRT) <kyle.thomas@sfport.com>; DHR-Personal Services Contracts <[DHR-](#)

PersonalServicesContracts@sfgov.org>; Hale, Shawndrea (PRT) <shawndrea.hale@sfport.com>; Alexander Tut, Alysabeth (PRT) <alysabeth.alexander-tut@sfport.com>; PSCTreview <PSCTreview@seiu1021.org>; DT Service Now (TIS) <ccsfdt@service-now.com>

Subject: Re: PRT [DHRPSC0006553] submitted for Union Review

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Hello Kyle,

SEIU demands to meet and confer with the SF Port Department to bargain over the decision and impacts of the decision to contract out bargaining unit work. Please provide dates and times that you are available to meet.

Best regards,

Jegy Sering

Pronouns: they/them or he/him

Field Representative, San Francisco Region:

Civic Center Chapter, Department of Public Works (DPW) Chapter, SF Redevelopment Agency Chapter (OCII), Port of San Francisco, 311 Department Chapter

Nonprofit Chapters: PRC Baker Places, Huckleberry Youth Programs, The ARC SF

SEIU Local 1021

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San Francisco, CA 94103

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Email: jegy.sering@seiu1021.org

Member Resources Center: 1-877-687-1021

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

Sent: Tuesday, September 1, 2026 11:36 AM

To: kyle.thomas@sfport.com <kyle.thomas@sfport.com>; DHR-PersonalServicesContracts@sfgov.org <DHR-PersonalServicesContracts@sfgov.org>; shawndrea.hale@sfport.com <shawndrea.hale@sfport.com>; alysabeth.alexander-tut@sfport.com <alysabeth.alexander-tut@sfport.com>; PSCreview <PSCreview@seiu1021.org>

Subject: PRT [DHRPSC0006553] 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,

PRT is requesting your review of PSC [DHRPSC0006553]. Please see relevant details of this request below and in the attached document(s). **Should you have any questions or objections, please state them by replying all to this email by 2026-09-11. 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

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Record Number: DHRPSC0006553 v 0.01

Description of Proposed Work: Pier 68 Ship Yard and Roving Security Guards

Request Type: New

Approval Type: CSC Approval

CSC Review Reason(s):

✔ CSC Approval by Amount

Submitting Department: PRT

Dept PSC Coordinator: Alysabeth Alexander-Tut

Dept PSC Coordinator Email: alysabeth.alexander-tut@sfport.com

PSC Amount: \$720,000.00

PSC Duration (months): 12

Funding Source(s): City Funds

Scope of Work: 2 24/7 positions, One Pier 68 Shipyard Guard - will perform access control of at front gate, patrol shipyard, respond to alarms in shipyard, and provide customer service like wayfinding within shipyard for multiple Port tenants. Second position will be roving security guard - will perform patrols, incident response, alarm response, fire watch, reporting of incidents, and 24/7 port access via codes/keys.

Job Class(es): 8202 - Security Guard

Labor Unions: 790 - SEIU, Local 1021, Misc

PSC Justification(s)

=====

✔ Services requiring specialized expertise, knowledge experience

Ref:TIS6921135_aYR6CtBTLIZQAqIBw3CL