CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure for Staff - Submission of Written Reports for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Number: _____ - _____ -

2. For Civil Service Commission Meeting of: November 16th, 2026

3. Check One:
   X Ratification Agenda
   Consent Agenda
   Regular Agenda
   Human Resources Directors Report

4. Subject: Review of Request of Approval of Proposed Personal Services Contracts

5. Recommendation: Review & Approve

6. Report prepared by: DHR on Behalf of CSC Telephone number:

7. Notifications: **(Attach a list of the person(s) to be notified in the format described in IV. Commission Report Format -A).**

8. Reviewed and approved for Civil Service Commission Agenda:

   Human Resources Director:

   Date:

9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

   Executive Officer
   Civil Service Commission
   25 Van Ness Avenue, Suite 720
   San Francisco, CA 94102

10. Receipt-stamp this form in the ACSC RECEIPT STAMP≅ box to the right using the time-stamp in the CSC Office.

CSC RECEIPT STAMP

Attachment

Table of Contents
PSC Submissions

New

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Amendment

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PSC Requests Scheduled for Hearing - 11/16/2026

SC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
DHRPSC0006544 - v0.01	ADM	New	$6,500,000.00	$6,500,000.00	This Citywide contract is for as-needed landscaping services at various locations throughout the City and County of San Francisco (CCSF) and other locations of City-owned property outside of the geographical City limits. Landscaping services include, but are not limited to, pruning of indigenous and/or invasive plant species and trees; weeding and clearing of invasive plant species and unwanted plant growth; planting indigenous plant species and other plants; mowing overgrown shrubbery; fertilizing plants and trees; applying pesticides as-needed to plants and trees; performing horticultural pest and disease control; performing minor industry-standard irrigation system inspections and maintenance repairs; and maintaining living roofs.	60	60	2026-11-16 14:00:00	Lynn Khaw
DHRPSC0006562 - v0.01	DEC	New	$2,000,000.00	$2,000,000.00	The Department of Early Childhood seeks external consultants for time-limited strategic, organizational development, and program planning projects. Over the next five years, DEC will need to establish a new, five-year strategic plan for 2028-2032, optimize its internal policies, procedures, and workflows after a period of rapid growth, and continue to develop new lines of work and refine existing ones to deliver high-quality programs and services for San Francisco's population of young children and their families. The key objectives of the strategic planning include: • Assessing DEC's progress in implementing its current strategic plan, including its core strategies and strategic priorities, against the backdrop of current needs • Affirming/updating DEC's vision, mission, and values	60	60	2026-11-16 14:00:00	Matthew Ahn

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					• Affirming/updating DEC's Theory of Change, including the strategies and outcomes within it • Codifying any emerging/new strategies needed for the next five years Key objectives of organizational development planning include: • Identifying organizational strengths, weaknesses, gaps, and opportunities toward effective implementation of DEC's strategic plan and programs • Ensuring clarity of roles, responsibilities, and workflows toward efficient administration • Ensuring clear documentation of policies and procedures for both internal and external transparency and accountability Key objectives of program planning include: • Tapping into specialized knowledge, expertise, and experience to inform the development of new or emerging strategies and program designs • Incorporating knowledge of best practices into refining and improving existing programs and services To accomplish these objectives, planning consultants would perform limited-term services including, but not limited to: • Collaborating and coordinating with DEC staff in the development and implementation of planning activities • Developing and implementing mechanisms for				

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					gathering feedback on DEC's current strategic plan progress, program implementation, internal processes, and future directions, such as through convenings, surveys, focus groups, and/or key informant interviews with DEC staff, grantees, contractors, and other key stakeholders • Synthesizing and analyzing data, research, and evaluation from secondary sources, including DEC administrative data and the work of DEC consultants currently conducting landscape analyses and program evaluations • Gathering input and feedback from parents, including through DEC's upcoming Parent Insights panel, through periodic surveys or other means • Making recommendations for refining and aligning DEC's strategies and program implementation to the latest in early childhood research and best practices • Convening and facilitating periodic meetings of the Strategic Planning Advisory Committee of the Children and Families Commission • Helping DEC to develop and refine policies, protocols, and procedures for internal and external use • Writing and designing planning documents and presentations				
DHRPSC0006579 - v0.01	DPH	New	$15,000,000.00	$15,000,000.00	Contractor will provide qualified imaging technologists, nursing staff, and support staff to supplement the Radiology Department's workforce and maintain safe, timely, and continuous patient care. Services will include staffing support for open positions, vacancies, approved leave, family medical leave, unexpected absences, increased patient volumes, and other operational staffing needs. Contractor will provide qualified personnel across applicable imaging services, including diagnostic imaging, computed tomography, magnetic resonance imaging, ultrasound, mammography, interventional radiology, nuclear	36	36	2026-11-16 14:00:00	Reanna Albert

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					medicine, and other radiology services as requested. Nursing staff will provide patient care and clinical support, including care coordination, intravenous access, monitoring, management of contrast-related reactions, and assistance with urgent or emergent patient needs within their scope of practice. Support staff will assist with patient transport, preparation, positioning, room turnover, equipment, scheduling and workflow support, and other non-clinical duties necessary to maintain efficient patient flow. All personnel will perform duties consistent with their qualifications, licensure, certifications, hospital policies, and applicable regulatory requirements. Contractor services will provide flexible staffing capacity to reduce delays, maintain access to emergencies, in-patient, and outpatient imaging, support continuity of care, and maintain reliable Radiology Department operations while permanent positions are recruited and filled.				
DHRPSC0006624 - v0.01	HSA	New	$230,000.00	$230,000.00	Contractor will coordinate transportation services for FCS or JPD dependent youth with qualified care drivers to their School of Origin on as needed basis. Services maybe be requested by FCS, San Francisco Unified School District Foster Youth Coordinating Program, or JPD. Provide school of origin transportation for foster youth as requested, including occasional, intermittent, or daily service as needed. Services may include cross county or cross district when required Offer flexible scheduling, including same day or short notice transportation requests. Ensure safe and verified pick up and drop off with handoff only to authorized individuals. Maintain real time communication with dispatch, including notification of delays, incidents, or route changes. Provide secure documentation of each trip, including time stamped logs, mileage, and student	48	48	2026-11-16 14:00:00	Tara Alvarez

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					verification. Coordinate with District staff, CW agencies, school district personnel, caregivers, and probation to ensure timely transportation. Follow all required safety protocols, including emergency procedures and incident reporting. Supply qualified drivers and compliant vehicles meeting state and local regulations. Provide route flexibility, including cross district travel and transportation to different schools as required. Provide bilingual (English/Spanish) communication services, including dispatch, driver, parent/caregiver and technology-based communication when needed, or demonstrate the ability to accommodate language needs.				
TOTALS:			**$23,730,000.00**	**$23,730,000.00**					

Department Summary

Department	New Count	Amendment Count	Total New Amount	Total Cumulative Amount
ADM	1	0	$6,500,000.00	$6,500,000.00
DEC	1	0	$2,000,000.00	$2,000,000.00
DPH	1	0	$15,000,000.00	$15,000,000.00
HSA	1	0	$230,000.00	$230,000.00
Column Total	**4**	**0**	**$23,730,000.00**	**$23,730,000.00**

Generated on: 10/30/2026, 12:06:51 PM by Suzanne Choi

PSC Requests Scheduled for Hearing - 11/16/2026

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
DHRPSC0001870 - v1.01	ART	Amendment	$50,000.00	$424,000.00	Original coordinator's email: Kevin.r.quan@sfgov.org. Strategic Planning to revisit and refresh the San Francisco Arts Commission's(SFAC) mission and vision. This strategic plan will require extensive community engagement and cultural planning development. The scope will include external outreach to other City agencies, artists, and arts organizations to develop shared goals with equity and inclusion as the centerpiece. The SFAC's current strategic plan was published in early 2014. The scope will be revised as of October 2026 to consider the merger of the Film Commission and Grants for the Arts into the Arts Commission in fiscal year 2027.	0	54	2026-11-16 14:00:00	Kevin Quan
DHRPSC0005306 - v1.01	DPH	Amendment	$3,279,523.00	$7,279,523.00	The services to be performed include Public Health Grant and Research Development, focusing on identifying funding opportunities, applying for grants, and consulting on research projects in areas like behavioral health, community health, sexual health, and chronic disease prevention to meet the City's goals. Public Health Organizational Development, Technical Assistance, and Training involves developing training materials, leading sessions, and providing technical support to public health workers to build skills, engage with communities, and ensure compliance with state, federal, and local regulations. Public Health Program Evaluation and Community Needs Assessment includes evaluating program effectiveness, conducting community needs assessments, analyzing data, and offering recommendations to improve public health strategies, ensuring programs meet community needs. Finally, Public Health Program Implementation and Project Management covers	0	48	2026-11-16 14:00:00	Reanna Albert

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					planning, managing, and executing public health projects such as disease control, vaccination campaigns, and health education programs, ensuring they are completed on time and within budget.				
TOTALS:			**$3,329,523.00**	**$7,703,523.00**					

Department Summary

Department	New Count	Amendment Count	Total New Amount	Total Cumulative Amount
ART	0	1	$50,000.00	$424,000.00
DPH	0	1	$3,279,523.00	$7,279,523.00
Column Total	**0**	**2**	**$3,329,523.00**	**$7,703,523.00**

Generated on: 10/30/2026, 12:10:43 PM by Suzanne Choi

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: ADM
Submitted By: Wilton Alderman
Department Coordinator: Lynn Khaw, lynn.khaw@sfgov.org
Project Manager: Wilton Alderman

ServiceNow Number: DHRPSC0006544
Version: 0.01
Version Type: New

Brief description of proposed work: Resubmission of previously approved but expired PSC: As-needed Citywide landscaping services for City-owned properties

Review Type and Reason

CSC Review Required: Yes
CSC Review Reason(s):
- Requires CSC Approval by Amount

Amount

PSC Amount: $6,500,000
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: This Citywide contract is for as-needed landscaping services at various locations throughout the City and County of San Francisco (CCSF) and other locations of City-owned property outside of the geographical City limits. Landscaping services include, but are not limited to, pruning of indigenous and/or invasive plant species and trees; weeding and clearing of invasive plant species and unwanted plant growth; planting indigenous plant species and other plants; mowing overgrown shrubbery; fertilizing plants and trees; applying pesticides as-needed to plants and trees; performing horticultural pest and disease control; performing minor industry-standard irrigation system inspections and maintenance repairs; and maintaining living roofs.

Post Union Notification

Why are these services required and what are the consequences of denial?: City properties require landscaping services to limit the potential risk of injury for people accessing City property and maintain a certain level of cleanliness and accessibility. Without landscaping services, City properties may experience a spread of diseases from pests, loss of biodiversity due to the death of indigenous plant species, and overgrowth of non-indigenous and/or invasive plant species. The City's living roofs, also referred to as green roofs, serve as opportunities to reduce heating/ air conditioning costs and improve the environment. Green roofs are an asset because they provide additional insulation, reducing the energy needed to moderate the temperature of a building. Through the daily dew and evaporation cycle, plants on green roof surfaces can cool cities during hot summer months and reduce the Urban Heat Island (UHI) effect. Green roofs can also help reduce the distribution of dust and particulate matter throughout the city and can capture airborne pollutants, atmospheric deposition, and filter noxious gases.

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

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: Department does not have a Commission

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

Justification

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?: Landscaping Services are an as-needed service, and there is no clearly defined set amount of work. The frequency of this service depends on a myriad of factors, like budgetary constraints and environmental conditions of various properties within the City's portfolio. For instance, a department may have a large, one-time urgent request to prune overgrown shrubbery on a City property, and having access to a contract or contracts that enable a quick response time is beneficial to the City.
Q5b) Do the services require specialized expertise, knowledge experience?: Yes
Q5b1) Describe the specialized skills and expertise required to perform the services: Contractor(s) are required to have experience in landscaping services like tree pruning, planting of indigenous and non-indigenous plant species, fertilizing of plants, mowing areas of various sizes, maintaining previously installed irrigation systems, and performing horticultural pest and

disease control. Contractor(s) are required to have the following certifications: D-49 Tree Service Licenses and C-27 Landscaping Contractor Licenses. Contractors must also have knowledge of plantings and maintenance appropriate for living roofs, and familiarity with roof membrane and cistern systems.
Q5c) Does City have classifications with the required specialized skills or expertise?: Yes
Q5c1) Identify the classifications: 3408 - Apprentice Arborist Tech I, 3434 - Arborist Technician, 3425 - Senior Integrated Pest Mgmt Sp, 3424 - Integrated Pest Mgmt Specialst, 3417 - Gardener, 3438 - Arborist Technician Supv II, 3410 - Apprentice Gardener, 3436 - Arborist Technician Supervisor, 3409 - Apprntice Arborist Technicn II
Q5c2) Does the Department have employees in these classifications?: Yes
Q5c3) Why are they not able to perform the services?: The required services are as needed and services may be required more or less frequently. While there are City workers in these classifications, there is not a consistent capacity to serve the miscellaneous needs of various departments.
Q5d) Will contractor directly supervise City employees?: No
Q5e) Will contractor train City employees?: No
Q5e1) Explain why training of City employees is not required: City employees will not be trained because there is no transfer of knowledge component in 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: There is no plan to transition this work back to the City because of the as-needed nature of the landscaping services. The Bureau of Urban Forestry (BUF) does perform similar work, but this division does not have the capacity to service the miscellaneous needs of various departments. While the City does have classifications that can perform the maintenance of living roofs, the City currently does not have the available resources and/or bandwidth to perform these services.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 3408 - Apprentice Arborist Tech I, 3434 - Arborist Technician, 3425 - Senior Integrated Pest Mgmt Sp, 3424 - Integrated Pest Mgmt Specialst, 3438 - Arborist Technician Supv II, 3410 - Apprentice Gardener, 3436 - Arborist Technician Supervisor, 3409 - Apprntice Arborist Technicn II
Labor Unions: 261 - Laborers Int, Local 261
Labor Union Email Addresses: laborers261@gmail.com
Union Review Sent On: 9/28/2026
Union Review End Date: 10/28/2026
Union Review Duration Met On: 10/28/2026

Post Union Notification

Khaw, Lynn (ADM)

From: The Civil Service Commission <ccsfdt@service-now.com>
Sent: Tuesday, December 3, 2024 10:15 AM
To: Falcon, Victoria (DPH); Khaw, Lynn (ADM)
Subject: ADM [DHRPSC0004231] was approved by CSC on 2024-12-02

CIVIL SERVICE COMM
CITY AND COUNTY OF

NOTICE OF CIVIL SERVICE COMMISSION ACTION

Hello Lynn Khaw,

At its meeting on **2024-12-02 14:00:00 PST**, the Civil Service Commission had for its consideration the ADM PSC [DHRPSC0004231].

The Civil Service Commission, APPROVED PSC [DHRPSC0004231] on 2024-12-02.

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
==========
Record Number: DHRPSC0004231 v 1.0
Description of Proposed Work: Citywide landscaping services for City-owned properties.

Request Type: New

Approval Type: CSC Approval
CSC Review Reason(s):
CSC Approval by Amount

Submitting Department: ADM
Dept PSC Coordinator: Lynn Khaw
Dept PSC Coordinator Email: lynn.khaw@sfgov.org
Dept PSC Coordinator Phone: +1 (628) 652-1623

DHR Admin/Reviewer: Suzanne Choi
CSC Admin/Reviewer: Lavena Holmes
PSC Amount: $6,700,000.00
PSC Duration (months): 60
Funding Source(s): City Funds
Scope of Work: This Citywide contract is for as-needed landscaping services at various locations throughout the City and County of San Francisco (CCSF) and other locations of City-owned property outside of the geographical City limits. Landscaping services include, but are not limited to, pruning of indigenous and/or invasive plant species and trees; weeding and clearing of invasive plant species and unwanted plant growth; planting indigenous plant species and other plants; mowing overgrown shrubbery; fertilizing plants and trees; applying pesticides as-needed to plants and trees; performing horticultural pest and disease control; performing minor industry-standard irrigation system inspections and maintenance repairs; and maintaining living roofs.

PSC Justification(s)
==========
✔Services required on an as-needed, intermittent, or periodic basis
✔Services requiring specialized expertise, knowledge experience

Take me to the PSC Record

Ref:TIS5498863_qWcHOrvqgAzNq7hEitCV

City and County of San Francisco
Daniel Lurie, Mayor

Office of the City Administrator
Carmen Chu, City Administrator
Sailaja Kurella, Director
Office of Contract Administration/Purchasing

Date: October 29, 2026

To: Civil Service Commission

From: Lynn Khaw, Office of Contract Administration (OCA) PSC Coordinator

Subject: Summary of Meeting with Local 261 RE: DHRPSC0006544 – As-needed Citywide Landscaping Services for City-Owned Properties

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On August 19, 2026, Union Local 261 requested a meeting to discuss PSC #DHRPSC0006544 for as-needed citywide landscaping services for City-owned properties. On the same day, the Office of Contract Administration (OCA) offered meeting dates and times. On September 2, 2026, Local 261 emailed OCA with questions about Proposition J requirements and proposed five dates and times to meet. OCA responded that this PSC is a standard request for as-needed landscaping services, not a Proposition J request. And that the previously approved PSC expired without activation because OCA staffing shortages delayed the solicitation, so OCA is requesting CSC approval again. Contracted services would supplement—not replace—City staff and would be used only when DPW cannot meet the operational need. After providing these clarifications, OCA asked whether the Union still wanted to meet. OCA did not receive confirmation that the meeting was still required. Please see "Attachment 1" for these communications from 08/19/26 to 09/9/26.

On September 28, OCA had to renotify the union for another 30 days after correcting a minor error in PSC Form 1. OCA attached the wrong PSC Form 1 to the ServiceNow application due to an administrative error; the Pre-Union Notification's answer to a yes/no question did not match the answer in the Post-Union Notification. There were no material changes from the original submission other than inadvertently answering "yes" when the answer should have been "no." During this second notification, Local 261 raised additional questions on 10/20/26. On 10/26/26, OCA continued responding to the union's questions and offered meeting times. Please see "Attachment 2" for communications from 09/28/26 to 10/26/26.

OCA will continue to answer the Union's questions and is open to meeting. After 60 days' notice, we request that this PSC be scheduled for the next Civil Service Commission meeting.

Khaw, Lynn (ADM)

From: Alderman, Wil (ADM)
Sent: Thursday, September 3, 2026 7:37 AM
To: Theresa Foglio-Ramirez
Cc: DT Service Now (TIS); DHR-Personal Services Contracts; Bruce, Fiona (ADM); Khaw, Lynn (ADM); Woo, Sunny (ADM); Gagin, Matthew (ADM); Forghani, Abtin (ADM); Walker, Lorna (ADM)
Subject: RE: ADM [DHRPSC0006544] submitted for Union Review

Hi Theresa,

Thank you for your message. I want to clarify that the information you requested appears to relate to a Proposition J (Prop J) approval. This request is not a Prop J request. It is a standard Personal Services Contract (PSC) request for as-needed landscaping services.

This PSC was previously approved under PSC# DHRPSC0004231. However, due to a staffing shortage within OCA that impacted our ability to conduct the solicitation, the contract was never activated and ultimately expired on 6/3/2026 due to lack of initial use.

We are now seeking CSC approval again so we can proceed with conducting the solicitation. The services covered under this PSC would only be used on an as-needed basis. There are occasions when RED requires landscaping services and DPW is unable to perform the work at the time it is needed. RED and DPW will coordinate a first right of refusal process to ensure DPW has the first opportunity to perform the work. Contracted services would only be used when DPW confirms it cannot meet the operational need. This PSC is intended solely to supplement City staff, not replace them.

Given this clarification, please let us know if you would still like to meet to discuss the PSC request.

Regards,
Wil

Wil Alderman
Office of Contract Administration
City & County of San Francisco
628-652-1647 | wil.alderman@sfgov.org

Working Hours: Monday – Friday, 8:00AM – 5:00PM
Working Remotely: Monday – Wednesday

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From: Theresa Foglio-Ramirez <laborers261@gmail.com>
Sent: Wednesday, September 2, 2026 5:51 PM
To: Alderman, Wil (ADM) <Wil.Alderman@sfgov.org>

Cc: DT Service Now (TIS) <ccsfdt@service-now.com>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Bruce, Fiona (ADM) <fiona.bruce@sfgov.org>; Khaw, Lynn (ADM) <lynn.khaw@sfgov.org>; Woo, Sunny (ADM) <sunny.woo@sfgov.org>; Gagin, Matthew (ADM) <matthew.gagin@sfgov.org>; Forghani, Abtin (ADM) <abtin.forghani@sfgov.org>
Subject: Re: ADM [DHRPSC0006544] submitted for Union Review

Greetings,

The Mayor's proposal has created a bit of a backlog as we prioritize those discussions, and I apologize for the delay.

My current availability is as follows. Please note that these dates and times are **subject to change based on ongoing discussions with the Mayor's Office, and some of this availability has also been provided to other departments**:

- **September 9** – Open
- **September 11** – 8:00–10:00 a.m. and 1:00–3:00 p.m.
- **September 15** – Open
- **September 16** – Available until noon
- **September 17** – Open

Please let me know if any of these dates and times work for you. If not, I am happy to provide additional availability.

In the meantime, please provide the following information and documentation for the Union's review:

1. The Department's **Prop J submission**;
2. The complete **Controller's cost analysis and certification**;
3. All spreadsheets, calculations, assumptions, and supporting documentation used to compare the cost of City employees performing the work against the proposed contractor;
4. The **Administrative Code § 2.15 supplemental report**;
5. The **Board of Supervisors file number** and the proposed and/or adopted **Prop J resolution**;
6. The date of **Board of Supervisors approval**;
7. The City classification(s) and **FTEs** utilized in the City-cost calculation;
8. The proposed contractor's **scope of work and associated costs**;
9. Confirmation as to whether this is a **new Prop J certification or the renewal/continuation of a previously approved contracted service**; and
10. Any **prior Prop J certifications, Controller analyses, or Board approvals** covering the same or substantially similar work.

Thank you.

Pax et bonum!

Theresa Foglio-Ramirez
Public Sector Business Agent
LiUNA!, Local 261

3271 18th Street
San Francisco, CA 94110
(415) 823-7566 cell
(415) 826-4550 office
(415) 826-1948 fax
http://twitter.com/theresafoglio

On Wed, Aug 19, 2026 at 2:43 PM Alderman, Wil (ADM) <Wil.Alderman@sfgov.org> wrote:

> Hi Theresa,
>
> Matthew Gagin is the Manager at Real Estate that would be the primary user of these as-needed services. Abtin Forghani is my Deputy Director here at OCA. I will be your main PoC as the OCA Procurement Manager over this potential contract.
>
> Matthew is out this week so I am using the scheduling assistant in outlook to provide potential times and dates to meet.
>
> Please let me know which if these will work for you and I will schedule the meeting and send out the invite. I look forward to meeting you discussing further!
>
> Monday August 24
>
> - 10:00am – 10:30am
> - 10:30am -11:00am
>
> Tuesday August 25
>
> - 10:30am-11:00am
> - 1:00pm – 1:30pm
> - 1:30pm - 2:00pm
>
> Regards,
>
> Wil

Wil Alderman

Office of Contract Administration

City & County of San Francisco

628-652-1647 | wil.alderman@sfgov.org

Working Hours: Monday – Friday, 8:00AM – 5:00PM

Working Remotely: Monday – Wednesday

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From: Alderman, Wil (ADM) <Wil.Alderman@sfgov.org>
Sent: Wednesday, August 19, 2026 2:32 PM
To: Theresa Foglio-Ramirez <laborers261@gmail.com>; DT Service Now (TIS) <ccsfdt@service-now.com>
Cc: DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Bruce, Fiona (ADM) <fiona.bruce@sfgov.org>; Khaw, Lynn (ADM) <lynn.khaw@sfgov.org>; Woo, Sunny (ADM) <sunny.woo@sfgov.org>; Alderman, Wil (ADM) <Wil.Alderman@sfgov.org>
Subject: RE: ADM [DHRPSC0006544] submitted for Union Review

Hi Theresa,

Happy to meet with you. Let me get with the relevant folks for this contract and provide you a few dates/times available.

Regards,

Wil

Wil Alderman

Office of Contract Administration

City & County of San Francisco

628-652-1647 | wil.alderman@sfgov.org

Working Hours: Monday – Friday, 8:00AM – 5:00PM

Working Remotely: Monday – Wednesday

_____

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From: Theresa Foglio-Ramirez <laborers261@gmail.com>
Sent: Wednesday, August 19, 2026 12:37 PM
To: DT Service Now (TIS) <ccsfdt@service-now.com>
Cc: Alderman, Wil (ADM) <Wil.Alderman@sfgov.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Bruce, Fiona (ADM) <fiona.bruce@sfgov.org>; Khaw, Lynn (ADM) <lynn.khaw@sfgov.org>; Woo, Sunny (ADM) <sunny.woo@sfgov.org>
Subject: Re: ADM [DHRPSC0006544] submitted for Union Review

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Greetings,

The Union requests to meet and confer over this proposed service contract.

Pax et bonum!

Theresa Foglio-Ramirez

Public Sector Business Agent
LiUNA!, Local 261

3271 18th Street
San Francisco, CA 94110

(415) 823-7566 cell
(415) 826-4550 office
(415) 826-1948 fax
http://twitter.com/theresafoglio

On Wed, Aug 19, 2026 at 9:42 AM CCSF IT Service Desk <ccsfdt@service-now.com> wrote:

> Hello union representatives,
>
> ADM is requesting your review of PSC [DHRPSC0006544]. 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 2026-09-18.**
>
> **PSC Summary**
> **==========**
> **Record Number:** DHRPSC0006544 v 0.01
> **Description of Proposed Work:** Resubmission of previously approved but expired PSC: As-needed Citywide landscaping services for City-owned properties
>
> **Request Type:** New
>
> **Approval Type:** CSC Approval
> **CSC Review Reason(s):**
>
>  CSC Approval by Amount
>
> **Submitting Department:** ADM
> **Dept PSC Coordinator:** Lynn Khaw
> **Dept PSC Coordinator Email:** lynn.khaw@sfgov.org
> **Dept PSC Coordinator Phone:** +1 (628) 652-1623
> **PSC Amount:** $6,500,000.00
> **PSC Duration (months):** 60
> **Funding Source(s):** City Funds
> **Scope of Work:** This Citywide contract is for as-needed landscaping services at various locations throughout the City and County of San Francisco (CCSF) and other locations of City-owned property outside of the geographical City limits. Landscaping services include, but are not limited to, pruning of indigenous and/or invasive plant species and trees; weeding and clearing of invasive plant species and unwanted plant growth; planting indigenous plant species and other plants; mowing overgrown shrubbery; fertilizing plants and trees; applying pesticides as-needed to plants and trees; performing horticultural pest and disease control; performing minor industry-standard irrigation system inspections and maintenance repairs; and maintaining living roofs.
> **Job Class(es):** 3434 - Arborist Technician, 3408 - Apprentice Arborist Tech I, 3409 - Apprntice Arborist Technicn II, 3436 - Arborist Technician Supervisor, 3438 - Arborist Technician Supv II, 3410 - Apprentice Gardener, 3424 - Integrated Pest Mgmt Specialst, 3425 - Senior Integrated Pest Mgmt Sp
> **Labor Unions:** 261 - Laborers Int, Local 261
>
> **PSC Justification(s)**
> **==========**


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


Services requiring specialized expertise, knowledge experience

Ref:TIS6888853_tcePO0dLTuO6ig5VSDsQ

Khaw, Lynn (ADM)

From: Alderman, Wil (ADM)
Sent: Monday, October 26, 2026 4:20 PM
To: Theresa Foglio-Ramirez; Khaw, Lynn (ADM)
Cc: DT Service Now (TIS); DHR-Personal Services Contracts; Bruce, Fiona (ADM); Woo, Sunny (ADM); Forghani, Abtin (ADM)
Subject: RE: ADM [DHRPSC0006544] submitted for Union Review

Thank you, please find my responses to your additional questions related to DHRPSC0006544 below:

1. Proposed Contract Amount
I will need to research the prior agreement, as I have not identified a previous Term Contract for these services, and my understanding is that the prior agreement expired more than three years ago. Accordingly, historical expenditures may not accurately reflect current or anticipated service needs.

The proposed contract includes services that DPW currently cannot accommodate, including living roof maintenance and mowing, as well as as-needed pruning of trees, shrubs, bushes, plants, hedges, and other vegetation, weed abatement, planting and plant management, urgent or emergency cleanup, and vegetation-related pesticide and pest control services. When we issue these types of Citywide contracts where we do not have a contract in place for the services, we try to estimate based on anticipated usage and current costs. This would represent the anticipated maximum cost for the duration of our needs. Maximum amount is not necessarily the amount that will be expended.

2. Scope of Contracted Services
The proposed contract amount is intended exclusively for as-needed services performed by outside contractors. It does not include payments to DPW for work performed by City employees.

The contract is intended to supplement DPW' existing capabilities where specialized services are required, such as living roof maintenance, or where DPW or other departments determines it lacks the resources to perform the requested work at that time.

3. Departmental Utilization
Although the contract would be available to City departments, where DPW performs the work for a department, they will be provided opportunity to First Right of Refusal requirement within the contract instructions. The contract may only be utilized after DPW determines that it cannot accommodate the work.

This requirement is intended to ensure that existing City resources are considered before departments utilize an outside contractor. Departments remain responsible for compliance with applicable labor agreements and other requirements governing contracted services.

4. Privatization of Existing Services
The proposed contract is intended to provide supplemental, as-needed services and is not intended to replace or displace existing City employees or privatize ongoing departmental operations.

Departments, including Recreation and Parks, would remain subject to the First Right of Refusal process and applicable MOU requirements. The existence of a Citywide contract does not independently authorize a department to subcontract work in violation of those requirements.

Where departments experience temporary staffing shortages while recruiting or backfilling positions, any proposed use of the contract must remain within its scope and comply with applicable labor obligations.

5. Vacant Positions
Decisions regarding departmental staffing, recruitment, and filling vacant positions fall under the authority of individual departments and their leadership, rather than OCA.

OCA's role is to establish the procurement vehicle and its contractual requirements. Departments remain responsible for determining whether their proposed use of the contract is permissible.

The proposed contract is not intended to serve as a substitute for filling authorized positions or maintaining existing City staffing. The First Right of Refusal requirement provides an additional procedural safeguard by requiring departments to consult DPW before obtaining services from an outside contractor.

6. MOU Compliance
We are not asserting that the proposed contract is categorically exempt from Article II.G of the local 261 MOU.

Acknowledging your request to meet, please find the below 3 available dates:

Tuesday, October 27, 2026 at 1:00PM – 1:30PM
Tuesday, October 27, 2026 at 3:00PM - 3:30PM
Wednesday, October 28, 2026 at 1:00PM – 1:30PM

Regards,
Wil

Wil Alderman
Office of Contract Administration
City & County of San Francisco
628-652-1647 | wil.alderman@sfgov.org

Working Hours: Monday – Friday, 8:00AM – 5:00PM
Working Remotely: Monday – Wednesday

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From: Theresa Foglio-Ramirez <laborers261@gmail.com>
Sent: Tuesday, October 20, 2026 1:09 PM
To: Khaw, Lynn (ADM) <lynn.khaw@sfgov.org>
Cc: DT Service Now (TIS) <ccsfdt@service-now.com>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Alderman, Wil (ADM) <Wil.Alderman@sfgov.org>; Bruce, Fiona (ADM)

<fiona.bruce@sfgov.org>; Woo, Sunny (ADM) <sunny.woo@sfgov.org>
Subject: Re: ADM [DHRPSC0006544] submitted for Union Review

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

Greetings Lynn,

Thank you for the information.

The Union would still like to meet and discuss the proposed contract, including its scope, anticipated expenditures, potential impact on represented classifications, and compliance with the subcontracting provisions of our MOU.

Given the relatively small amount expended during the previous contract term, coupled with the fact that the Department of Real Estate appears to be the only department that has expressed interest in utilizing the contract, the proposed contract amount seems excessive and warrants further explanation.

The Union requests clarification on the following:

1. **Proposed Contract Amount:** What is the justification for the proposed contract amount, particularly considering the limited expenditures under the previous contract? Please provide the actual expenditures and utilization by department during the prior contract term, along with the methodology used to establish the proposed amount.
2. **Scope of Contracted Services:** Does the proposed contract amount include payments for work performed by the Department of Public Works, or is the funding strictly designated for services performed by outside contractors or entities?
3. **Departmental Utilization:** Given that all City departments would be eligible to utilize this contract, what restrictions or safeguards exist to prevent departments from using it to replace work currently performed by City employees in represented classifications?
4. **Privatization of Existing Services:** Would the proposed contract permit departments, such as Recreation and Parks, to contract out work currently performed by City employees, including work associated with the City's golf courses, as a means of privatizing existing services?
5. **Vacant Positions:** What provisions would prevent departments from utilizing this contract to perform bargaining unit work rather than filling existing vacant positions or hiring City employees to perform those services?
6. **MOU Compliance:** Please explain the City's position regarding the applicability of **Article II.G – Subcontracting** of the Laborers' Local 261 MOU and identify the basis for any determination that the proposed contract is exempt from its notification, disclosure, and meeting requirements.

The Union specifically references the following provisions:

Article II.G.1 – "Prop J." Contracts (Paragraphs 76–79)

These provisions require, where applicable:

- Advance notification to the Union when contracting out City services requires Board of Supervisors authorization.

- Access to pertinent background information and documentation concerning the proposed contracted services.
- Informational meetings before final action to discuss alternatives to contracting, service levels, Controller certification, staffing ratios, and employee productivity.
- Participation by City officials and employees responsible for the contracting-out decision.

Article II.G.2 – Advance Notice to Union on Personal Services Contracts (Paragraphs 80–84)

These provisions establish notification and meeting requirements for proposed personal services contracts involving work that could potentially be performed by represented classifications. They also provide for discussions regarding alternatives to contracting and whether existing City staff possess the expertise or facilities necessary to perform the work.

Article II.G.3 – Advance Notice to Union on Construction/Maintenance or Job Order Contracts (Paragraphs 85–88)

These provisions establish advance notification, information disclosure, and meeting requirements for proposed construction, maintenance, or job order contracts involving services that could potentially be performed by represented classifications.

Given the nature of the services contemplated under this contract and the potential for work to be performed by Local 261 bargaining unit members, the Union requests that the City identify which of these provisions it considers applicable and provide the contractual or legal basis for any claimed exemption.

The Union's concern is not limited to the amount of the proposed contract, but extends to the potential displacement, erosion, or subcontracting of bargaining unit work, particularly when existing City employees are qualified to perform the services or authorized positions remain vacant.

Accordingly, the Union reiterates its request to meet with the appropriate City representatives responsible for the proposed contract before its approval or implementation. We also request the relevant supporting documentation sufficiently in advance of the meeting to allow for a meaningful discussion of the proposed contract and potential alternatives.

The Union reserves all rights under the MOU and applicable law, including its rights concerning notice, information requests, and meeting obligations related to contracting out bargaining unit work.

We look forward to your response and to scheduling a meeting.

Pax et bonum!

Theresa Foglio-Ramirez
Public Sector Business Agent
LiUNA!, Local 261
3271 18th Street
San Francisco, CA 94110

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(415) 826-4550 office
(415) 826-1948 fax
http://twitter.com/theresafoglio

On Mon, Sep 28, 2026 at 3:15 PM Khaw, Lynn (ADM) <lynn.khaw@sfgov.org> wrote:

> Hello Theresa and Laborers 261 Team,
>
> I resubmitted this PSC because of a technical error when attaching the "Pre-Union" and "Post-Union" notification documents. In the Pre-Union, one question asked, "Has your department contracted out these services in the last three years?" We answered "Yes," but later realized the last contract was in 2021, which is more than three years ago, so we changed it to "No." The ServiceNow system didn't capture the update we intended to attach with a "no" answer. In other words, we didn't change the answer after submission; we simply attached the wrong document. Because the answer to a "yes" or "no" question was inconsistent, we are required to notify you again.
>
> Nothing else has changed in this resubmission other than the explanation of the discrepancy above.
>
> Thank you,
>
> Lynn
>
> Lynn Khaw, CPPO, CPPB, C.P.M.
>
> Departmental PSC Coordinator
>
> Office of Contract Administration
>
> City & County of San Francisco
>
> (628) 652-1623 | lynn.khaw@sfgov.org
>
> Working Hours: Mon – Fri, 8:00 AM – 5:00 PM PT
>
> Working Remotely: Mon, Tues, and Wed
>
> _____

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From: CCSF IT Service Desk <ccsfdt@service-now.com>
Sent: Monday, September 28, 2026 2:09 PM
To: laborers261@gmail.com; Alderman, Wil (ADM) <Wil.Alderman@sfgov.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Bruce, Fiona (ADM) <fiona.bruce@sfgov.org>; Khaw, Lynn (ADM) <lynn.khaw@sfgov.org>; Woo, Sunny (ADM) <sunny.woo@sfgov.org>
Subject: ADM [DHRPSC0006544] submitted for Union Review

Hello union representatives,

ADM is requesting your review of PSC [DHRPSC0006544]. 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 2026-10-28.**

PSC Summary
==========
Record Number: DHRPSC0006544 v 0.01
Description of Proposed Work: Resubmission of previously approved but expired PSC: As-needed Citywide landscaping services for City-owned properties

Request Type: New

Approval Type: CSC Approval
CSC Review Reason(s):
CSC Approval by Amount

Submitting Department: ADM
Dept PSC Coordinator: Lynn Khaw
Dept PSC Coordinator Email: lynn.khaw@sfgov.org
Dept PSC Coordinator Phone: +1 (628) 652-1623
PSC Amount: $6,500,000.00
PSC Duration (months): 60
Funding Source(s): City Funds
Scope of Work: This Citywide contract is for as-needed landscaping services at various locations throughout the City and County of San Francisco (CCSF) and other locations of City-owned property outside of the geographical City limits. Landscaping services include, but are not limited to, pruning of indigenous and/or invasive plant species and trees; weeding and clearing of invasive plant species and unwanted plant growth; planting indigenous plant species and other plants; mowing overgrown shrubbery; fertilizing plants and trees; applying pesticides as-needed to plants and trees; performing horticultural pest and disease control; performing minor industry-standard irrigation system inspections and maintenance repairs; and maintaining living roofs.
Job Class(es): 3434 - Arborist Technician, 3408 - Apprentice Arborist Tech I, 3409 - Apprntice Arborist Technicn II, 3436 - Arborist Technician Supervisor, 3438 - Arborist Technician Supv II, 3410 - Apprentice Gardener, 3424 - Integrated Pest Mgmt Specialst, 3425 - Senior Integrated Pest Mgmt Sp
Labor Unions: 261 - Laborers Int, Local 261

PSC Justification(s)

==========

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

Ref:TIS6982944_0QfBBAPzVushew2rkzr7

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DEC
Submitted By: Matthew Ahn
Department Coordinator: Matthew Ahn, mahn@sfgov.org
Project Manager: Katherine Kwok

ServiceNow Number: DHRPSC0006562
Version: 0.01
Version Type: New

Brief description of proposed work: The Department of Early Childhood seeks external consultants for time-limited strategic, organizational development, and program planning projects.

Review Type and Reason

CSC Review Required: Yes
CSC Review Reason(s):
- Requires CSC Approval by Amount

Amount

PSC Amount: $2,000,000
Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration
PSC Duration (Months): 60

Funding

Funding Source: City Funds
Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The Department of Early Childhood seeks external consultants for time-limited strategic, organizational development, and program planning projects. Over the next five years, DEC will need to establish a new, five-year strategic plan for 2028-2032, optimize its internal policies, procedures, and workflows after a period of rapid growth, and continue to develop new lines of work and refine existing ones to deliver high-quality programs and services for San Francisco's population of young children and their families.

The key objectives of the strategic planning include:

• Assessing DEC's progress in implementing its current strategic plan, including its core strategies and strategic priorities, against the backdrop of current needs
• Affirming/updating DEC's vision, mission, and values
• Affirming/updating DEC's Theory of Change, including the strategies and outcomes within it
• Codifying any emerging/new strategies needed for the next five years

Key objectives of organizational development planning include:
• Identifying organizational strengths, weaknesses, gaps, and opportunities toward effective implementation of DEC's strategic plan and programs
• Ensuring clarity of roles, responsibilities, and workflows toward efficient administration
• Ensuring clear documentation of policies and procedures for both internal and external transparency and accountability

Key objectives of program planning include:
• Tapping into specialized knowledge, expertise, and experience to inform the development of new or emerging strategies and program designs
• Incorporating knowledge of best practices into refining and improving existing programs and services

To accomplish these objectives, planning consultants would perform limited-term services including, but not limited to:
• Collaborating and coordinating with DEC staff in the development and implementation of planning activities
• Developing and implementing mechanisms for gathering feedback on DEC's current strategic plan progress, program implementation, internal processes, and future directions, such as through convenings, surveys, focus groups, and/or key informant interviews with DEC staff, grantees, contractors, and other key stakeholders
• Synthesizing and analyzing data, research, and evaluation from secondary sources, including DEC administrative data and the work of DEC consultants currently conducting landscape analyses and program evaluations
• Gathering input and feedback from parents, including through DEC's upcoming Parent Insights panel, through periodic surveys or other means
• Making recommendations for refining and aligning DEC's strategies and program implementation to the latest in early childhood research and best practices
• Convening and facilitating periodic meetings of the Strategic Planning Advisory Committee of the Children and Families Commission
• Helping DEC to develop and refine policies, protocols, and procedures for internal and external use
• Writing and designing planning documents and presentations

Why are these services required and what are the consequences of denial?: DEC is required by state law and local ordinance to develop a strategic plan every five years, and no one on staff has the expertise or capacity to take on this time-limited project. Similarly, intensive planning

related to organizational development and program design involving the engagement of multiple stakeholders is beyond the department's current capacity. Denying these services would cause the department to fall out of compliance with its governing laws and limit its efficiency and effectiveness.

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?: 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?: DEC is mandated by local and state ordinances to develop a strategic plan every five years. The process typically takes about a year, after which the plan undergoes minimal to no changes until the next strategic planning cycle.

DEC was launched four years ago and scaled up so quickly that there was no time for the department to focus on planning and building its internal infrastructure. Organizational development planning would be one time as well, to assess DEC's administrative capacity and make recommendations that ensure that DEC is organized and efficient in its operations for years to come.

Programmatic work is similarly time limited, under which DEC would enlist external experts to conduct research, bring lessons learned from other places, and convene stakeholders to design and launch new initiatives.
Q5c) How will you ensure the services aren't needed once this PSC request has ended?: All of the activities described culminate in the production of planning documents, policies, and procedures that are meant for DEC staff members to take full responsibility to implement.
Q5d) Describe the required skills and expertise needed to perform the services: Knowledge and expertise in early childhood research, policy, and programming, especially as they relate to the core strategies of DEC.

Expertise and experience in convening diverse stakeholders, including agency staff, grantees, contractors, parents, community members, and policy makers to analyze the landscape and gather feedback.

Expertise and experience with analyzing and improving organizational efficiency and effectiveness in administering public programs.

Knowledge and skills to synthesize inputs from multiple sources, make recommendations, and publish reports and plans for implementation in public agencies.
Q5e) Does the Department have employees with the required skills and expertise?: No
Q5f) not needed
Q5g) Will the services terminate upon resolution of the situation?: Yes

Additional information to support your request (Optional):

Union Notifications

Job Class(es): -None- - None Selected
Labor Unions: No Union Selected -
Labor Union Email Addresses: anthony@dc16.us, charlie@local377.com, mbeauchamp@oe3.org, ccarr@oe3.org, pking@uapd.com, pfinn@ibt856.org, mleach@ibt856.org, plangrooferslocal40@gmail.com, laborers261@gmail.com, nick@dc16.us, PSCreview@seiu1021.org, lvega@nccrc.org, president@twusf.org, PSCreview@seiu1021.org, PSCreview@seiu1021.org, pking@uapd.com, mleach@ibt856.org, cpark@local39.org, jvarga@ibt856.org, PSCreview@seiu1021.org, L21pscreview@ifpte21.org, president@twusf.org, president@sfsheriffsmsa.org, cjohnson@bac3-ca.org, mhenneberry@teamsters853.org, staff@sfmea.com, mleach@ibt856.org, laborers261@gmail.com, president@twusf.org, jb@local16.org, john.lenny@sfgov.org, sfcwupresidentjmleonard@yahoo.com, local200twu@sbcglobal.net, staff@sfmea.com, Louis@sfpoa.org, joshv@smw104.org, administration@sffdlocal798.org, PSCreview@seiu1021.org, pmendeziamaw@comcast.net, dvickers@iam1414.org, administration@sffdlocal798.org, larryjr@ualocal38.org, president@twusf.org, WOrellana@opcmialocal300.org, L21pscreview@ifpte21.org, PSCreview@seiu1021.org, President@sanfranciscodsa.com, staff@sfmea.com, mleach@ibt856.org, ibew6@ibew6.org, oashworth@ibew6.org, sfdpoa@yahoo.com, pmendez@ncscarpenters.org, SMcgarry@ncscarpenters.org
Union Review Sent On: 10/20/2026
Union Review End Date: 10/27/2026
Union Review Duration Met On: 10/27/2026

Post Union Notification

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DPH
Submitted By: Letania Ferreira
Department Coordinator: Reanna Albert, reanna.albert@sfdph.org
Project Manager: Mary McGinty

ServiceNow Number: DHRPSC0006579
Version: 0.01
Version Type: New

Brief description of proposed work: Contractor will provide qualified diagnostic imaging technologists, nursing staff, and support staff to support the Radiology Department in maintaining safe, timely, and continuous patient care. Services will supplement staffing vacancies, approved leaves, family medical leave, and other planned or unplanned staffing gaps. Contractor will provide coverage across imaging services, including technologists, nursing, and support staff, as needed to maintain departmental operations and patient access. This support will help sustain emergency, inpatient, and outpatient imaging services while reducing delays, supporting patient flow, and maintaining continuity of care. The proposed services will provide workforce flexibility while permanent positions are recruited and filled.

Review Type and Reason

CSC Review Required: Yes
CSC Review Reason(s):
- Requires CSC Approval by Amount

Amount

PSC Amount: $15,000,000
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: Contractor will provide qualified imaging technologists, nursing staff, and support staff to supplement the Radiology Department's workforce and maintain safe, timely, and continuous patient care. Services will

include staffing support for open positions, vacancies, approved leave, family medical leave, unexpected absences, increased patient volumes, and other operational staffing needs. Contractor will provide qualified personnel across applicable imaging services, including diagnostic imaging, computed tomography, magnetic resonance imaging, ultrasound, mammography, interventional radiology, nuclear medicine, and other radiology services as requested. Nursing staff will provide patient care and clinical support, including care coordination, intravenous access, monitoring, management of contrast-related reactions, and assistance with urgent or emergent patient needs within their scope of practice. Support staff will assist with patient transport, preparation, positioning, room turnover, equipment, scheduling and workflow support, and other non-clinical duties necessary to maintain efficient patient flow. All personnel will perform duties consistent with their qualifications, licensure, certifications, hospital policies, and applicable regulatory requirements. Contractor services will provide flexible staffing capacity to reduce delays, maintain access to emergencies, in-patient, and outpatient imaging, support continuity of care, and maintain reliable Radiology Department operations while permanent positions are recruited and filled.

Why are these services required and what are the consequences of denial?: These services are required to maintain safe, timely, and continuous radiology operations in the face of staffing vacancies, employee leaves, family medical leave, unexpected absences, and increasing patient volumes. Supplemental technologist, nursing, and support staff are necessary to maintain adequate coverage across emergency, inpatient, and outpatient imaging services and to support the operational demands of a Level 1 Trauma Center. Without this staffing support, the department will experience increased appointment delays, longer patient wait times, reduced access to diagnostic imaging, increased reliance on existing staff to cover vacancies, and increased risk of staff burnout. Denial of these services could negatively impact patient flow, timely diagnosis and treatment, emergency and inpatient throughput, and continuity of care. Continued denial may also result in reduced departmental capacity, increased operational inefficiencies, and an inability to consistently meet patient care, quality, and regulatory requirements.

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?: 2

Why have you not hired City employees to perform the services?: The services are required on an as-needed, intermittent, and periodic basis to address fluctuations in staffing and patient demand. Staffing vacancies, employee leaves, and increasing patient volumes continue. Contracted staffing is therefore necessary to maintain adequate coverage, support essential radiology operations, and ensure continuity of patient care while permanent City positions are recruited and filled.

Board and Commission Approvals

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

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

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?: No
Q2 - Does performing these services cause a conflict of interest?: No
Q3 - Are these proprietary services City is not authorized to do?: No
Q4 - Does City lacks necessary facilities/equipment?: No
Q5 - Are the services required on a temporary basis or on a long-term basis?: Long-term Basis
Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: Yes
Q5a1) Why are the services required on an as-needed, intermittent and periodic basis?: The services are required on an as-needed, intermittent, and periodic basis to address fluctuations in staffing and patient demand. Coverage may be needed for open positions, employee vacancies, approved leaves, family medical leave, unexpected absences, scheduled time off, increased patient volumes, and other unforeseen operational needs. The frequency and duration of services will vary based on departmental staffing levels and patient care demands. This flexible staffing model will allow Radiology to maintain appropriate coverage, support continuity of care, and minimize delays in emergencies, inpatient, and outpatient imaging services.
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 clinical knowledge, technical skills, education, training, licensure, certification, and experience in diagnostic imaging and patient care. Diagnostic imaging technologists must be qualified to safely operate specialized imaging equipment and perform procedures in accordance with applicable standards, regulations, and hospital policies. Nursing staff must have the clinical expertise necessary to provide patient assessment, monitoring, intravenous access, medication and contrast-related support, emergency response, and care coordination within their scope of practice. Support staff must be experienced in patient transport, preparation, positioning, room turnover, and other activities that support safe and efficient imaging operations. Personnel must also be able to work effectively in a Level 1 Trauma Center environment and respond appropriately to emergency, inpatient, and outpatient patient care need.
Q5c) Does City have classifications with the required specialized skills or expertise?: Yes
Q5c1) Identify the classifications: 2424 - Diagnostic Imaging Assistant, 2312 - Licensed Vocational Nurse, 2471 - Radiologic Tech I, II, III, 2430 - Medical Evaluations Assistant
Q5c2) Does the Department have employees in these classifications?: Yes
Q5c3) Why are they not able to perform the services?: The Department has employees with the required skills and expertise; however, existing City employees are unable to provide all of the additional staffing coverage required. Staffing shortages resulting from vacancies, employee leaves, family medical leave, and unexpected absences have limited the Department's available

workforce. Existing staff are already supporting increased patient volumes and essential emergency, inpatient, and outpatient services, including 24-hour coverage required for a Level 1 Trauma Center. Contracted staffing is therefore necessary to supplement the existing workforce, maintain safe and timely patient care, and prevent further disruption to departmental operations.
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 employees is not required because the contracted personnel will be fully qualified, licensed, certified, and experienced in the services they are providing. The services are intended to provide supplemental staffing capacity rather than introduce new technology, procedures, or processes requiring City employee training. Contractor personnel will be expected to meet all applicable hospital policies, regulatory requirements, credentialing standards, and scope-of-practice requirements before providing services.
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's plan is to transition contracted services back to City employees as permanent positions become available and are filled. The Department will continue recruiting qualified candidates and filling authorized vacancies, while using contracted staff to maintain operational coverage in the interim. As City employees are hired and onboarded, contracted staffing will be reduced accordingly based on departmental staffing levels and patient care needs. The anticipated transition timeline includes transitioning positions as soon as qualified City employees can be recruited and placed into the available positions. This phased approach will ensure continuity of patient care while moving toward a sustainable City staffing model.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 2424 - Diagnostic Imaging Assistant, 2473 - Diag Med Sonographer I,II,III, 2312 - Licensed Vocational Nurse, 2471 - Radiologic Tech I, II, III, 2430 - Medical Evaluations Assistant
Labor Unions: 250 - SEIU 1021, 790 - SEIU, Local 1021, Misc
Labor Union Email Addresses: PSCreview@seiu1021.org, PSCreview@seiu1021.org
Union Review Sent On: 10/7/2026
Union Review End Date: 10/17/2026
Union Review Duration Met On: 10/17/2026

Post Union Notification

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.:	DHRPSC0006579

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
1000036901	1/1/2026	12/31/2026	$5,000,000	DHRPSC0001167	as needed, professional radiology technologists and radiology support staff to the San Francisco Health Network (SFHN), including Zuckerberg San Francisco General Hospital & Trauma Center (ZSFG), Laguna Honda Hospital (LHH), Jail Health Services, and SFHN Ambulatory Care Sites
1000036820	1/1/2026	12/31/2026	$5,000,000	DHRPSC0001167	as-needed, professional radiology technologists and radiology support staff to the San Francisco Health Network (SFHN), including Zuckerberg San Francisco General Hospital & Trauma Center (ZSFG), Laguna Honda Hospital (LHH), Jail Health Services, and SFHN Ambulatory Care Sites

City and County of San Francisco
Daniel Lurie
Mayor

San Francisco Department of Public Health
Daniel Tsai
Director of Health

DATE: October 29, 2026

TO: Suzanne Choi, Citywide PSC Coordinator, DHR

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

RE: DHRPSC0006579 v 0.01 – Radiology Registry Services

Summary of Union Objection:

On October 1, 2026 and October 21, 2026, representatives from the Department of Public Health and SEIU Local 1021 met to discuss DHRPSC0006579 – Radiology Registry Services.

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

- During the meeting on October 1, SEIU stated that their objection focused on the need to clarify responses in the RFI, including which CSC policy questions 5 and 11 refer to, insufficient responses such as question 15, and the lack of documentation. They also raised concerns about vacancies, classifications, and whether the department would reduce the PSC request if vacancies were filled, noting that they would gladly work with the department to advocate for hiring within the next year. SEIU stated that for them to drop the objection, they would request that the department reduce the PSC duration to one year and $10 million, and establish registry monitoring meetings.
- During the meeting on October 21, SEIU emphasized that registry monitoring meetings have been effective for other registries and proposed that DPH and SEIU meet quarterly to review registry usage. SEIU stated that once they receive confirmation that these meetings will occur, they would drop their objection.

In response, the Department:

- Provided SEIU with the CSC policy referenced in RFI questions 5 and 11, clarified answers, and acknowledged when documentation did not exist and therefore was unable to be provided. DPH responded to SEIU's questions about vacancies, leaves, and staffing needs, and confirmed that even with filled vacancies, registry would still be necessary. In response to SEIU's concerns about classifications listed

in the PSC, DPH withdrew the PSC, added the additional classifications, and resubmitted it under the same PSC number.

- Upon resubmission, DPH also reduced the total PSC amount from $30 million to $15 million. The department also committed to reaching out to the DPH HR Labor Relations team to confirm that they could facilitate the quarterly registry meetings and told SEIU they would get back to them with a response by the end of the week or following week. On October 28, DPH informed SEIU that we agree to hold quarterly meetings to monitor usage of the radiology registry, with Labor Relations facilitating. Based on the union's statement that they would waive their objection if we agreed to these meetings, we understand that the objection is now withdrawn.

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

Request for Information for PSC 6579 - Radiology Registry

1. What is the plan to transition the work to City employees? If these are considered intermittent services, what is the threshold of utilization to make them permanent?

   The plan is to transition the work to City employees by filling the existing vacant positions as recruitment and hiring allow.

   However, due to unforeseen circumstances and fluctuating operational needs, intermittent staffing remains an important resource to maintain continuity of services. It provides the flexibility needed to address temporary vacancies, leaves of absence, and other unanticipated staffing gaps while permanent positions are being recruited and filled.

   The use of intermittent staffing would be evaluated based on ongoing operational demand, vacancy levels, utilization, and the department's ability to maintain adequate staffing with City employees. If utilization demonstrates a sustained and recurring need, the department can reassess the staffing model and determine whether additional permanent positions are warranted.

2. What are the specific duties required to be performed under this contract? Please provide descriptions of services and how they connect clients with the DPH system of care.

   Contractor will provide qualified imaging technologists and support staff to supplement the Radiology Department's workforce and maintain safe, timely, and continuous patient care. Services will include staffing support for open positions, vacancies, approved leave, family medical leave, unexpected absences, increased patient volumes, and other operational staffing needs. Contractor will provide qualified personnel across applicable imaging services, including diagnostic imaging, computed tomography, magnetic resonance imaging, ultrasound, mammography, interventional radiology, nuclear medicine, and other radiology services as requested.

3. Please describe more in-depth the as-needed nature of the work. How many hours of work per week are required on average per classification defined in the scope of work?

The work is as needed and variable, based on operational staffing needs. The number of hours required each week will depend on which positions are vacant and the department's coverage needs at any given time.

Demand may increase when staff are unavailable due to planned or unplanned leave, FMLA, Workers' Compensation, ADA accommodations, vacancies, retirements or other staffing gaps. Because these circumstances fluctuate, it is difficult to provide a fixed average number of hours per week for each classification.

Registry staffing is therefore utilized to provide flexible coverage based on actual operational needs, with hours adjusted accordingly to maintain adequate staffing and continuity of patient care.

4. The names of vendors and contracts used previously to deliver these services, and a copy of the contracts with the associated vendors.

   a) Amergis

   b) Tryfacta

   Please see attached copies of contracts.

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

   DPH asserts that the requested invoices and performance evaluations are not relevant to the service contemplated to be contracted out. If you believe that this information is relevant, please provide a statement explaining its relevance to the CSC's policy within five calendar days from the date of receipt of this RFI.

6. The city classifications, departments or entities that currently perform or have performed these services in the past.

   2471 – Radiologic Technologist I, II, III

   2473 – Diagnostic Medical Sonographer I, II, III

   2424 – Diagnostic Imaging Assistant

   2430 – Medical Assistant

2312 – Licensed Vocational Nurse

Please note that the PSC only lists 4 classifications, so DPH will withdraw the PSC and resubmit it with the updated list.

7. 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.

   San Francisco Health Network does not have any documents to provide.

8. A list of decision makers withing DPH and/or DHR who determined the need to contract out these services.

   San Francisco Health Network and Zuckerberg San Francisco General leadership.

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

   The department continues to assess staffing needs and available Civil Service resources to determine the appropriate staffing model. The primary strategy is to fill existing vacant positions with City employees as recruitment and hiring opportunities allow.

   Currently, intermittent staffing is being requested to address temporary and fluctuating operational needs, including vacancies, leaves of absence, and other unforeseen staffing gaps. These services are not intended to replace the city workforce, but rather to provide supplemental coverage when Civil Service staffing is insufficient to meet operational demands.

   As staffing levels stabilize and vacancies are filled, utilization of intermittent services will be reassessed. Future staffing needs will continue to be evaluated based on workload, service demand, vacancies, and the availability of qualified Civil Service employees.

10. Staffing report (Budgeted FTEs, Actual FTEs, Vacancies) for all SEIU classifications in your department that may perform this work or may perform this work along with the contractor selected.

    a) Budgeted FTEs for Radiology is 130

b) Vacancies for Radiology is 15

11. 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.

    DPH asserts that the requested performance evaluations are not relevant to the service contemplated to be contracted out. If you believe that this information is relevant, please provide a statement explaining its relevance to the CSC's policy within five calendar days from the date of receipt of this RFI.

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

    The vendor will support Radiology services across DPH, providing supplemental staffing to maintain 24-hour, 7-day-a-week coverage. Support will focus on critical clinical services, including outpatient, Trauma, Emergency Department, inpatient, and urgent imaging needs, to ensure timely access to diagnostic imaging and continuity of patient care.

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

    The total number of vendor staff employed under this PSC will be variable and based on operational need. Staffing will be utilized to address vacancies, leaves of absence, and other temporary staffing gaps across Radiology. The number of vendor staff may fluctuate based on service demand and the availability of qualified City employees to maintain 24/7 coverage, including Trauma and Emergency services.

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

    The proposals are currently in review.

15. The documented delays in care that have occurred which is part of the reliance on contracting out this work in the submission for PSC review.

    Delays in care may occur due to unforeseen circumstances and unanticipated staffing needs, including unexpected absences, leaves of absence, vacancies, or fluctuations in patient volume. These circumstances can impact Radiology's ability to maintain timely imaging services, particularly for Trauma, Emergency Department, inpatient, and urgent cases.

    For this reason, maintaining access to registry staffing is considered a best practice to provide a flexible resource that can respond proactively to staffing gaps before

they result in service disruptions or delays in patient care. Intermittent contracted staffing allows the department to maintain appropriate coverage and continuity of services while permanent City positions are being recruited and filled.

Meeting Minutes

PSC Number, PSC Name, and Union: DHRPSC0006579, Radiology Registry Services, SEIU

Date: 10/1/26

Time: 3:00-4:00pm

Attendees:

Mary McGinty, DPH Director of Imaging, Pathology and Morgue Services

Sabrina Robinson, DPH Chief Operating Officer Hospital Administration

Chauncey Jackson, DPH Deputy Chief Operations Officer

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

Reanna Albert, PSC Coordinator, DPH Contracts

Letania Ferreira, Junior PSC Coordinator, DPH Contracts

Derek Arthur, SEIU Representative

Luis Moran, SEIU Representative

Daniel Beker, SEIU Representative

Alanna Walker, SEIU Representative

DPH and SEIU provided introductions.

SEIU: We have questions about the RFI. Questions 5 and 11 refer to a CSC policy, which policy are you referring to?

DPH: We are dropping the policy in the chat now.

SEIU: Number 15, the response given does not answer the question.

DPH: The delay of care is the answer.

SEIU: Is there documentation showing that delays in care have occurred because of lack of registry?

DPH: I do not have documentation for that.

SEIU: Question #10 in the FRI, is this radiology for the Health Network or is it specific for SF General?

DPH: It is SF General and we are the Health Network.

SEIU: Are there vacancies at Laguna Honda?

DPH: No, there are no vacancies at Laguna.

SEIU: For the vacancies, do we know the classifications they are in?

DPH: They're multiple different ones. There's techs, aids, supervisors. There's at least one in each.

SEIU: Is there a way to have this information provided to us?

DPH: Yes. We have about 20 leaves at ZSFG. We are getting some type of leave or an extension or an updated one.

SEIU: Another question about vacancies in relation to registry is if 15 vacancies filled is there still need for registry.

DPH: Yes, because we have leaves. We have FMLA, we have someone on leave all summer. We constantly have someone on leave. It's a short period.

SEIU: How many more positions would you need for City and County in order to not have a registry?

DPH: We're always going to need registry because there are always unforeseen circumstances. Yes, we need around 10 more employees. But we still need registry – FMLA, vacation, workers comp. Registry comes in and helps us.

SEIU: Is there a way for the union to caucus?

DPH: Sure, you can drop off the call and rejoin after you caucus.

SEIU: If the 15 vacancies were filled, would you reduce the PSC request?

DPH: No, because we have people that retire, etc. We have unforeseen circumstances and constant movement. We will always need registry. We have a 24/7 service we have to provide.

SEIU: If the vacancy rate was zero, would you still request $10M in registry?

DPH: I can't control who will go on leave. That's why we have it. If we need it, it's there.

SEIU: He is not asking if you would still have registry but if you would need less for the registry.

DPH: Yes. We still need $10M because I'd rather have enough so we can run our services, even if we don't use it all.

SEIU: Do you know what the breakdown is in the $10M / year? What percentage is direct staffing versus the service itself?

DPH: I don't know the breakdown. You're saying the hourly wage vs. what the company gets?

SEIU: Yes.

DPH: I don't know.

Around 3:22 SEIU leaves the call to caucus they rejoined at 3:44

SEIU: Thanks for the caucus time. We don't have any more questions other than if we can have the follow up responses in writing?

DPH: We'll send you all the follow-ups in writing to confirm we didn't miss anything. Regarding #6, the PSC only listed 4 classifications and the RFI listed additional ones. We will withdraw this PSC, add the additional classifications, and resubmit. It will be the same PSC number.

SEIU: Ok, Thanks. I did see that. Can we add an additional RFI about the utilization of previous contracts? We understood that the PSC would be withdrawn and if the department wants SEIU to drop the objection to the PSC we will ask you to reduce the time to 1 year and $10M and we would like to have registry monitoring meetings, not necessary biweekly. We would gladly work with the department to advocate for hiring within the next year. These are the changes that we would request for us to drop the objection.

DPH: Thank you, Derek. We will note those requests and discuss internally. Anything else from you? Thank you so much for making time and look out for our withdrawal and resubmission. The email follow-up will be the information request information.

SEIU: We look forward to seeing the resubmission.

Meeting Minutes

PSC Number, PSC Name, and Union: DHRPSC0006579, Radiology Registry Services, SEIU

Date: 10/21/26

Time: 1:00-1:26pm

Attendees:

Mary McGinty, DPH Director of Imaging, Pathology and Morgue Services

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

Letania Ferreira, Junior PSC Coordinator, DPH Contracts

Derek Arthur, SEIU Representative

Daniel Beker, SEIU Representative

DPH and SEIU provided introductions.

DPH: Just to recap, we withdrew PSC to add the additional classification, reduced the amount by half and kept duration. We also provided additional information you have requested in the RFI.

SEIU: Is the new request of $5 million per year based on expenditure for the last 2 and half years?

DPH: correct.

SEIU: One thing that has worked for other registries are the registry monitoring meetings in which we meet once/month with the leadership from department and HR to track things such as the purpose of the registry and a breakdown of vacancy rates. We would like to meet quarterly to look at hours used, classifications, etc. That is how we work in the meetings for the nursing registry.

DPH: Can we talk about the registry in our monthly LMC meetings just for radiology? Can we use that meeting for it as well? If you want to have the meeting quarterly, you will have better numbers.

SEIU: The reason why it is best to have a dedicated registry meeting is that a dedicated meeting for registry would bring in Erika Torson, from recruitment.

DPH: I am fine with that.

SEIU: It brings the meeting to a different level of DPH staff. It kind of levers our ability to talk to senior HR folks.

DPH: Fine, who facilitates the registry meeting currently?

SEIU: Ramon Williams and Troy.

SEIU: Our proposal is that we meet quarterly to review registry usage. 30 minutes meeting. We get the data the day before we have meeting and we bring questions to the meeting. It is just a monitoring situation.

DPH: To summarize it, you are asking for a quarterly registry specific meeting. Mary does not want to host it because she needs to get the data, but Mary you have to represent the department at these meetings.

SEIU: The director of labor relations facilitates the other meetings.

DPH: We can't promise that labor relations will be there because we don't have anyone from that department here, we will need to check with HR.

SEIU: It sounds to me that Mary is only agreeing to the meetings if there is someone facilitating them. If you can check and get back to us with that commitment, we are ready to drop objection and move forward.

DPH: Could we table it for now. We need to reach out to Ramon and make sure they can facilitate the meeting.

SEIU: There is no need to table. That is the only item we need to discuss. We don't have any other pending items. We are just requesting quarterly monitoring meeting. Once we have confirmation for that we can drop the objection.

DPH: We will reach out to HR and get back to you by the end of this week or next week.

SEIU: Great. Thank you!

Outlook

Re: DPH [DHRPSC0006579] submitted for Union Review

From Albert, Reanna (DPH) <reanna.albert@sfdph.org>
Date Thu 10/29/2026 2:57 PM
To Derek Arthur <derek.arthur@seiu1021.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels <najuawanda.daniels@seiu1021.org>

Hi Derek,

Thank you for your response. DPH submits a memo to the CSC summarizing the union's objections and any agreements that were made, so that memo will exist to memorialize this agreement, in addition to this email thread. The Contracts Office will defer to the SFHN and HR teams to reach out to you regarding next steps and coordination for the quarterly meetings.

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: Derek Arthur <Derek.Arthur@seiu1021.org>
Sent: Thursday, October 29, 2026 12:44 PM
To: Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels <najuawanda.daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

Hi Reanna,

Thanks for this update. Much appreciated. How will this agreement be memorialized and thereafter operationalized?

Thanks,
Derek

From: Albert, Reanna (DPH) <reanna.albert@sfdph.org>
Sent: Wednesday, October 28, 2026 4:14 PM
To: Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Derek Arthur <Derek.Arthur@seiu1021.org>; Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels <Najuawanda.Daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

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Hi Derek,

I'm confirming that DPH agrees to hold quarterly meetings to monitor usage of the radiology registry, with Labor Relations facilitating.

Please let us know if SEIU waives its objection to the PSC.

Thank you,
Reanna

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

From: Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>
Sent: Friday, October 23, 2026 4:52 PM
To: Derek Arthur <derek.arthur@seiu1021.org>; Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels <najuawanda.daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

Hi Derek,

HR has confirmed receipt of SEIU's request for quarterly monitoring meetings and is working through the details. We will follow up as soon as we hear back.

Have a restful and relaxing weekend!

My Lan

My Lan Do Nguyen (she/her)

Manager of Contractual Pre-Award, Compliance and Training Services
Office of Contract Management and Compliance
San Francisco Department of Public Health
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From: Derek Arthur <Derek.Arthur@seiu1021.org>
Sent: Thursday, October 22, 2026 9:45 AM
To: Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels <najuawanda.daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

Hi My Lan,

You have recapped the meeting accurately- nothing to add from my side. We are requesting quarterly registry monitoring meetings that mirror the RN/non RN registry monitoring meetings. Meetings that are facilitated by DPH HR Labor Relations and other key stakeholders.

Let us know when you have an answer on this.

Thanks,
Derek

From: Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>
Sent: Wednesday, October 21, 2026 1:35 PM
To: Derek Arthur <Derek.Arthur@seiu1021.org>; Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels <Najuawanda.Daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

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Hi Derek,

Thank you for meeting with us today regarding the Radiology Registry PSC 6579. I wanted to recap our discussion to make sure we're aligned.

SEIU shared that the only remaining item before withdrawing its objection to the PSC is DPH's agreement to hold quarterly meetings to monitor usage of the registry. These meetings would be set up the same way as the current RN and non-RN registry meetings, with DPH Labor Relations facilitating.

I've reached out to HR to confirm this arrangement and will get back to you as soon as I hear from them. Please let me know if I missed anything from today's conversation.

My Lan

My Lan Do Nguyen (she/her)
Manager of Contractual Pre-Award, Compliance and Training Services
Office of Contract Management and Compliance
San Francisco Department of Public Health
101 Grove St., Room 410
San Francisco, CA 94102
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628-271-7580 (WRK-Teams)

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From: Derek Arthur <Derek.Arthur@seiu1021.org>
Sent: Friday, October 16, 2026 3:34 PM
To: Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels <najuawanda.daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

Hi Reanna,

Thanks for sharing these. We will review and get back to you all with any questions.

Thanks,
Derek

From: Albert, Reanna (DPH) <reanna.albert@sfdph.org>
Sent: Friday, October 16, 2026 2:02 PM
To: Derek Arthur <Derek.Arthur@seiu1021.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels <Najuawanda.Daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

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Hi Derek,

Thank you for your patience. Attached please find documents responding to your information request for items #2-4. In addition, we are also including the invoices you requested.

1. The CSC policy referenced in RFI items #5 and 11
    - Please see links below:
      https://www.sf.gov/resource--2022--civil-service-commission-policies
      https://www.sf.gov/reports--december-2023--policy-personal-services-contracts-civil-service-commission
2. The ZSFG vacancy breakdown by classification and Laguna Honda leaves status
3. The registry cost breakdown
4. Utilization of previous contracts

Please let us know if you have any questions.

Thank you,
Reanna

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

From: Derek Arthur <Derek.Arthur@seiu1021.org>
Sent: Thursday, October 8, 2026 12:28 PM
To: Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels <najuawanda.daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

Hi Reanna,

Thanks. We are also still waiting for responses on the follow up questions as well.

Thanks,
Derek

From: Albert, Reanna (DPH) <reanna.albert@sfdph.org>
Sent: Wednesday, October 7, 2026 5:18 PM
To: Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Derek Arthur <Derek.Arthur@seiu1021.org>;

Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels <Najuawanda.Daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

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Hi Derek,

I'm confirming that DPH has resubmitted PSC 6579 - Radiology Registry - for union review.

Please note that DPH is still consulting with DHR on questions #5 and 11 of your original RFI, and we will respond as soon as we receive guidance.

Thank you,
Reanna

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

From: Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>
Sent: Friday, October 2, 2026 1:07 PM
To: Derek Arthur <Derek.Arthur@seiu1021.org>; Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels <najuawanda.daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

Hi Derek,

Thank you for sharing SEIU's additional statement. DPH is confirming receipt.

Because the issues raised extend beyond this specific PSC, DPH will be forwarding the statement to the Department of Human Resources for guidance. DPH will follow up with you once that guidance has been received.

My Lan

My Lan Do Nguyen (she/her)
Manager of Contractual Pre-Award, Compliance and Training Services
Office of Contract Management and Compliance
San Francisco Department of Public Health
101 Grove St., Room 410

San Francisco, CA 94102
mylando.nguyen@sfdph.org
628-271-7580 (WRK-Teams)

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From: Derek Arthur <Derek.Arthur@seiu1021.org>
Sent: Friday, October 2, 2026 12:23 PM
To: Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels <najuawanda.daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

Hi My Lan,

Thanks for being more specific here. My response and justification for the request is:

1) The policy states "The role of the Commission is to determine whether contracting out is warranted." The definition of the word warranted would seemingly be the key word in the policy. In order for the Civil Service Commission to determine if the contracting out is warranted, certainly it is under the Commission's purview to understand that the performance of contracts is actually evaluated, if not, then this would be a clear reason for the Commission to find that there is not a justification for the PSC. The items listed in RFI number 5 and 11 would be clear indicators that the union believes should be used in any such evaluation.
2) There is a clear violation of the MMBA if the department is refusing to provide available information to SEIU 1021 through a formal RFI.
3) There is a clear MOU violation where by Article II on page 15 clearly states "Upon request by the Union, the City shall make available for inspection any and all pertinent background and/or documentation relating to the service contemplated to be contracted out." You will note that the sentence references "any and all" pertinent and/or documentation. It's clear that evaluations of vendors would be pertinent to this review, and would support whether or not the continued contracting out of work is "warranted" as stated in the CSC policy.

Please review and respond to the requests for information in 5 calendar days.

Thanks,
Derek

From: Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>
Sent: Friday, October 2, 2026 10:00 AM
To: Derek Arthur <Derek.Arthur@seiu1021.org>; Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels

<Najuawanda.Daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

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Hi Derek,

Thank you for the follow-up.

Section II of the Civil Service Commission's Policy on Personal Service Contracts, titled "Role of the Civil Service Commission in Approving PSCs," states:

"The Commission's role is distinguished from the roles of City departments, other commissions, and the Office of Contract Administration. *It is not the Commission's role to be involved in the selection of individual contractors or the cost of such services.* The role of the Commission is to determine whether contracting out is warranted. The selection of the individual contractor is done by City departments, with oversight and final decision-making authority exercised as appropriate by stakeholder departments vested with such authority."

Because cost and contractor performance fall outside the scope of the Commission's review, DPH maintains that the information requested in Items 5 and 11 is not relevant to the PSC process.

If SEIU believes this information is relevant, please provide a statement explaining its relevance to the Commission's policy within five calendar days of receipt of this email. DPH will be glad to review it.

Thank you!

My Lan

My Lan Do Nguyen (she/her)
Manager of Contractual Pre-Award, Compliance and Training Services
Office of Contract Management and Compliance
San Francisco Department of Public Health
101 Grove St., Room 410
San Francisco, CA 94102
mylando.nguyen@sfdph.org
628-271-7580 (WRK-Teams)

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From: Derek Arthur <Derek.Arthur@seiu1021.org>
Sent: Friday, October 2, 2026 9:34 AM
To: Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Henriquez Duran, Lilian (DPH) <lilian.henriquez@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Falcon, Victoria (DPH) <victoria.falcon@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; DT Service Now (TIS) <ccsfdt@service-now.com>; Daniel Becker

<Daniel.Becker@seiu1021.org>; Najuawanda Daniels <najuawanda.daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

Hi Reanna,

Thanks for sending this. No additions from my end, but rather a follow up for clarity.

1. CSC Policy cited in Items 5 and 11: Can the department be more specific which section of this policy restricts the Department from fully satisfying the RFI request? I have reviewed the policy documents through the links you shared and I see no such language that would suggest the RFI is in violation of the policy.

Thanks,
Derek

From: Albert, Reanna (DPH) <reanna.albert@sfdph.org>
Sent: Thursday, October 1, 2026 4:26 PM
To: Derek Arthur <Derek.Arthur@seiu1021.org>; Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Henriquez Duran, Lilian (DPH) <lilian.henriquez@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Falcon, Victoria (DPH) <victoria.falcon@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; DT Service Now (TIS) <ccsfdt@service-now.com>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels <Najuawanda.Daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

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Hi Derek,

Thank you for meeting with us today. I want to confirm the additional information SEIU requested:

1. The CSC policy referenced in RFI items #5 and 11
    - Please see links below:
      https://www.sf.gov/resource--2022--civil-service-commission-policies
      https://www.sf.gov/reports--december-2023--policy-personal-services-contracts-civil-service-commission
2. The ZSFG vacancy breakdown by classification and Laguna Honda leaves status
3. The registry cost breakdown
4. Utilization of previous contracts

DPH will follow up regarding items #2-4.

SEIU also proposed reducing the PSC to one year and $10 million, and having regular registry monitoring meetings.

Lastly, DPH noted that the PSC will be withdrawn and resubmitted after the classifications are updated.

Please let us know if you need any additional information.

Thank you,
Reanna

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

From: Albert, Reanna (DPH) <reanna.albert@sfdph.org>
Sent: Wednesday, September 30, 2026 5:04 PM
To: Derek Arthur <Derek.Arthur@seiu1021.org>; Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Henriquez Duran, Lilian (DPH) <lilian.henriquez@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Falcon, Victoria (DPH) <victoria.falcon@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; DT Service Now (TIS) <ccsfdt@service-now.com>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels <najuawanda.daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

Hi Derek,

Thank you for your patience. As requested, please find the RFI and associated documents attached. We look forward to meeting with you tomorrow afternoon.

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, September 29, 2026 5:12 PM
To: Derek Arthur <Derek.Arthur@seiu1021.org>; Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Henriquez Duran, Lilian (DPH) <lilian.henriquez@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Falcon, Victoria (DPH) <victoria.falcon@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; DT Service Now (TIS) <ccsfdt@service-now.com>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels <najuawanda.daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

Hi Derek,

Just want to let you know that DPH is still working on the RFI and we will aim to send it to you tomorrow, Wednesday 9/30.

Thank you,
Reanna

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

From: Albert, Reanna (DPH) <reanna.albert@sfdph.org>
Sent: Friday, September 25, 2026 2:38 PM
To: Derek Arthur <Derek.Arthur@seiu1021.org>; Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Henriquez Duran, Lilian (DPH) <lilian.henriquez@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Falcon, Victoria (DPH) <victoria.falcon@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; DT Service Now (TIS) <ccsfdt@service-now.com>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels <najuawanda.daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

Hi Derek,

Thank you for confirming a meeting date. An invite has been sent for 10/1 from 3-4pm.

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

From: Derek Arthur <Derek.Arthur@seiu1021.org>
Sent: Friday, September 25, 2026 12:50 PM
To: Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Henriquez Duran, Lilian (DPH) <lilian.henriquez@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Falcon, Victoria (DPH) <victoria.falcon@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; DT Service Now (TIS) <ccsfdt@service-now.com>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels <najuawanda.daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

Hi Reanna,

10/1 from 3-4pm will work for us.

Thanks,
Derek

From: Albert, Reanna (DPH) <reanna.albert@sfdph.org>
Sent: Friday, September 25, 2026 8:47 AM
To: Derek Arthur <Derek.Arthur@seiu1021.org>; Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Henriquez Duran, Lilian (DPH) <lilian.henriquez@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Falcon, Victoria (DPH) <victoria.falcon@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; DT Service Now (TIS) <ccsfdt@service-now.com>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels <Najuawanda.Daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

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Hi Derek,

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

WED 9/30 1:00 - 2:00 pm

THU 10/1 3:00 - 4:00 pm

THU 10/1 3:30 - 4:30 pm

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 24, 2026 11:12 AM
To: Derek Arthur <Derek.Arthur@seiu1021.org>; Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Henriquez Duran, Lilian (DPH) <lilian.henriquez@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Falcon, Victoria (DPH) <victoria.falcon@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; DT Service Now (TIS) <ccsfdt@service-now.com>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels <najuawanda.daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

Hi Derek,

DPH is in receipt of SEIU's request for a meeting and Request for Information (RFI) regarding DHRPSC0006579 - Radiology Registry Services. We will follow up shortly with DPH staff availability.

Thank you,
Reanna

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

From: Derek Arthur <Derek.Arthur@seiu1021.org>
Sent: Thursday, September 24, 2026 10:20 AM
To: Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Henriquez Duran, Lilian (DPH) <lilian.henriquez@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Falcon, Victoria (DPH) <victoria.falcon@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; DT Service Now (TIS) <ccsfdt@service-now.com>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels <najuawanda.daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

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Dear DPH Representatives,

SEIU 1021 objects to this PSC and demands to meet and confer to review alternatives to the contracting out of these services. Please send your availability.

In addition, please provide the following information which is both necessary and relevant to the Union's role as collective bargaining representative for our members employed by the City and County of San Francisco. Please provide the information requested in electronic format:

1. What is the plan to transition the work to City employees? If these are considered intermittent services, what is the threshold of utilization to make them permanent?
2. What are the specific duties required to be performed under this contract? Please provide descriptions of services and how they connect clients with the DPH system of care.
3. Please describe more in-depth the as-needed nature of the work. How many hours of work per week are required on average per classification defined in the scope of work?

4. The names of vendors and contracts used previously to deliver these services, and a copy of the contracts with the associated vendors.
5. All invoices and DPH performance evaluations for services rendered by vendors to whom these services were contracted out.
6. The city classifications, departments or entities that currently perform or have performed these services in the past.
7. 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.
8. A list of decision makers withing DPH and/or DHR who determined the need to contract out these services.
9. Any feasibility studies and department assessments completed to confirm that these services cannot be performed by civil service employees in the past, present or future.
10. Staffing report (Budgeted FTEs, Actual FTEs, Vacancies) for all SEIU classifications in your department that may perform this work or may perform this work along with the contractor selected.
11. 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.
12. The specific DPH programs or systems of care that will be supported by the vendor.
13. The total number of staff the vendor will be employing under this PSC.
14. The status of contract negotiations with the chosen vendors.
15. The documented delays in care that have occurred which is part of the reliance on contracting out this work in the submission for PSC review.

Thanks,

Derek Arthur ***(He/Him/His)***
Field Representative
SEIU 1021
M: 415.964.8341
E: derek.arthur@seiu1021.org

From: CCSF IT Service Desk <ccsfdt@service-now.com>
Sent: Thursday, September 17, 2026 9:13 AM
To: sabrina.robinson@sfdph.org <sabrina.robinson@sfdph.org>; DHR-PersonalServicesContracts@sfgov.org <DHR-PersonalServicesContracts@sfgov.org>; mary.mcginty@sfdph.org <mary.mcginty@sfdph.org>;

lilian.henriquez@sfdph.org <lilian.henriquez@sfdph.org>; chauncey.jackson@sfdph.org <chauncey.jackson@sfdph.org>; valerie.williams@sfdph.org <valerie.williams@sfdph.org>; victoria.falcon@sfdph.org <victoria.falcon@sfdph.org>; helen.chen1@sfdph.org <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; mylando.nguyen@sfdph.org <mylando.nguyen@sfdph.org>; reanna.albert@sfdph.org <reanna.albert@sfdph.org>; letania.ferreira@sfdph.org <letania.ferreira@sfdph.org>
Subject: DPH [DHRPSC0006579] 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 [DHRPSC0006579]. 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 2026-09-27. 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: DHRPSC0006579 v 0.01

Description of Proposed Work: Contractor will provide qualified diagnostic imaging technologists, nursing staff, and support staff to support the Radiology Department in maintaining safe, timely, and continuous patient care. Services will supplement staffing vacancies, approved leaves, family medical leave, and other planned or unplanned staffing gaps. Contractor will provide coverage across imaging services, including technologists, nursing, and support staff, as needed to maintain departmental operations and patient access. This support will help sustain emergency, inpatient, and outpatient imaging services while reducing delays, supporting patient flow, and maintaining continuity of care. The proposed services will provide workforce flexibility while permanent positions are recruited and filled.

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: $30,000,000.00
PSC Duration (months): 36
Funding Source(s): City Funds
Scope of Work: Contractor will provide qualified imaging technologists, nursing staff, and support staff to supplement the Radiology Department's workforce and maintain safe, timely, and continuous patient care. Services will include staffing support for open positions, vacancies, approved leave, family medical leave, unexpected absences, increased patient volumes, and other operational staffing needs. Contractor will provide qualified personnel across applicable imaging services, including diagnostic imaging, computed tomography, magnetic resonance imaging, ultrasound, mammography, interventional radiology, nuclear medicine, and other radiology services as requested. Nursing staff will provide patient care and clinical support, including care coordination, intravenous access, monitoring, management of contrast-related reactions, and assistance with urgent or emergent patient needs within their scope of practice. Support staff will assist with patient transport, preparation, positioning, room turnover, equipment, scheduling and workflow support, and other non-clinical duties necessary to maintain

efficient patient flow. All personnel will perform duties consistent with their qualifications, licensure, certifications, hospital policies, and applicable regulatory requirements. Contractor services will provide flexible staffing capacity to reduce delays, maintain access to emergencies, in-patient, and outpatient imaging, support continuity of care, and maintain reliable Radiology Department operations while permanent positions are recruited and filled.
Job Class(es): 2471 - Radiologic Tech I, II, III, 2424 - Diagnostic Imaging Assistant, 2430 - Medical Evaluations Assistant, 2312 - Licensed Vocational Nurse
Labor Unions: 790 - SEIU, Local 1021, Misc, 250 - SEIU 1021

PSC Justification(s)
==========
Services required on an as-needed, intermittent, or periodic basis
Services requiring specialized expertise, knowledge experience

Ref:TIS6956546_qPg9EF40m4XHqLOhMIEv

Outlook

Re: DPH [DHRPSC0006579] submitted for Union Review

From Derek Arthur <Derek.Arthur@seiu1021.org>
Date Thu 10/8/2026 12:29 PM
To Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels <najuawanda.daniels@seiu1021.org>

Hi Reanna,

Thanks. We are also still waiting for responses on the follow up questions as well.

Thanks,
Derek

From: Albert, Reanna (DPH) <reanna.albert@sfdph.org>
Sent: Wednesday, October 7, 2026 5:18 PM
To: Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Derek Arthur <Derek.Arthur@seiu1021.org>; Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels <Najuawanda.Daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

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Hi Derek,

I'm confirming that DPH has resubmitted PSC 6579 - Radiology Registry - for union review.

Please note that DPH is still consulting with DHR on questions #5 and 11 of your original RFI, and we will respond as soon as we receive guidance.

Thank you,
Reanna

Reanna Albert (she/her)
Pre-Award Unit Analyst | PSC Coordinator
SFDPH Office of Contracts Management & Compliance
101 Grove Street, Room 410
San Francisco, CA 94102

reanna.albert@sfdph.org
628-271-6178

From: Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>
Sent: Friday, October 2, 2026 1:07 PM
To: Derek Arthur <Derek.Arthur@seiu1021.org>; Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels <najuawanda.daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

Hi Derek,

Thank you for sharing SEIU's additional statement. DPH is confirming receipt.

Because the issues raised extend beyond this specific PSC, DPH will be forwarding the statement to the Department of Human Resources for guidance. DPH will follow up with you once that guidance has been received.

My Lan

My Lan Do Nguyen (she/her)
Manager of Contractual Pre-Award, Compliance and Training Services
Office of Contract Management and Compliance
San Francisco Department of Public Health
101 Grove St., Room 410
San Francisco, CA 94102
mylando.nguyen@sfdph.org
628-271-7580 (WRK-Teams)

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From: Derek Arthur <Derek.Arthur@seiu1021.org>
Sent: Friday, October 2, 2026 12:23 PM
To: Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels <najuawanda.daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

Hi My Lan,

Thanks for being more specific here. My response and justification for the request is:

1) The policy states "The role of the Commission is to determine whether contracting out is warranted." The definition of the word warranted would seemingly be the key word in the policy. In order for the Civil Service Commission to determine if the contracting out is warranted, certainly it is under the Commission's purview to understand that the performance of contracts is actually evaluated, if not, then this would be a clear reason for the Commission to find that there is not a justification for the PSC. The items listed in RFI number 5 and 11 would be clear indicators that the union believes should be used in any such evaluation.
2) There is a clear violation of the MMBA if the department is refusing to provide available information to SEIU 1021 through a formal RFI.
3) There is a clear MOU violation where by Article II on page 15 clearly states "Upon request by the Union, the City shall make available for inspection any and all pertinent background and/or documentation relating to the service contemplated to be contracted out." You will note that the sentence references "any and all" pertinent and/or documentation. It's clear that evaluations of vendors would be pertinent to this review, and would support whether or not the continued contracting out of work is "warranted" as stated in the CSC policy.

Please review and respond to the requests for information in 5 calendar days.

Thanks,
Derek

From: Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>
Sent: Friday, October 2, 2026 10:00 AM
To: Derek Arthur <Derek.Arthur@seiu1021.org>; Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels <Najuawanda.Daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

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Hi Derek,

Thank you for the follow-up.

Section II of the Civil Service Commission's Policy on Personal Service Contracts, titled "Role of the Civil Service Commission in Approving PSCs," states:

"The Commission's role is distinguished from the roles of City departments, other commissions, and the Office of Contract Administration. *It is not the Commission's role to be involved in the selection of individual contractors or the cost of such services.* The role of the Commission is to determine whether contracting out is warranted. The selection of the individual contractor is done by City departments, with oversight and final decision-making authority exercised as appropriate by stakeholder departments vested with such authority."

Because cost and contractor performance fall outside the scope of the Commission's review, DPH maintains that the information requested in Items 5 and 11 is not relevant to the PSC process.

If SEIU believes this information is relevant, please provide a statement explaining its relevance to the Commission's policy within five calendar days of receipt of this email. DPH will be glad to review it.

Thank you!

My Lan

My Lan Do Nguyen (she/her)
Manager of Contractual Pre-Award, Compliance and Training Services
Office of Contract Management and Compliance
San Francisco Department of Public Health
101 Grove St., Room 410
San Francisco, CA 94102
mylando.nguyen@sfdph.org
628-271-7580 (WRK-Teams)

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From: Derek Arthur <Derek.Arthur@seiu1021.org>
Sent: Friday, October 2, 2026 9:34 AM
To: Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Henriquez Duran, Lilian (DPH) <lilian.henriquez@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Falcon, Victoria (DPH) <victoria.falcon@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; DT Service Now (TIS) <ccsfdt@service-now.com>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels <najuawanda.daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

Hi Reanna,

Thanks for sending this. No additions from my end, but rather a follow up for clarity.

1. CSC Policy cited in Items 5 and 11: Can the department be more specific which section of this policy restricts the Department from fully satisfying the RFI request? I have reviewed the policy documents through the links you shared and I see no such language that would suggest the RFI is in violation of the policy.

Thanks,
Derek

From: Albert, Reanna (DPH) <reanna.albert@sfdph.org>
Sent: Thursday, October 1, 2026 4:26 PM
To: Derek Arthur <Derek.Arthur@seiu1021.org>; Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Henriquez Duran, Lilian (DPH) <lilian.henriquez@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Falcon, Victoria (DPH) <victoria.falcon@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; DT Service Now (TIS) <ccsfdt@service-now.com>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels <Najuawanda.Daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

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Hi Derek,

Thank you for meeting with us today. I want to confirm the additional information SEIU requested:

1. The CSC policy referenced in RFI items #5 and 11
    - Please see links below:
      https://www.sf.gov/resource--2022--civil-service-commission-policies
      https://www.sf.gov/reports--december-2023--policy-personal-services-contracts-civil-service-commission
2. The ZSFG vacancy breakdown by classification and Laguna Honda leaves status
3. The registry cost breakdown
4. Utilization of previous contracts

DPH will follow up regarding items #2-4.

SEIU also proposed reducing the PSC to one year and $10 million, and having regular registry monitoring meetings.

Lastly, DPH noted that the PSC will be withdrawn and resubmitted after the classifications are updated.

Please let us know if you need any additional information.

Thank you,
Reanna

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

From: Albert, Reanna (DPH) <reanna.albert@sfdph.org>
Sent: Wednesday, September 30, 2026 5:04 PM
To: Derek Arthur <Derek.Arthur@seiu1021.org>; Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Henriquez Duran, Lilian (DPH) <lilian.henriquez@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Falcon, Victoria (DPH) <victoria.falcon@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; DT Service Now (TIS) <ccsfdt@service-now.com>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels <najuawanda.daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

Hi Derek,

Thank you for your patience. As requested, please find the RFI and associated documents attached. We look forward to meeting with you tomorrow afternoon.

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, September 29, 2026 5:12 PM
To: Derek Arthur <Derek.Arthur@seiu1021.org>; Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Henriquez Duran, Lilian (DPH) <lilian.henriquez@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Falcon, Victoria (DPH) <victoria.falcon@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; DT Service Now (TIS) <ccsfdt@service-now.com>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels <najuawanda.daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

Hi Derek,

Just want to let you know that DPH is still working on the RFI and we will aim to send it to you tomorrow, Wednesday 9/30.

Thank you,
Reanna

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

From: Albert, Reanna (DPH) <reanna.albert@sfdph.org>
Sent: Friday, September 25, 2026 2:38 PM
To: Derek Arthur <Derek.Arthur@seiu1021.org>; Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Henriquez Duran, Lilian (DPH) <lilian.henriquez@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Falcon, Victoria (DPH) <victoria.falcon@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; DT Service Now (TIS) <ccsfdt@service-now.com>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels <najuawanda.daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

Hi Derek,

Thank you for confirming a meeting date. An invite has been sent for 10/1 from 3-4pm.

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

From: Derek Arthur <Derek.Arthur@seiu1021.org>
Sent: Friday, September 25, 2026 12:50 PM
To: Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Henriquez Duran, Lilian (DPH) <lilian.henriquez@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Falcon, Victoria (DPH) <victoria.falcon@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; DT Service Now (TIS) <ccsfdt@service-now.com>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels <najuawanda.daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

Hi Reanna,

10/1 from 3-4pm will work for us.

Thanks,
Derek

From: Albert, Reanna (DPH) <reanna.albert@sfdph.org>
Sent: Friday, September 25, 2026 8:47 AM
To: Derek Arthur <Derek.Arthur@seiu1021.org>; Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Henriquez Duran, Lilian (DPH) <lilian.henriquez@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Falcon, Victoria (DPH) <victoria.falcon@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; DT Service Now (TIS) <ccsfdt@service-now.com>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels <Najuawanda.Daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

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Hi Derek,

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

WED 9/30 1:00 - 2:00 pm

THU 10/1 3:00 - 4:00 pm

THU 10/1 3:30 - 4:30 pm

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 24, 2026 11:12 AM
To: Derek Arthur <Derek.Arthur@seiu1021.org>; Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Henriquez Duran, Lilian (DPH) <lilian.henriquez@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Falcon, Victoria (DPH) <victoria.falcon@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; DT Service Now (TIS) <ccsfdt@service-now.com>; Daniel Becker <Daniel.Becker@seiu1021.org>; Najuawanda Daniels <najuawanda.daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

Hi Derek,

DPH is in receipt of SEIU's request for a meeting and Request for Information (RFI) regarding DHRPSC0006579 - Radiology Registry Services. We will follow up shortly with DPH staff availability.

Thank you,
Reanna

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

From: Derek Arthur <Derek.Arthur@seiu1021.org>
Sent: Thursday, September 24, 2026 10:20 AM
To: Robinson, Sabrina (DPH) <sabrina.robinson@sfdph.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; McGinty, Mary (DPH) <mary.mcginty@sfdph.org>; Henriquez Duran, Lilian (DPH) <lilian.henriquez@sfdph.org>; Jackson, Chauncey (DPH) <chauncey.jackson@sfdph.org>; Williams, Valerie (DPH) <valerie.williams@sfdph.org>; Falcon, Victoria (DPH) <victoria.falcon@sfdph.org>; Chen, Helen (DPH) <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Ferreira, Letania (DPH) <letania.ferreira@sfdph.org>; DT Service Now (TIS) <ccsfdt@service-now.com>; Daniel Becker

<Daniel.Becker@seiu1021.org>; Najuawanda Daniels <najuawanda.daniels@seiu1021.org>
Subject: Re: DPH [DHRPSC0006579] submitted for Union Review

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

Dear DPH Representatives,

SEIU 1021 objects to this PSC and demands to meet and confer to review alternatives to the contracting out of these services. Please send your availability.

In addition, please provide the following information which is both necessary and relevant to the Union's role as collective bargaining representative for our members employed by the City and County of San Francisco. Please provide the information requested in electronic format:

1. What is the plan to transition the work to City employees? If these are considered intermittent services, what is the threshold of utilization to make them permanent?
2. What are the specific duties required to be performed under this contract? Please provide descriptions of services and how they connect clients with the DPH system of care.
3. Please describe more in-depth the as-needed nature of the work. How many hours of work per week are required on average per classification defined in the scope of work?
4. The names of vendors and contracts used previously to deliver these services, and a copy of the contracts with the associated vendors.
5. All invoices and DPH performance evaluations for services rendered by vendors to whom these services were contracted out.
6. The city classifications, departments or entities that currently perform or have performed these services in the past.
7. 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.
8. A list of decision makers withing DPH and/or DHR who determined the need to contract out these services.
9. Any feasibility studies and department assessments completed to confirm that these services cannot be performed by civil service employees in the past, present or future.
10. Staffing report (Budgeted FTEs, Actual FTEs, Vacancies) for all SEIU classifications in your department that may perform this work or may perform this work along with the contractor selected.
11. 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.
12. The specific DPH programs or systems of care that will be supported by the vendor.
13. The total number of staff the vendor will be employing under this PSC.

14. The status of contract negotiations with the chosen vendors.
15. The documented delays in care that have occurred which is part of the reliance on contracting out this work in the submission for PSC review.

Thanks,

Derek Arthur ***(He/Him/His)***
Field Representative
SEIU 1021
M: 415.964.8341
E: derek.arthur@seiu1021.org

From: CCSF IT Service Desk <ccsfdt@service-now.com>
Sent: Thursday, September 17, 2026 9:13 AM
To: sabrina.robinson@sfdph.org <sabrina.robinson@sfdph.org>; DHR-PersonalServicesContracts@sfgov.org <DHR-PersonalServicesContracts@sfgov.org>; mary.mcginty@sfdph.org <mary.mcginty@sfdph.org>; lilian.henriquez@sfdph.org <lilian.henriquez@sfdph.org>; chauncey.jackson@sfdph.org <chauncey.jackson@sfdph.org>; valerie.williams@sfdph.org <valerie.williams@sfdph.org>; victoria.falcon@sfdph.org <victoria.falcon@sfdph.org>; helen.chen1@sfdph.org <helen.chen1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; mylando.nguyen@sfdph.org <mylando.nguyen@sfdph.org>; reanna.albert@sfdph.org <reanna.albert@sfdph.org>; letania.ferreira@sfdph.org <letania.ferreira@sfdph.org>
Subject: DPH [DHRPSC0006579] 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 [DHRPSC0006579]. 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 2026-09-27. 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: DHRPSC0006579 v 0.01
Description of Proposed Work: Contractor will provide qualified diagnostic imaging technologists, nursing staff, and support staff to support the Radiology Department in maintaining safe, timely, and continuous patient care. Services will supplement staffing vacancies, approved leaves, family medical leave, and other planned or unplanned staffing gaps. Contractor will provide coverage across imaging services, including technologists, nursing, and support staff, as needed to maintain departmental operations and patient access. This support will help sustain emergency, inpatient, and outpatient imaging services while reducing delays, supporting patient flow, and maintaining continuity of care. The proposed services will provide workforce flexibility while permanent positions are recruited and filled.

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: $30,000,000.00
PSC Duration (months): 36
Funding Source(s): City Funds
Scope of Work: Contractor will provide qualified imaging technologists, nursing staff, and support staff to supplement the Radiology Department's workforce and maintain safe, timely, and continuous patient care. Services will include staffing support for open positions, vacancies, approved leave, family medical leave, unexpected absences, increased patient volumes, and other operational staffing needs. Contractor will provide qualified personnel across applicable imaging services, including diagnostic imaging, computed tomography, magnetic resonance imaging, ultrasound, mammography, interventional radiology, nuclear medicine, and other radiology services as requested. Nursing staff will provide patient care and clinical support, including care coordination, intravenous access, monitoring, management of contrast-related reactions, and assistance with urgent or emergent patient needs within their scope of practice. Support staff will assist with patient transport, preparation, positioning, room turnover, equipment, scheduling and workflow support, and other non-clinical duties necessary to maintain efficient patient flow. All personnel will perform duties consistent with their qualifications, licensure, certifications, hospital policies, and applicable regulatory requirements. Contractor services will provide flexible staffing capacity to reduce delays, maintain access to emergencies, in-patient, and outpatient imaging, support continuity of care, and maintain reliable Radiology Department operations while permanent positions are recruited and filled.
Job Class(es): 2471 - Radiologic Tech I, II, III, 2424 - Diagnostic Imaging Assistant, 2430 - Medical Evaluations Assistant, 2312 - Licensed Vocational Nurse
Labor Unions: 790 - SEIU, Local 1021, Misc, 250 - SEIU 1021

PSC Justification(s)
==========
Services required on an as-needed, intermittent, or periodic basis
Services requiring specialized expertise, knowledge experience

Ref:TIS6956546_qPg9EF40m4XHqLOhMIEv

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: HSA
Submitted By: Elizabeth Leone
Department Coordinator: Tara Alvarez, tara.alvarez@sfgov.org
Project Manager: Vladlena Gulchin

ServiceNow Number: DHRPSC0006624
Version: 0.01
Version Type: New

Brief description of proposed work: School of Origin Transportation Services - The purpose of this contract is to provide safe and secure transportation for foster youth in out of home placement outside of San Francisco County who need transportation support to their San Francisco Unified School District school of origin.

Review Type and Reason

CSC Review Required: Yes
CSC Review Reason(s):
- Requires CSC Approval by Amount

Amount

PSC Amount: $230,000
Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration
PSC Duration (Months): 48

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 will coordinate transportation services for FCS or JPD dependent youth with qualified care drivers to their School of Origin on as needed basis. Services maybe be requested by FCS, San Francisco Unified School District Foster Youth Coordinating Program, or JPD.

Provide school of origin transportation for foster youth as requested, including occasional, intermittent, or daily service as needed. Services may include cross county or cross district when required

Post Union Notification

Offer flexible scheduling, including same day or short notice transportation requests.
Ensure safe and verified pick up and drop off with handoff only to authorized individuals.
Maintain real time communication with dispatch, including notification of delays, incidents, or route changes.
Provide secure documentation of each trip, including time stamped logs, mileage, and student verification.
Coordinate with District staff, CW agencies, school district personnel, caregivers, and probation to ensure timely transportation.

Follow all required safety protocols, including emergency procedures and incident reporting.
Supply qualified drivers and compliant vehicles meeting state and local regulations.
Provide route flexibility, including cross district travel and transportation to different schools as required.
Provide bilingual (English/Spanish) communication services, including dispatch, driver, parent/caregiver and technology-based communication when needed, or demonstrate the ability to accommodate language needs.

Why are these services required and what are the consequences of denial?: These services are needed to ensure educational stability for foster youth and Juvenile Probation youth placed outside San Francisco County, in compliance with federal and state mandates requiring support for school of origin attendance. Contracted transportation is used only after all no and low cost options have been fully explored and ruled out, including SFUSD funded transportation options (McKinney Vento for eligible homeless students and IDEA for students whose IEP requires transportation), Resource Family transport with mileage reimbursement, public transit vouchers, FCS transportation staff, STRTP transportation, and existing SFUSD bus routes. When none of these options can meet the youth's needs safely or feasibly, contracted transportation becomes the only viable method to maintain school continuity.

If this last resort transportation is unavailable, youth may experience school disruption, forced transfers, and loss of essential educational connections. SFHSA would risk non compliance with federal and state requirements and be unable to uphold mandated educational stability for out of county youth, negatively affecting academic progress, well being, and permanency outcomes. Students will lose instructional time, thereby increasing loss of learning and chronic absenteeism. For students with IEPs, they won't have access to those services.

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: This contract will be submitted for approval by Human Services Commission

Post Union Notification

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 need for school of origin transportation arises unpredictably due to changes in youth placement, school schedules, court requirements, and urgent or short notice situations. Transportation is only requested when all no and low cost options have been exhausted, so the frequency, timing, and distance vary case by case. As a result, the contractor must provide transportation only when needed, rather than on a fixed or predictable schedule.
Q5b) Do the services require specialized expertise, knowledge experience?: Yes
Q5b1) Describe the specialized skills and expertise required to perform the services: • Drivers must be specially trained and authorized to transport dependent foster youth and Juvenile Probation youth. This includes: Specialized training in youth safety, trauma informed interaction, and handling sensitive situations.
Experience working with vulnerable youth populations
• Completion of background checks and compliance with all state and local regulations
• Ability to follow strict pick up and drop off verification procedures
• communicate effectively with caregivers, schools, FCS, and JPD
• Skill in managing cross county routes and real time dispatch coordination
• Ability to report incidents as required
Q5c) Does City have classifications with the required specialized skills or expertise?: Yes
Q5c1) Identify the classifications: 2904 - Human Services Technician
Q5c2) Does the Department have employees in these classifications?: Yes
Q5c3) Why are they not able to perform the services?: Although HSA has employees in the 2904 classification who can provide transportation, their availability is limited by the high volume and unpredictability of court ordered parent and sibling visits, medical appointments, and other essential case related transports that must take priority. These responsibilities often arise with little notice and reduce staff capacity for school of origin transportation, which frequently must be arranged urgently due to removals, placement changes, school schedule needs, or court requirements. These situations require fast coordination to maintain educational stability and reduce loss of instructional time and prevent chronic absenteeism.

HSA first exhausts all no cost and low cost options, including but not limited to resource families,

school district resources, and public transportation when appropriate. When internal staff are still unavailable, the contractor is used only as a last resort to ensure required school of origin transportation is provided without interruption. This contracted support supplements, rather than supplants, existing City staff capacity.

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 employees is not required because the contractor provides its own qualified drivers, vehicles, dispatch systems, and safety protocols to perform all services under the contract. Since the contractor is a last resort provider and fully responsible for meeting all service requirements, no training of City employees is needed.

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: There is no plan to transition this work back to the City because contracted transportation is used only as a last resort option after all internal, no and low cost resources have been exhausted. FCS transportation staff will continue to provide services when available, and the contractor will be used only to fill gaps that City staff cannot cover due to capacity limitations or specific transportation needs.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 2904 - Human Services Technician
Labor Unions: 535 - SEIU 1021
Labor Union Email Addresses: PSCreview@seiu1021.org
Union Review Sent On: 10/9/2026
Union Review End Date: 10/19/2026
Union Review Duration Met On: 10/19/2026

Post Union Notification

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: ART
Submitted By: Kevin Quan
Department Coordinator: Kevin Quan, kevin.r.quan@sfgov.org
Project Manager: Dany Diez de Bonilla Candanedo

ServiceNow Number: DHRPSC0001870
Version: 1.01
Version Type: Amendment

Legacy PSC #: 45828-21/22

Brief description of proposed work: Strategic Planning - Department Mission and Vision
Reason for the Request for Amendment: Starting in Fiscal Year 2027, the Arts Commission merged with the Film Commission and Grants for the Arts. The active strategic planning contract scope has expanded to integrate the newly merged divisions into the Arts Commission.

Review Type and Reason

CSC Review Required: Yes
CSC Review Reason(s):
- Requires CSC Approval by Amount

Amount

Previously Approved Amount: $374,000
Increase Amount: $50,000
Why are you requesting the PSC amount to be increased?: To accommodate a scope revision of our active strategic planning contract to integrate the merger of 2 divisions into the Arts Commission.
Total Amended Amount: $424,000
Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration
Previously Approved Duration (months): 54
Duration Increase (months): 0
Total Amended Duration (months): 54
First Contract Start Date: 7/1/2023
PSC Duration End Date: 12/30/2027

Funding

Funding Source: City Funds
Special circumstances related to funding: No

Post Union Notification

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: Kevin.r.quan@sfgov.org.
Strategic Planning to revisit and refresh the San Francisco Arts Commission's(SFAC) mission and vision. This strategic plan will require extensive community engagement and cultural planning development. The scope will include external outreach to other City agencies, artists, and arts organizations to develop shared goals with equity and inclusion as the centerpiece. The SFAC's current strategic plan was published in early 2014.

The scope will be revised as of October 2026 to consider the merger of the Film Commission and Grants for the Arts into the Arts Commission in fiscal year 2027.

Why are these services required and what are the consequences of denial?: These servicees are required because our last strategic plan is over a decade old. Without a current plan, the department's mission and vision may not align effectively with our stakeholders in the arts community or with the City's overarching mission and vision. The consequences of denial are that the strategic plan under the original contract will not consider the Film Comission and Grants for the Arts which merged with the Arts Commission in ficsal year 2027. The final product would be incomplete and would not direct the Arts Commission in an effective manner in alingment with our stakeholders.

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: Strategic Planning Contract amended to consider the merger of the Film Commission and Grants for the Arts into the Arts Commission.

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

Justification

Has your response to Q1 changed?: No
Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?: 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

Post Union Notification

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?: The scope revision adds tasks to incorporate the Film Commission and Grants for the Arts as part of the newly merged Arts Commission without adding to the duration of the existing PSC.
Q5c) How will you ensure the services aren't needed once this PSC request has ended?: Strategic Planning services will not be needed for at least 5 years after the plan is completed.
Q5d) Describe the required skills and expertise needed to perform the services: Skill and expertise in the development of an arts-specific strategic plan.
Q5e) Does the Department have employees with the required skills and expertise?: No
Q5f) not needed
Q5g) Will the services terminate upon resolution of the situation?: Yes

Additional information to support your request (Optional):

Union Notifications

Have the Job Classes/Labor Unions changed?:
Job Class(es): -None- - None Selected
Labor Unions: No Union Selected -
Labor Union Email Addresses: anthony@dc16.us, charlie@local377.com, mbeauchamp@oe3.org, ccarr@oe3.org, pking@uapd.com, pfinn@ibt856.org, mleach@ibt856.org, plangrooferslocal40@gmail.com, laborers261@gmail.com, nick@dc16.us, PSCreview@seiu1021.org, lvega@nccrc.org, president@twusf.org, PSCreview@seiu1021.org, PSCreview@seiu1021.org, pking@uapd.com, mleach@ibt856.org, cpark@local39.org, jvarga@ibt856.org, PSCreview@seiu1021.org, L21pscreview@ifpte21.org, president@twusf.org, president@sfsheriffsmsa.org, cjohnson@bac3-ca.org, mhenneberry@teamsters853.org, staff@sfmea.com, mleach@ibt856.org, laborers261@gmail.com, president@twusf.org, jb@local16.org, john.lenny@sfgov.org, sfcwupresidentjmleonard@yahoo.com, local200twu@sbcglobal.net, staff@sfmea.com, Louis@sfpoa.org, joshv@smw104.org, administration@sffdlocal798.org, PSCreview@seiu1021.org, pmendeziamaw@comcast.net, dvickers@iam1414.org, administration@sffdlocal798.org, larryjr@ualocal38.org, president@twusf.org, WOrellana@opcmialocal300.org, L21pscreview@ifpte21.org, PSCreview@seiu1021.org, President@sanfranciscodsa.com, staff@sfmea.com, mleach@ibt856.org, ibew6@ibew6.org, oashworth@ibew6.org, sfdpoa@yahoo.com, pmendez@ncscarpenters.org, SMcgarry@ncscarpenters.org
Union Review Sent On: 10/15/2026
Union Review End Date: 10/22/2026
Union Review Duration Met On: 10/22/2026

Post Union Notification

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ARTS COMMISSION Dept. Code: ART

Type of Request: ☐Initial ☑Modification of an existing PSC (PSC # 45828 - 21/22)

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

Type of Service: Strategic Planning - Department Mission and Vision

Funding Source: General Fund and Self Supporting

PSC Original Approved Amount: $250,000 PSC Original Approved Duration: 11/01/21 - 10/31/24 (3 years)

PSC Mod#1 Amount: $124,000 PSC Mod#1 Duration: 11/01/21-04/30/26 (1 year 25 weeks)

PSC Cumulative Amount Proposed: $374,000 PSC Cumulative Duration Proposed: 4 years 25 weeks

1. Description of Work

A. Scope of Work/Services to be Contracted Out:
Strategic Planning to revisit and refresh the San Francisco Arts Commission's(SFAC) mission and vision. This strategic plan will require extensive community engagement and cultural planning development. The scope will include external outreach to other City agencies, artists, and arts organizations to develop shared goals with equity and inclusion as the centerpiece. The SFAC's current strategic plan was published in early 2014.

B. Explain why this service is necessary and the consequence of denial:
This service is necessary to replace the existing/previous strategic plan with a current, relevant plan. Consequences of denial will lead the department to operate in a manner inconsistent with the City's current administration. The SFAC must adapt with the rapidly changing social environment to incorporate the current best practices in serving the local arts community with equity and dignity. The SFAC's current strategic plan was published in early 2014.

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

D. Will the contract(s) be renewed?
No. The department does not intend to renew this contract within the next 5 years of this contracting period.

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:
This is a short-term project requiring diverse skills, expertise and knowledge. The SF Arts Commission's existing strategic plan was published in early 2014. The SF Arts Commission will be looking for consultants with diverse skills, expertise and knowledge including facilitation, outreach and development for an arts-specific strategic plan.

B. Reason for the request for modification:

Increasing the dollar amount and extending the duration of the initial PSC approval. The work is delayed because ART is still working to finalize the RFP, and we expect the contract amount to increase due to general inflation.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Skills and expertise include facilitation and development of an arts-specific strategic plan.

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 so, explain: No.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.
The department is not currently aware of any civil service classes that perform this work.

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. This is not intended to be an ongoing or recurring project over the next 5 years, so service/expertise is not needed in an ongoing basis.

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.
This service will not result in the need for training.

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 09/23/22, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: Kevin R. Quan Phone: 415-252-2230 Email: Kevin.r.quan@sfgov.org

Address: 401 Van Ness Avenue, Suite 325, San Francisco, CA 94102

****

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45828 - 21/22
DHR Analysis/Recommendation:
Commission Approval Not Required
Approved by DHR on 10/13/2022

City and County of San Francisco **Department of Human Resources**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ARTS COMMISSION -- ART Dept. Code: ART

Type of Request: ☑ Initial ☐ Modification of an existing PSC (PSC # _____)

Type of Approval: ☐ Expedited ☑ Regular (☐ Omit Posting)

Type of Service: Strategic Planning - Department Mission and Vision

Funding Source: General Fund and Self Supporting PSC Duration: 3 years

PSC Amount: $250,000 PSC Est. Start Date: 11/01/2021 PSC Est. End Date: 10/31/2024

1. Description of Work

A. Scope of Work:

Strategic Planning to revisit and refresh the San Francisco Arts Commission's(SFAC) mission and vision. This strategic plan will require extensive community engagement and cultural planning development. The scope will include external outreach to other City agencies, artists, and arts organizations to develop shared goals with equity and inclusion as the centerpiece. The SFAC's current strategic plan was published in early 2014.

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

This service is necessary to replace the existing/previous strategic plan with a current, relevant plan. Consequences of denial will lead the department to operate in a manner inconsistent with the City's current administration. The SFAC must adapt with the rapidly changing social environment to incorporate the current best practices in serving the local arts community with equity and dignity. The SFAC's current strategic plan was published in early 2014.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

This service was previously provided by a 3rd party facilitator.

D. Will the contract(s) be renewed? No. The department does not intend to renew this contract within the next

2. Union Notification: On 09/24/2021 , the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

****

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45828 - 21/22

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 01/03/2022

01/03/2022

Approved by Civil Service Commission

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:
Skills and expertise include facilitation and development of an arts-specific strategic plan.

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:
No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:
The department is not currently aware of any civil service classes that perform this work.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. This is not intended to be an ongoing or recurring project over the next 5 years, so service/expertise is not needed in an ongoing basis.

5. Additional Information (if "yes", attach explanation)	**YES**	**NO**
A. Will the contractor directly supervise City and County employee?	☐	☑
B. Will the contractor train City and County employee? This service will not result in the need for training.	☐	☑
C. Are there legal mandates requiring the use of contractual services?	☐	☑
D. Are there federal or state grant requirements regarding the use of contractual services?	☐	☑
E. Has a board or commission determined that contracting is the most effective way to provide this service?	☐	☑
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	☐	☑

☑ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 12/07/2021 BY:

Name: Kevin R. Quan Phone: 415-252-2230 Email: Kevin.r.quan@sfgov.org

Address: 401 Van Ness Avenue, Suite 325 San Francisco, CA 94102

To: L. Matthew Goudeau / San Francisco Arts Commission
From: Bill Blake, Lauren Frankel / AMS Planning & Research
Date: October 6, 2026
Project: Strategic Plan – Reengagement

SFAC Strategic Plan – Scope Revision

AMS is pleased to be re-engaging with the SFAC to complete the strategic planning work that was begun in the fall of 2024. The planning for this department, which now also encompasses Grants for the Arts and Film SF, will respect the legacies and of work of its three constituent entities while charting a course for the future growth and evolution of the newly merged agency.

This revised scope of work will, in many respects, pick up where the work officially paused in January 2026. At that time, the work of developing the key components of the strategic plan was to begin, following extensive research and community engagement phases completed in 2025. We propose completing the remaining planning in a single phase of work (Phase 4). We will execute the majority of strategic planning work by utilizing the remaining amount on our original contract.

However, there are several new tasks that fall outside of this scope and fee. The new planning tasks are intended to reflect the department's post-merger needs, which are: further engagement of the film community, development of new mission, vision, and values statements, and additional community input into the final product. ~~The rebranding scope and budget will be provided separately.~~

Our detailed proposal is below. ~~We have indicated where we see the communications and branding work fitting into the overall process.~~

(Revised) Phase 4: Envisioning the Future

4.1 Meeting: Re-Engagement (new task)

AMS will meet with the newly reappointed steering committee to review the work that was done in the first three phases and confirm the new work plan and timeline.

Timeline: early September

4.2 Film Community Engagement (new task)

To complement the arts community engagement work that was done in Phase 2 (2025), before the merger with Film SF was announced, AMS would invite additional input specifically from the film community, to learn more about their needs and priorities that can be addressed in the strategic plan. This will be done through a targeted survey for the film community, distributed online by Film SF with support from AMS.

Timeline: Completed by mid-October

Communications: Communications and branding consultant JSR Strategies would assist with an initial public statement in October, covering these points: the re-start of strategic planning, a summary of feedback received during the initial community engagement phase, and a summary of feedback from last fall's community meetings around the merger (detailed scope/fee proposal forthcoming).

4.3 Workshop: Guiding Principles (new task)

AMS would facilitate a selected steering committee in a half-day process to confirm and refine the purpose of the department as well as begin clarifying and articulating its mission, vision, and values. Small writing teams would prepare the final statements for formal adoption.

Timeline: Workshop held late October, targeting December commission meeting for review

~~### 4.4 Re-Branding (new scope & tasks)~~

~~Following the adoption of the department's new guiding principles, AMS and JSR Strategies would begin working with the SFAC to develop a new brand identity (detailed scope/fee proposal forthcoming).~~

~~Timeline: Begin in early November after initial guiding principles work, continue through March~~

4.5 Workshop: Goals

AMS would meet with the steering committee to refine the high-level programmatic goals developed during the earlier phases of the planning process, to ensure they are best suited to the new form of the department.

4.5.5 Commissioner Alignment Survey (added task)

A short survey would be distributed to Commissioners to gather their direct input on the plan's new draft Goals statements. Commissioners would be given approximately two weeks to submit their responses. Survey results

would be reported in aggregate and used to finalize the Goals before the process moves forward.

Timeline: mid-December

4.6 Workshop: Objectives

Following the development of the plan's high-level goals, AMS recommends that cross-departmental planning teams be created to shape the specifics of the plan (its objectives, success metrics, strategies, and tactics), supported by our team. In an interactive half-day workshop setting, AMS would facilitate the steering committee and selected staff through the process of drafting objectives and key results to measure progress towards goal completion.

The specific level of involvement and selection of staff members will be determined by the steering committee.

Timeline: early January

4.7 Community Survey (new task)

AMS would field a short survey broadly to the whole San Francisco arts community, sharing the plan's goals and seeking feedback on its objectives and potentially on brand concepts.

4.7.5 Community Meeting (added task)

At approximately the same time as the survey is deployed, AMS would work collaboratively with SFAC staff and partners to convene a (single, two-hour) community meeting to solicit qualitative feedback on the plan's drafted Goals and Objectives.

AMS would provide facilitation and any related supplies. SFAC would be responsible for securing a venue, advertising the meeting to the public, providing refreshments (if desired), and handling set-up for technology and other standard public meeting requirements.

Timeline: early January to early February

4.8 Workshop: Crafting the Plan

Incorporating feedback received from the community survey, AMS would lead the steering committee and selected staff members through building out the final pieces of the strategic plan.

Commissioner Check-in: At this stage, with the major components of the plan in draft form, AMS would support the steering committee to provide the SFAC and Film Commission with an update and gather their feedback and questions.

4.8.5 SFAC Retreat (added task)

At the request of Arts Commissioners, AMS would facilitate a three-hour retreat to gather their feedback and direction. The goal of the retreat would be for staff to hear direct input from Commissioners on the Objectives and Strategies being developed.

AMS would provide facilitation and any related supplies. SFAC would be responsible for securing a venue, providing food and beverage, and handling set-up for technology and other standard Commission meeting requirements.

Timeline: mid-February

4.9 Harmonizing the Plan

AMS would work with the steering committee and potentially additional staff leadership to review the work of the staff teams, identify any gaps or overlaps, and bring all the pieces of the strategic plan into alignment. The outcome would be a complete draft of the strategic plan, comprised of guiding principles, goals, objectives, prioritized strategies, and key results.

Timeline: early March

4.10 Finalizing the Plan

AMS would assist staff leadership in preparing the completed strategic plan for presentation to and formal adoption by the San Francisco Arts Commission in April.

Timeline: through the end of March

Fee Proposal

AMS proposes completing the scope of work described above ~~(excluding the branding and communications scope from JSR Strategies)~~ for a total fee of $126,500 comprised of $68,400 from the existing contract plus an additional $58,100 for added tasks and expenses.

Envisioning the Future	Fee
4.1 Meeting: Re-Engagement	$5,500
4.2 Film Community Engagement	$9,000
4.3 Workshop: Guiding Principles	$13,200
~~4.4 Re-Branding (AMS portion)~~	$0
4.5 Workshop: Goals	$11,200
4.5.5 Commission Alignment Survey	*$5,000*
4.6 Workshop: Objectives	$13,500
4.7 Community Survey	$9,000
4.7.5 Community Meeting	*$10,400*
4.8 Workshop: Crafting the Plan	$14,700
4.8.5 Commissioner Retreat (3 hrs)	*$6,000*
4.9 Harmonizing the Plan	$14,400
4.10 Finalizaing the Plan	$14,600
Total	**$126,500**

Included Expenses: Expenses, including travel and transportation, accommodations, per diem costs, workshop materials, and virtual meeting and internet communications costs are included in the stated fee above. We estimate up to six (6) on-site visits for workshops and key meetings. Additional meetings and workshops will be held via video conferencing.

Reimbursable Expenses: AMS would invoice SFAC for at-cost reimbursement of hard costs associated with workshops and listening sessions such as participant stipends, on-site or virtual language translation and/or interpretation services, space rental, hospitality costs, etc. as well as survey translation and costs associated with promotion of the plan and its process. Promotional costs would include graphic design, printing and binding, video production, project-specific website costs, brochure design and printing, etc. AMS would obtain documented consent and approval (email or other written form) from SFAC before making any expenditure with the expectation of reimbursement.

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: Nikole Trainor

ServiceNow Number: DHRPSC0005306
Version: 1.01
Version Type: Amendment

Brief description of proposed work: The proposed work includes project specific as-needed Technical Assistance and Consulting Services in the following areas: Public Health Grant & Research Development, Public Health Organizational Development, Technical Assistance and Training, Public Health Program Evaluation and Community Needs Assessment, Public Health Program Implementation and Project Management.
Reason for the Request for Amendment: To increase the amount to align with the anticipated contract term.

Review Type and Reason

CSC Review Required: Yes
CSC Review Reason(s):
- Requires CSC Approval by Amount

Amount

Previously Approved Amount: $4,000,000
Increase Amount: $3,279,523
Why are you requesting the PSC amount to be increased?: To align funding with current contract term through 6/30/2029.
Total Amended Amount: $7,279,523
Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration
Previously Approved Duration (months): 48
Duration Increase (months): 0
Total Amended Duration (months): 48
First Contract Start Date: 12/1/2025
PSC Duration End Date: 12/1/2029

Funding

Funding Source: City Funds, Federal Funds, State Funds
Special circumstances related to funding: No

Post Union Notification

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 services to be performed include Public Health Grant and Research Development, focusing on identifying funding opportunities, applying for grants, and consulting on research projects in areas like behavioral health, community health, sexual health, and chronic disease prevention to meet the City's goals. Public Health Organizational Development, Technical Assistance, and Training involves developing training materials, leading sessions, and providing technical support to public health workers to build skills, engage with communities, and ensure compliance with state, federal, and local regulations. Public Health Program Evaluation and Community Needs Assessment includes evaluating program effectiveness, conducting community needs assessments, analyzing data, and offering recommendations to improve public health strategies, ensuring programs meet community needs. Finally, Public Health Program Implementation and Project Management covers planning, managing, and executing public health projects such as disease control, vaccination campaigns, and health education programs, ensuring they are completed on time and within budget.

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

Why are these services required and what are the consequences of denial?: These As-Needed Technical Assistance and Consulting Services are vital to the success of the City's public health programs, requiring specialized expertise. In particular, external, unbiased consultants are essential for assessing and evaluating public health programs to ensure effectiveness and accountability. Contracting these services enables efficient program execution, workforce development, and funding security. Without them, the City risks ineffective initiatives, missed opportunities, and poorer health outcomes for 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?: 4

Why have you not hired City employees to perform the services?: The services are intermittent, time-limited, and dependent on available funding. Creating permanent Civil Service positions for this work would not be feasible, as the need for these specialized services fluctuates and does not justify full-time staffing.

Board and Commission Approvals

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

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?: 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?: These services address data-driven public health needs, such as health disparities and outbreaks, and are intended for short-term, as-needed use.
Q5c) How will you ensure the services aren't needed once this PSC request has ended?: Since the services are required only for the duration of the specific project and are tied to limited-term funding, they will be concluded once the project's objectives have been met.
Q5d) Describe the required skills and expertise needed to perform the services: The specialized skills required for these services include grant writing to align programs with DPH priorities, research design for unbiased evaluation of public health interventions, and curriculum development for tailored training. Expertise in adult learning ensures engaging and effective training delivery. Data collection and analysis are critical for impartial evaluation of program outcomes, while community engagement helps identify health priorities without bias. Risk management anticipates challenges, and performance monitoring tracks program progress. Finally, knowledge of policy systems and environmental change supports sustainable public health improvements.
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: These services require temporary expertise, with funding also limited-term, making external support necessary. While the Department has skilled employees, the specialized, short-term nature of the work requires additional external resources to meet project needs efficiently within the available timeframe and budget.
Q5g) Will the services terminate upon resolution of the situation?: Yes

Additional information to support your request (Optional):

Union Notifications

Have the Job Classes/Labor Unions changed?: No
Job Class(es): 2820 - Senior Health Program Planner, 2593 - Health Program Coordinator 3
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: 10/5/2026
Union Review End Date: 10/15/2026
Union Review Duration Met On: 10/15/2026

Post Union Notification

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DPH
Submitted By: My Lan Do Nguyen
Department Coordinator: Reanna Albert, reanna.albert@sfdph.org
Project Manager: Nikole Trainor

ServiceNow Number: DHRPSC0005306
Version: 0.01
Version Type: New

Brief description of proposed work: The proposed work includes project specific as-needed Technical Assistance and Consulting Services in the following areas: Public Health Grant & Research Development, Public Health Organizational Development, Technical Assistance and Training, Public Health Program Evaluation and Community Needs Assessment, Public Health Program Implementation and Project Management.

Review Type and Reason

CSC Review Required: Yes
CSC Review Reason(s):
- Requires CSC Approval by Amount

Amount

PSC Amount: $8,000,000
Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration
PSC Duration (Months): 48

Funding

Funding Source: City Funds, Federal Funds, State Funds
Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The services to be performed include Public Health Grant and Research Development, focusing on identifying funding opportunities, applying for grants, and consulting on research projects in areas like behavioral health, community health, sexual health, and chronic disease prevention to meet the City's goals. Public Health Organizational Development, Technical Assistance, and Training involves developing training materials, leading sessions, and providing technical support to public health workers to build skills, engage with communities, and ensure compliance with state, federal, and

local regulations. Public Health Program Evaluation and Community Needs Assessment includes evaluating program effectiveness, conducting community needs assessments, analyzing data, and offering recommendations to improve public health strategies, ensuring programs meet community needs. Finally, Public Health Program Implementation and Project Management covers planning, managing, and executing public health projects such as disease control, vaccination campaigns, and health education programs, ensuring they are completed on time and within budget.

Why are these services required and what are the consequences of denial?: These As-Needed Technical Assistance and Consulting Services are vital to the success of the City's public health programs, requiring specialized expertise. In particular, external, unbiased consultants are essential for assessing and evaluating public health programs to ensure effectiveness and accountability. Contracting these services enables efficient program execution, workforce development, and funding security. Without them, the City risks ineffective initiatives, missed opportunities, and poorer health outcomes for 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?: 4

Why have you not hired City employees to perform the services?: The services are intermittent, time-limited, and dependent on available funding. Creating permanent Civil Service positions for this work would not be feasible, as the need for these specialized services fluctuates and does not justify full-time staffing.

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?: 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?: These services

address data-driven public health needs, such as health disparities and outbreaks, and are intended for short-term, as-needed use.
Q5c) How will you ensure the services aren't needed once this PSC request has ended?: Since the services are required only for the duration of the specific project and are tied to limited-term funding, they will be concluded once the project's objectives have been met.
Q5d) Describe the required skills and expertise needed to perform the services: The specialized skills required for these services include grant writing to align programs with DPH priorities, research design for unbiased evaluation of public health interventions, and curriculum development for tailored training. Expertise in adult learning ensures engaging and effective training delivery. Data collection and analysis are critical for impartial evaluation of program outcomes, while community engagement helps identify health priorities without bias. Risk management anticipates challenges, and performance monitoring tracks program progress. Finally, knowledge of policy systems and environmental change supports sustainable public health improvements.
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: These services require temporary expertise, with funding also limited-term, making external support necessary. While the Department has skilled employees, the specialized, short-term nature of the work requires additional external resources to meet project needs efficiently within the available timeframe and budget.
Q5g) Will the services terminate upon resolution of the situation?: Yes

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 2820 - Senior Health Program Planner, 2593 - Health Program Coordinator 3
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: 3/26/2025
Union Review End Date: 5/25/2025
Union Review Duration Met On: 5/25/2025

Post Union Notification

Outlook

DPH [DHRPSC0005306] was approved by CSC on 2025-07-07

From The Civil Service Commission <ccsfdt@service-now.com>
Date Tue 7/8/2025 4:26 PM
To Trainor, Nikole (DPH) <nikole.trainor@sfdph.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@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 **2025-07-07 14:00:00 PDT**, the Civil Service Commission had for its consideration the DPH PSC [DHRPSC0005306].

The Civil Service Commission, APPROVED PSC [DHRPSC0005306] on 2025-07-07.

CSC Approval Type: Conditional Approval Granted

Relevant Comments:

Report Back Date: 2025-07-08
Report Back Reason: Approved the PSC by reducing the amount to $4M. (4-0)

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
==========
Record Number: DHRPSC0005306 v 1.0
Description of Proposed Work: The proposed work includes project specific as-needed Technical Assistance and Consulting Services in the following areas: Public Health Grant & Research Development, Public Health Organizational Development, Technical Assistance and Training, Public Health Program Evaluation and Community Needs Assessment, Public Health Program Implementation and Project Management.

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: Elizabeth Aldana
PSC Amount: $8,000,000.00
PSC Duration (months): 48
Funding Source(s): City Funds, Federal Funds, State Funds
Scope of Work: The services to be performed include Public Health Grant and Research Development, focusing on identifying funding opportunities, applying for grants, and consulting on research projects in areas like behavioral health, community health, sexual health, and chronic disease prevention to meet the City's goals. Public Health Organizational Development, Technical Assistance, and Training involves developing training materials, leading sessions, and providing technical support to public health workers to build skills, engage with communities, and ensure compliance with state, federal, and local regulations. Public Health Program Evaluation and Community Needs Assessment includes evaluating program effectiveness, conducting community needs assessments, analyzing data, and offering recommendations to improve public health strategies, ensuring programs meet community needs. Finally, Public Health Program Implementation and Project Management covers planning, managing, and executing public health projects such as disease control, vaccination campaigns, and health education programs, ensuring they are completed on time and within budget.
Job Class(es): 2593 - Health Program Coordinator 3, 2820 - Senior Health Program Planner

PSC Justification(s)
==========
Temporary services needed to address a transitional or short-term situation

Take me to the PSC Record

Ref:TIS5981775_QiRzVXS6cqF713WsXrDW

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.:	DHRPSC0005306

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
1000037214	12/1/2025	6/30/2029	$488,153		provides for training and technical assistance to staff at SFDPH and DPH funded community-based organizations
1000037246	12/1/2025	6/30/2029	$196,392		Consulting Services for Community Health Equity & Promotion (CHEP) - Human Immunodeficiency Virus (HIV)/Sexually Transmitted Infection (STI)/Hepatitis C Virus (HCV) Prevention Programs
1000037460	12/1/2025	5/31/2029	$1,779,530		Consulting Services for Community Health Equity & Promotion (CHEP) - Human Immunodeficiency Virus (HIV) / Sexually Transmitted Infection (STI) / Hepatitis C Virus (HCV) Program Evaluation and Community Needs Assessment Services to support the Health Access Point (HAP) and San Francisco City Clinic (SFCC) programs