

**CSC RECEIPT STAMP**

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### PSC Submissions

#### **New**

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#### **Amendment**

No Amendments for this CSC Meeting

## PSC Requests Scheduled for Hearing - 11/3/2025

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
DHRPSC0005523 - v0.01	AIR	New	\$6,000,000.00	\$6,000,000.00	The San Francisco International Airport (Airport) has a facilities support team that provides administration and management of maintenance and repair projects for multiple facilities including, but not limited to, buildings, terminals, systems, and equipment. Due to recent completion of several major capital improvement projects, the increased number of maintenance and repair projects exceed current staff workload capacity. Airport requires additional resources to assist with the transition and management of capital projects to maintenance and repair projects, and to assist with management of existing maintenance projects. Contractor support services include: 1) reporting on projects status, performance and compliance, 2) gathering data and analysis of technical specification and requirements, government regulations, and warranty documentation, 3) planning and management of projects, 4) providing cost estimates, and 5) administration and management of projects documentation and records.	60	60	2025-11-03 14:00:00	Cynthia Avakian
DHRPSC0005785 - v0.01	MTA	New	\$8,000,000.00	\$8,000,000.00	The Contractor shall provide professional services to support the design, development, test, and deployment of changes to a Computer-Aided Dispatch and Automatic Vehicle Location (CAD/AVL) system. These services are essential to ensure efficient transit operations and system reliability. Services include, but are not limited to: System Design, Software Development, Testing & Validation, Project Management & Technical Oversight, Documentation, and Training. Services will be delivered in accordance with agency-issued task orders, which will define the scope, deliverables, schedule, and costs. Task orders will be negotiated with the San Francisco Municipal Transportation Agency (SFMTA).	84	84	2025-11-03 14:00:00	Amy Nuque
DHRPSC0005761 - v0.01	POL	New	\$300,000.00	\$300,000.00	Proposed work to include:  - Removal of old engines and rigging	24	24	2025-11-03 14:00:00	Vincent Lee

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					- Replacement of fuel filters system - Installation of new engines - Installation of all new steering system, helm, hoses, power steering and tie bar - Installation of all new engine harness with controllers and key switch				
DHRPSC0005724 - v0.01	PUC	New	\$4,200,000.00	\$4,200,000.00	This contract is for a consultant to design and implement a new program that will provide rebates to eligible customers purchasing electric vehicles. Rebates will be applied at the point of sale through participating dealerships. Consultant is responsible for designing the program, marketing the program, and administering the program. Approximately 75% of the total contract value will be passed through as rebates to customers. The remaining amount will cover the consultant's services.	60	60	2025-11-03 14:00:00	Shawndrea Hale
TOTALS:			\$18,500,000.00	\$18,500,000.00					

## Department Summary

Department	New Count	Amendment Count	Total New Amount	Total Cumulative Amount
AIR	1	0	\$6,000,000.00	\$6,000,000.00
MTA	1	0	\$8,000,000.00	\$8,000,000.00
POL	1	0	\$300,000.00	\$300,000.00
PUC	1	0	\$4,200,000.00	\$4,200,000.00
Column Total	4	0	\$18,500,000.00	\$18,500,000.00

# Personal Service Contract Summary (PSC Form 1)

## PSC Basic Information

**Submitting Department:** AIR

**Submitted By:** Quoc Truong

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

**Project Manager:** Jennifer Acton

**ServiceNow Number:** DHRPSC0005523

**Version:** 0.01

**Version Type:** New

**Brief description of proposed work:** Facilities Maintenance and Repair Support Services

## Review Type and Reason

**CSC Review Required:** Yes

**CSC Review Reason(s):**

- Requires CSC Approval by Amount

## Amount

**PSC Amount:** \$6,000,000

**Does contract include items other than services?:** No

## Duration

**Is PSC by Duration or Continuing:** Duration

**PSC Duration (Months):** 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 San Francisco International Airport (Airport) has a facilities support team that provides administration and management of maintenance and repair projects for multiple facilities including, but not limited to, buildings, terminals, systems, and equipment. Due to recent completion of several major capital improvement projects, the increased number of maintenance and repair projects exceed current staff workload capacity. Airport requires additional resources to assist with the transition and management of capital projects to maintenance and repair projects, and to assist with management of existing maintenance projects. Contractor support services include: 1) reporting on projects status, performance and compliance, 2) gathering data and analysis of technical specification and requirements, government regulations, and warranty documentation, 3)

planning and management of projects, 4) providing cost estimates, and 5) administration and management of projects documentation and records.

**Why are these services required and what are the consequences of denial?:** The increased number of maintenance and repair projects from recent completion of capital improvement projects exceed current staff workload capacity. The facilities support team is currently filled with two 1823s and one 1824, and four new positions that need to be filled. The Airport is at the beginning of the hiring process for a 0923 classification, and three budgeted 1823s are anticipated to be filled in three to five years. Contractor support services will be temporary until the Airport fills the new positions and they are trained by staff. The consequences of denial may include delayed facilities maintenance and repair services at the Airport impacting passengers, airlines, and/or staff with comfort, safety, security, and accessibility.

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

### Board and Commission Approvals

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

**Provide details related to contracts for which dept comm approval required:** All professional services contracts in excess of the Minimum Competitive Amount are submitted to the Airport Commission for approval.

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

### Justification

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

No

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

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

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

**Q5 - Are the services required on a temporary basis or on a long-term basis?:** 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 increased number of maintenance and repair projects exceed current staff workload capacity. The Airport anticipates filling the four new positions during the PSC duration. Contractor support services will be temporary until the Airport fills these new positions and they are trained by staff.

**Q5c) How will you ensure the services aren't needed once this PSC request has ended?:** The Airport anticipates filling the four new positions during the PSC duration. Once these new positions are filled and they are trained by staff, the facilities support team will have enough staff to manage and support the increased number of projects. The contract will have an initial term

of three years with an option to extend for two years. The Airport will not exercise the option to extend if the services are no longer needed.

**Q5d) Describe the required skills and expertise needed to perform the services:** Expertise and knowledge in airport facilities and how they function. The ability to analyze technical project specifications and documents.

**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:** Employees can provide the services, but additional resources are needed to support existing staff with the increased number of facilities maintenance and repair projects.

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

**Additional information to support your request (Optional):**

**Union Notifications**

**Job Class(es):** 1823 - Senior Administrative Analyst, 0923 - Manager II

**Labor Unions:** 021 - Prof & Tech Eng, Local 21, 351 - Municipal Exec Assoc-Misc

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

**Union Review Sent On:** 9/4/2025

**Union Review End Date:** 10/4/2025

**Union Review Duration Met On:** 10/4/2025

**From:** [Quoc Truong \(AIR\)](#)  
**To:** ["Audrey Garza"](#)  
**Cc:** [Sung Kim \(AIR\)](#); [Cynthia Avakian \(AIR\)](#); [Alfy Wong \(AIR\)](#); [Jennifer Acton \(AIR\)](#); [Wright, Jonathan \(HRD\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#); [DHR-Personal Services Contracts](#); [DT Service Now \(TIS\)](#); [Mark Weirick](#); [L21PSC Review](#)  
**Bcc:** [Alex Tsai \(AIR\)](#)  
**Subject:** RE: AIR [DHRPSC0005523] submitted for Union Review  
**Date:** Friday, September 26, 2025 3:41:00 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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Hi Audrey,

Thanks for meeting with the Airport on 9/19/2025. See below responses in red to your questions:

1. How many vacancies on the team currently?(This is of the group of who would be associated with the work)  
**There are four vacancies on the team.**
2. How many recruitments are currently in progress?  
**One is currently in progress for the team.**
3. If there is a plan, what is the plan to transition this work back to L21 bargaining unit?  
**Contractor support services will be temporary until the Airport fills these positions and they are trained by staff. The Airport anticipates filling these positions during the PSC duration. The contract with the Contractor will have an initial term of three years with an option to extend for two years. The Airport will not exercise the option to extend if the services are no longer needed.**
4. Can this contract be shortened?  
**At this time, the requested PSC duration is 60 months.**
5. Can the dollar amount the contract is requesting be reduced?  
**At this time, the requested PSC amount is \$6,000,000.**

Thanks,



**Quoc Truong**

Principal Administrative Analyst | Contracts Administration

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

Office: 650.821.2029 | [flysfo.com](https://flysfo.com)

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**From:** Audrey Garza <agarza@ifpte21.org>  
**Sent:** Tuesday, September 23, 2025 9:46 AM  
**To:** Quoc Truong (AIR) <quoc.truong@flysfo.com>  
**Cc:** Sung Kim (AIR) <sung.kim@flysfo.com>; Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; Alfy Wong (AIR) <chitatalfy.wong@flysfo.com>; Jennifer Acton (AIR) <jennifer.acton@flysfo.com>; Wright, Jonathan (HRD) <jonathan.wright@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; DT Service Now (TIS) <ccsfdt@service-now.com>; Mark Weirick <mweirick@ifpte21.org>; L21PSC Review <L21PSCReview@ifpte21.org>  
**Subject:** Re: AIR [DHRPSC0005523] submitted for Union Review

Hi There,

Hope everyone had a wonderful weekend.

Thank you again for meeting with me last Friday.

**Here are our follow up questions:**

1. How many vacancies on the team currently?(This is of the group of who would be associated with the work)
2. How many recruitments are currently in progress?
3. If there is a plan, what is the plan to transition this work back to L21 bargaining unit?
4. Can this contract be shortened?
5. Can the dollar amount the contract is requesting be reduced?

Looking forward to your responses.

Could you have a response back to us by Friday?

Please let us know if you need more time.

Bests,

Audrey Garza  
Pronouns: she/they  
Representative/Organizer  
IFPTE Local 21  
[agarza@ifpte21.org](mailto:agarza@ifpte21.org)  
[www.ifpte21.org](http://www.ifpte21.org)

---

**From:** Audrey Garza <[agarza@ifpte21.org](mailto:agarza@ifpte21.org)>

**Date:** Friday, September 19, 2025 at 12:59 PM

**To:** Quoc Truong (AIR) <[quoc.truong@flysfo.com](mailto:quoc.truong@flysfo.com)>

**Cc:** Sung Kim (AIR) <[sung.kim@flysfo.com](mailto:sung.kim@flysfo.com)>, Cynthia Avakian (AIR) <[cynthia.avakian@flysfo.com](mailto:cynthia.avakian@flysfo.com)>, Alfy Wong (AIR) <[chitatalfy.wong@flysfo.com](mailto:chitatalfy.wong@flysfo.com)>, Jennifer Acton (AIR) <[jennifer.acton@flysfo.com](mailto:jennifer.acton@flysfo.com)>, Wright, Jonathan (HRD) <[jonathan.wright@sfgov.org](mailto:jonathan.wright@sfgov.org)>, DHR <[dhrrpsc@sf.gov](mailto:dhrrpsc@sf.gov)>, DHR-Personal Services Contracts <[DHR-PersonalServicesContracts@sfgov.org](mailto:DHR-PersonalServicesContracts@sfgov.org)>, DT Service Now (TIS) <[ccsfdt@service-now.com](mailto:ccsfdt@service-now.com)>, Mark Weirick <[mweirick@ifpte21.org](mailto:mweirick@ifpte21.org)>, L21PSC Review <[L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)>

**Subject:** Re: AIR [DHRPSC0005523] submitted for Union Review

Perfect see you then!

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**From:** Quoc Truong (AIR) <[quoc.truong@flysfo.com](mailto:quoc.truong@flysfo.com)>

**Sent:** Friday, September 19, 2025 10:29:16 AM

**To:** Audrey Garza <[agarza@ifpte21.org](mailto:agarza@ifpte21.org)>

**Cc:** Sung Kim (AIR) <[sung.kim@flysfo.com](mailto:sung.kim@flysfo.com)>; Cynthia Avakian (AIR) <[cynthia.avakian@flysfo.com](mailto:cynthia.avakian@flysfo.com)>; Alfy Wong (AIR) <[chitatalfy.wong@flysfo.com](mailto:chitatalfy.wong@flysfo.com)>; Jennifer Acton (AIR) <[jennifer.acton@flysfo.com](mailto:jennifer.acton@flysfo.com)>; Wright, Jonathan (HRD) <[jonathan.wright@sfgov.org](mailto:jonathan.wright@sfgov.org)>; DHR <[dhrrpsc@sf.gov](mailto:dhrrpsc@sf.gov)>; DHR-Personal Services Contracts <[DHR-PersonalServicesContracts@sfgov.org](mailto:DHR-PersonalServicesContracts@sfgov.org)>; DT Service Now (TIS) <[ccsfdt@service-now.com](mailto:ccsfdt@service-now.com)>; Mark Weirick <[mweirick@ifpte21.org](mailto:mweirick@ifpte21.org)>; L21PSC Review <[L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)>

**Subject:** RE: AIR [DHRPSC0005523] submitted for Union Review

Hi Audrey,

I just sent you a MS Teams invite for today from 3:30pm-4:00pm.

Thanks,



**Quoc Truong**

Principal Administrative Analyst | Contracts Administration

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

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---

**From:** Audrey Garza <[agarza@ifpte21.org](mailto:agarza@ifpte21.org)>

**Sent:** Friday, September 19, 2025 9:05 AM

**To:** Quoc Truong (AIR) <[quoc.truong@flysfo.com](mailto:quoc.truong@flysfo.com)>

**Cc:** Sung Kim (AIR) <[sung.kim@flysfo.com](mailto:sung.kim@flysfo.com)>; Cynthia Avakian (AIR) <[cynthia.avakian@flysfo.com](mailto:cynthia.avakian@flysfo.com)>; Alfy Wong (AIR) <[chitatalfy.wong@flysfo.com](mailto:chitatalfy.wong@flysfo.com)>; Jennifer Acton (AIR) <[jennifer.acton@flysfo.com](mailto:jennifer.acton@flysfo.com)>; Wright, Jonathan (HRD) <[jonathan.wright@sfgov.org](mailto:jonathan.wright@sfgov.org)>; DHR-PSCCoordinator, DHR (HRD) <[dhrrpscordinator@sfgov.org](mailto:dhrrpscordinator@sfgov.org)>; DHR-Personal Services Contracts <[DHR-PersonalServicesContracts@sfgov.org](mailto:DHR-PersonalServicesContracts@sfgov.org)>; DT Service Now (TIS) <[ccsfdt@service-now.com](mailto:ccsfdt@service-now.com)>; Mark Weirick <[mweirick@ifpte21.org](mailto:mweirick@ifpte21.org)>; L21PSC Review <[L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)>

**Subject:** Re: AIR [DHRPSC0005523] submitted for Union Review

Hi Quoc,

Apologies for the delay. I was out the last couple days. I am free anytime after 3:30pm. Could you please send me a calendar invite for whatever time works for you.

-Audrey

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**From:** Quoc Truong (AIR) <[quoc.truong@flysfo.com](mailto:quoc.truong@flysfo.com)>

**Sent:** Monday, September 15, 2025 3:27:40 PM

**To:** Audrey Garza <[agarza@ifpte21.org](mailto:agarza@ifpte21.org)>

**Cc:** Sung Kim (AIR) <[sung.kim@flysfo.com](mailto:sung.kim@flysfo.com)>; Cynthia Avakian (AIR) <[cynthia.avakian@flysfo.com](mailto:cynthia.avakian@flysfo.com)>; Alfy Wong (AIR) <[chitatalfy.wong@flysfo.com](mailto:chitatalfy.wong@flysfo.com)>; Jennifer Acton (AIR) <[jennifer.acton@flysfo.com](mailto:jennifer.acton@flysfo.com)>; Wright, Jonathan (HRD) <[jonathan.wright@sfgov.org](mailto:jonathan.wright@sfgov.org)>; DHR <[dhrrpscordinator@sfgov.org](mailto:dhrrpscordinator@sfgov.org)>; DHR-Personal Services Contracts <[DHR-PersonalServicesContracts@sfgov.org](mailto:DHR-PersonalServicesContracts@sfgov.org)>; DT Service Now (TIS) <[ccsfdt@service-now.com](mailto:ccsfdt@service-now.com)>; Mark Weirick <[mweirick@ifpte21.org](mailto:mweirick@ifpte21.org)>; L21PSC Review <[L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)>

**Subject:** RE: AIR [DHRPSC0005523] submitted for Union Review

Hi Audrey,

We are available to meet this Friday, 9/19/2025. Let me know if any of the below timeslots work for Local 21:

- 9:00am to 9:30am
- 3:30pm to 4:00pm
- 4:00pm to 5:00pm

It is the Airport's understanding that Local 21 has access to the dashboard maintained by DHR which provides vacancy data.

Thanks,



**Quoc Truong**

Principal Administrative Analyst | Contracts Administration

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---

**From:** Audrey Garza <[agarza@ifpte21.org](mailto:agarza@ifpte21.org)>

**Sent:** Tuesday, September 9, 2025 5:01 PM

**To:** Cynthia Avakian (AIR) <[cynthia.avakian@flysfo.com](mailto:cynthia.avakian@flysfo.com)>

**Cc:** Mark Weirick <[mweirick@ifpte21.org](mailto:mweirick@ifpte21.org)>

**Subject:** Re: AIR [DHRPSC0005523] submitted for Union Review

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

Hi Cynthia,

IFPTE Local 21 objects to this PSC.

Please answer the following questions.

This PSC says that AIR needs to hire more staff to meet the workload capacity.

How many vacancies are on the team currently?

Has there been any effort to hire any additional staff through the exam and hiring process?

We look forward to your responses. We are happy to meet next week on Friday or Monday.

Bests,

Audrey Garza

Pronouns: she/they

Representative/Organizer

IFPTE Local 21

[agarza@ifpte21.org](mailto:agarza@ifpte21.org)

---

**From:** L21PSC Review <[L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)>  
**Date:** Friday, September 5, 2025 at 9:26 AM  
**To:** Audrey Garza <[agarza@ifpte21.org](mailto:agarza@ifpte21.org)>  
**Cc:** Mark Weirick <[mweirick@ifpte21.org](mailto:mweirick@ifpte21.org)>  
**Subject:** Fw: AIR [DHRPSC0005523] submitted for Union Review

Malika Demings  
Administrative/Organizing Assistant  
IFPTE Local 21  
Main: 415-864-2100  
Direct: 415-914-7359  
[mdemings@ifpte21.org](mailto:mdemings@ifpte21.org)

---

**From:** CCSF IT Service Desk <[ccsfedt@service-now.com](mailto:ccsfedt@service-now.com)>  
**Sent:** Thursday, September 4, 2025 8:08 PM  
**To:** [chitatalfy.wong@flysfo.com](mailto:chitatalfy.wong@flysfo.com) <[chitatalfy.wong@flysfo.com](mailto:chitatalfy.wong@flysfo.com)>; [cynthia.avakian@flysfo.com](mailto:cynthia.avakian@flysfo.com) <[cynthia.avakian@flysfo.com](mailto:cynthia.avakian@flysfo.com)>; [DHR-PersonalServicesContracts@sfgov.org](mailto:DHR-PersonalServicesContracts@sfgov.org) <[DHR-PersonalServicesContracts@sfgov.org](mailto:DHR-PersonalServicesContracts@sfgov.org)>; [quoc.truong@flysfo.com](mailto:quoc.truong@flysfo.com) <[quoc.truong@flysfo.com](mailto:quoc.truong@flysfo.com)>; L21PSC Review <[L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)>; [Sung.Kim@flysfo.com](mailto:Sung.Kim@flysfo.com) <[Sung.Kim@flysfo.com](mailto:Sung.Kim@flysfo.com)>; [Jennifer.Acton@flysfo.com](mailto:Jennifer.Acton@flysfo.com) <[Jennifer.Acton@flysfo.com](mailto:Jennifer.Acton@flysfo.com)>  
**Subject:** AIR [DHRPSC0005523] submitted for Union Review

Hello union representatives,

AIR is requesting your review of PSC [DHRPSC0005523]. Please see relevant details of this request below and in the attached document(s). **Should you have any questions or objections, please state them by replying all to this email by 2025-10-04. 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:** DHRPSC0005523 v 0.01

**Description of Proposed Work:** Facilities Maintenance and Repair Support Services

**Request Type:** New

**Approval Type:** CSC Approval

**CSC Review Reason(s):**

✔ CSC Approval by Amount

**Submitting Department:** AIR

**Dept PSC Coordinator:** Cynthia Avakian

**Dept PSC Coordinator Email:** [cynthia.avakian@flysfo.com](mailto:cynthia.avakian@flysfo.com)

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

**PSC Amount:** \$6,000,000.00

**PSC Duration (months):** 60

**Funding Source(s):** City Funds

**Scope of Work:** The San Francisco International Airport (Airport) has a facilities support team that provides administration and management of maintenance and repair projects for multiple facilities including, but not limited to, buildings, terminals, systems, and equipment. Due to recent completion of several major capital improvement projects, the increased number of maintenance and repair projects exceed current staff workload capacity. Airport requires additional resources to assist with the transition and management of capital projects to maintenance and repair projects, and to assist with management of existing maintenance projects. Contractor support services include: 1) reporting on projects status, performance and compliance, 2) gathering data and analysis of technical specification and requirements, government regulations, and warranty documentation, 3) planning and management of projects, 4) providing cost estimates, and 5) administration and management of projects documentation and records.

**Job Class(es):** 1823 - Senior Administrative Analyst, 0923 - Manager II

**Labor Unions:** 021 - Prof & Tech Eng, Local 21, 351 - Municipal Exec Assoc-Misc

**PSC Justification(s)**

=====

✔ Temporary services needed to address a transitional or short-term situation

Ref:TIS6112550\_6uVeVq9ThnPgmvdYnqGV

# Personal Service Contract Summary (PSC Form 1)

## PSC Basic Information

**Submitting Department:** MTA

**Submitted By:** Jonathan H. Wong

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

**Project Manager:** David Rojas

**ServiceNow Number:** DHRPSC0005785

**Version:** 0.01

**Version Type:** New

**Brief description of proposed work:** The Contractor shall provide professional services to support the design, development, test, and deployment of changes to a Computer-Aided Dispatch and Automatic Vehicle Location (CAD/AVL) system. These services are essential to ensure efficient transit operations and system reliability. Services include, but are not limited to: System Design, Software Development, Testing & Validation, Project Management & Technical Oversight, Documentation, and Training. Services will be delivered in accordance with agency-issued task orders, which will define the scope, deliverables, schedule, and costs. Task orders will be negotiated with the SFMTA.

## 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):** 84

## Funding

**Funding Source:** City Funds

**Special circumstances related to funding:** No

## Scope of Work

**Clearly describe scope and detail the services to be performed:** The Contractor shall provide professional services to support the design, development, test, and deployment of changes to a Computer-Aided Dispatch and Automatic Vehicle Location (CAD/AVL) system. These services are essential to ensure efficient transit operations and system reliability. Services include, but are not

limited to: System Design, Software Development, Testing & Validation, Project Management & Technical Oversight, Documentation, and Training. Services will be delivered in accordance with agency-issued task orders, which will define the scope, deliverables, schedule, and costs. Task orders will be negotiated with the San Francisco Municipal Transportation Agency (SFMTA).

**Why are these services required and what are the consequences of denial?:** Need to maintain a state of good repair for the Computer-Aided Dispatch and Automatic Vehicle Location (CAD/AVL) system and to address new operational requirements and to improve service reliability. If this request is denied, there is elevated risk of Computer-Aided Dispatch and Automatic Vehicle Location (CAD/AVL) system outage and limited capabilities that will negatively impact transit service availability to the public.

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

**How many contracts?:** 1

**Why have you not hired City employees to perform the services?:** Due to the proprietary nature of the products, City personnel do not have access to the software source code or design of specialized functionalities and modules. Replacement software applications and hardware parts plus specialized training and support must be contracted through certified contractor/distributor.

### Board and Commission Approvals

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

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

### Justification

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

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

**Q3 - Are these proprietary services City is not authorized to do?:** Yes. See attached letter from the manufacturer confirming these services must be performed by the manufacturer or an authorized reseller/distributor.

**Additional information to support your request (Optional):**

### Union Notifications

**Job Class(es):** 1044 - IS Engineer-Principal, 1043 - IS Engineer-Senior

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

**Labor Union Email Addresses:** L21pscreview@ifpte21.org

### Post Union Notification



**Union Review Sent On:** 10/1/2025  
**Union Review End Date:** 10/11/2025  
**Union Review Duration Met On:** 10/11/2025

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

**Instructions:**  
Step 1: Download and save this template to your desktop.  
Step 2: Complete the fields below.  
Step 3: Upload a copy of the completed file to your PSC record under the "Required Documentation" tab.

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

Other than completing the blank fields below, do not change or alter this template.

Dept Acronym:	SFMTA
Dept Name:	HR-ELR
PSC Coordinator Name:	Amy Nunque
PSC Coordinator Email:	<a href="mailto:amy.nunque@sfmta.com">amy.nunque@sfmta.com</a>
PSC ServiceNow Record Number:	DHRPSC0005785

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
SFMTA-2026-03-FTA	4/10/2026	6/30/2033	\$ 8,000,000		The Contractor shall provide professional services to support the design, development, test, and deployment of changes to a Computer-Aided Dispatch and Automatic Vehicle Location (CAD/AVL) system.



Conduent Transport Solutions, Inc.  
7160 Riverwood Drive  
Columbia, MD 21046

August 21, 2024

San Francisco Municipal Transportation Agency  
1 South Van Ness Avenue  
San Francisco, CA 94103

Attn: Rich Carter  
Rich.Carter@sfmta.com

Subject: Proprietary CAD/AVL Products and Sole Source Justification

Dear Rich:

Conduent Transport Solutions, Inc. was responsible for the design, development, and original deployment of the CAD/AVL system currently in operation at SFMTA.

Presently, Conduent retains ownership of the source code and all related documentation for said system, and retains engineering personnel with the expertise in the maintenance, software and enhancements of the CAD/AVL system. This includes any hardware or software specifically designed and specified to work with Conduent equipment installed on the vehicle as part of the contracted design. This also includes all spares which would then be referred to the customer, as the design is proprietary with respect to software and firmware within the article or the manufacturing of cabling designed to interconnect with our CAD/AVL system. As such, Conduent is the sole entity capable of providing software upgrades, maintenance, and support for the OrbCAD CAD/AVL system.

Please do not hesitate to contact me should you need additional information at 443-259-7129 or [john.fischer@conduent.com](mailto:john.fischer@conduent.com).

Sincerely,

A handwritten signature in black ink, appearing to read "John Fischer", written over a light blue horizontal line.

John Fischer  
Managing Director

# Personal Service Contract Summary (PSC Form 1)

## PSC Basic Information

**Submitting Department:** POL

**Submitted By:** Robert Ashpole

**Department Coordinator:** Vincent Lee,  
vincent.lee@sfgov.org

**Project Manager:** Robert Ashpole

**ServiceNow Number:** DHRPSC0005761

**Version:** 0.01

**Version Type:** New

**Brief description of proposed work:** Marine 7 has developed several mechanical issues which is seriously impacting its reliability and availability. The purpose of this project is to remove and replace the drive train, refurbish the waterjets and replace several worn out components, returning Marine 7 to a reliable state of availability.

## Review Type and Reason

**CSC Review Required:** Yes

**CSC Review Reason(s):**

- Requires CSC Approval by Amount

## Amount

**PSC Amount:** \$300,000

**Does contract include items other than services?:** Yes

- Commodities & Equipment: \$300,000

## Duration

**Is PSC by Duration or Continuing:** Duration

**PSC Duration (Months):** 24

## Funding

**Funding Source:** Federal Funds

**Special circumstances related to funding:** No

## Scope of Work

**Clearly describe scope and detail the services to be performed:** Proposed work to include:

- Removal of old engines and rigging
- Replacement of fuel filters system
- Installation of new engines
- Installation of all new steering system, helm, hoses, power steering and tie bar
- Installation of all new engine harness with controllers and key switch

**Why are these services required and what are the consequences of denial?:** If the work is not completed, the Marine 7 Vessel will be put 'out of service'.

**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 lack necessary facilities/equipment?:** Yes

**Q4a) What facilities or equipment does the City lack that contractor possesses?:** dry dock

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

**Explain why:** too great of a capital expense

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

**Union Review Sent On:** 10/1/2025

### Post Union Notification

**Union Review End Date:** 10/8/2025  
**Union Review Duration Met On:** 10/8/2025

# Memorandum

San Francisco Police Department

Kimmie Wu  
Chief Financial Officer

Fiscal Division

DEPUTY CHIEF JASON SAWYER #112  
SFPD SPECIAL OPERATIONS BUREAU

To: Captain William Toomey  
Commanding Officer  
Homeland Security Unit

From: Sgt. Michael A. Bushnell  
Marine Unit

Date: Thursday, July 24, 2025

Subject: Procurement Request - Grant Funded Vessel Refurbishment

In 2023, the Marine Unit applied for and was awarded a \$320,000 Federal Port Security Grant for the refurbishment and repowering of Marine 7. Marine 7 is a 37' diesel powered, Moose Boat.

Marine 7 was manufactured in 2012 and has accumulated nearly 7,000 hours of use since being placed in service, this would be the equivalent of approximately 280,000 miles in a patrol vehicle. Over the past couple of years, Marine 7 has developed several mechanical issues because of this use seriously impacting its reliability and availability. The purpose of this grant is to remove and replace the drive train, refurbish the waterjets and replace several worn out components, returning Marine 7 to a reliable state of availability.

I respectfully request this project be forwarded to the Office of Contract Administration for approval and execution of the grant. Additionally, based on the above statements, I respectfully request this project be designated as sole source and awarded to Svendsen's Bay Marine, a 12b compliant vendor. Please see the attached updated Quotation from Svendsen's Bay Marine For this Project.

Attachments: Svendsen's Bay Marine Quotation

SFPD-68 (03/89) \*

SEP 27 2025  
JUL 24 2025 14:04

# Personal Service Contract Summary (PSC Form 1)

## PSC Basic Information

**Submitting Department:** PUC

**Submitted By:** Daniel Young

**Department Coordinator:** Shawndrea Hale,  
SHale@sfgwater.org

**Project Manager:** G Teeter

**ServiceNow Number:** DHRPSC0005724

**Version:** 0.01

**Version Type:** New

**Brief description of proposed work:** CS-1272 CleanPowerSF Point-of-Sale EV Incentive Program

## Review Type and Reason

**CSC Review Required:** Yes

**CSC Review Reason(s):**

- Requires CSC Approval by Amount

## Amount

**PSC Amount:** \$4,200,000

**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 contract is for a consultant to design and implement a new program that will provide rebates to eligible customers purchasing electric vehicles. Rebates will be applied at the point of sale through participating dealerships. Consultant is responsible for designing the program, marketing the program, and administering the program. Approximately 75% of the total contract value will be passed through as rebates to customers. The remaining amount will cover the consultant's services.

**Why are these services required and what are the consequences of denial?:** SFPUC offers various programs to help its customers contribute to the City's climate goals and also to achieve



various utility objectives. A new program to offer EV incentives is necessary as the state moves to limit the sale of non-EVs going forward. This program helps our customers get ahead of these pending requirements while accelerating local climate goals and adding to our utility load, which provides 100% GHG free electricity for charging vehicles. A regional approach to this program makes the most sense given the limited number of car dealerships within CCSF, hence the desire to piggyback off of a contract already in effect elsewhere in the Bay Area. If this request is denied, SFPUC will need to expend additional resources to recreate this same program but much less efficiently.

**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:** Contract is for over \$1,170,000

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

### Justification

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

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 objective is to incentivize customers to purchase EVs. Once the EV market is fully developed the services to run this program will no longer be necessary.

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

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

Developing and implementing programs that incentivize electric vehicles through point of sale rebates. Also requires relationships with regional car dealerships and expertise managing eligible customer lists for the purpose of redeeming unique coupon codes.

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

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

**Q5c2) Explain why new a job classification is not feasible:** This type of work is temporary

**Q5d) Will contractor directly supervise City employees?:** No

**Q5e) Will contractor train City employees?:** No

**Q5e1) Explain why training of City employees is not required:** The work to administer the

program is not permanent.

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

**Q5f1) Explain why the work will not be transitioned back to the City:** The work to administer the program is not permanent.

**Additional information to support your request (Optional):** The program is linked to statewide regulations around EVs set to take effect in 2030. Unless that changes (which is possible), no plans to continue running this same program past 2030, so no plans to bring the work back to the City after the contract term.

### Union Notifications

**Job Class(es):** 2913 - Program Specialist, 5278 - Planner 2

**Labor Unions:** 021 - Prof & Tech Eng, Local 21, 535 - SEIU 1021

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

**Union Review Sent On:** 9/24/2025

**Union Review End Date:** 10/4/2025

**Union Review Duration Met On:** 10/4/2025